

Southern Adirondack Library System

Annual Report for Library Systems - 2019 (Public Library Systems 2019)

CURRENT YEAR

PREVIOUS YEAR

1. General System Information

System/Director Information

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

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat CollectConnect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat CollectConnect before you begin your survey.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1	SEDCODE	521800700026	521800700026
1.2	Institution ID	800000038540	800000038540
1.3	System Name	Southern Adirondack Library System	<i>Southern Adirondack Library System</i>
1.4	Beginning Reporting Year	01/01/2019	01/01/2018
1.5	Ending Reporting Year	12/31/2019	12/31/2018
1.6	Street Address	22 Whitney Place	<i>22 Whitney Place</i>
1.7	City	Saratoga Springs	<i>Saratoga Springs</i>
1.8	Zip Code	12866	12866
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4596	4596
1.10	Mailing Address	22 Whitney Place	<i>22 Whitney Place</i>
1.11	City	Saratoga Springs	<i>Saratoga Springs</i>
1.12	Zip Code	12866	12866

1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4596	4596
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(518) 584-7300	(518) 584-7300
1.15	Fax Number (enter 10 digits only)	(518) 587-5589	(518) 587-5589
1.16	System Home Page URL	www.sals.edu	www.sals.edu
1.17	URL of the system's complete Plan of Service	https://salsblog.sals.edu/wp-content/uploads/SALS-Plan-of-Service-2017-2021.pdf	http://salsblog.sals.edu/wp-content/uploads/SALS-Plan-of-Service-2017-2021.pdf
Note: I have provided the correct URL.			
1.18	Population Chartered to Serve (2010 Census)	353,366	353,366
1.19	Area Chartered to Serve (square miles)	4226	4226
1.20	Federal Employer Identification Number	141437196	141437196
1.21	County	Saratoga	Saratoga
1.22	County (Counties) Served	Saratoga, Warren, Washington, Hamilton	Saratoga, Warren, Washington, Hamilton
1.23	School District	Saratoga Springs City School District	Saratoga Springs City School District
1.24	First Name of System Director	Sara	Sara
1.25	Last Name of System Director	Dallas	Dallas
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	9597	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	(518) 581-7300 Ext.205

1.32	E-Mail Address of the System Director	sdallas@sals.edu	<i>sdallas@sals.edu</i>
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(518) 587-5589	<i>(518) 587-5589</i>
1.34	Name of Outreach Coordinator	Erica Freudenberger	<i>Erica Freudenberger</i>
1.47	Is the library system a member of the New York State and Local Retirement System?	Y	<i>Y</i>
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	<i>N</i>

Contracts/Unusual Circumstances

1.	Name of Contracting Municipality or District	N/A	<i>N/A</i>
2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A	<i>N/A</i>
3.	Population of the geographic area served by this contract	N/A	<i>N/A</i>
4.	Dollar amount of contract	N/A	<i>N/A</i>
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A	<i>N/A</i>
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	N	<i>N</i>

for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.

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)
The number of hours per work week used to compute FTE for all budgeted positions. 35 35

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	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0	0
2.10	Librarians - Filled Position(s) FTE	2	2
2.11	Librarians - Vacant Position(s) FTE	0	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	4.00	4.00

2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	6	6
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	0
2.18	Total Other Staff - Filled Position(s) FTE	4	4
2.19	Total Other Staff - Vacant Position(s) FTE	0	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	14.00	14.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	0.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$45,238	\$42,435
2.24	System Director FTE	1	1
2.25	System Director Current Annual Salary	\$131,209	\$126,772

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	34	34
3.15	Main Library/System Headquarters	1	1
3.16	Indicate the year the system building was initially constructed	1963	1963
3.17	Indicate the year the system	2017	2017

building underwent a major renovation costing \$25,000 or more

3.18	Square footage of the system building	8,537	8,537
3.19	Branches of the Library System	0	0
3.20	Bookmobiles	0	0
3.21	Reading Centers	0	0
3.22	Other Outlets	6	6
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	7	7
3.24	Name of Central Library/Co-Central Libraries	Crandall Public Library	<i>Crandall Public Library</i>

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	9
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	12	12
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5	5 years

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

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	E
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SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2020, through December 31, 2020.

President/Council Chair

3.29	Status	Filled	<i>Mr.</i>
3.30	First Name	Jordan	<i>Jordan</i>
3.31	Last Name	Hornstein	<i>Hornstein</i>
3.32	Institutional Affiliation	Pendragon Theatre	<i>Pendragon Theatre</i>
3.33	Professional Title	Actor and retired teacher	<i>Actor and retired teacher</i>
3.34	Mailing Address	22 Greylock Road	<i>22 Greylock Road</i>
3.35	City	Long Lake	<i>Long Lake</i>
3.36	Zip Code (enter five digits only)	12847	<i>12847</i>
3.37	Telephone for the Board President (enter 10 digits only (315) 354-5699 and hit the Tab key)		<i>(315) 354-5699</i>
3.38	E-mail Address	jjhornstein@frontiernet.net	<i>jjhornstein@frontiernet.net</i>
3.39	Term Begins - Month	June	<i>June</i>
3.40	Term Begins - Year (yyyy)	2015	<i>2015</i>
3.41	Term Expires - Month or N/A	May	<i>May</i>
3.42	Term Expires - Year (YYYY) or N/A	2020	<i>2020</i>
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	06/16/2015	<i>06/16/2015</i>
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2015	<i>06/16/2015</i>

3.46 Is this a brand new trustee? N N

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 2-16 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](#). Complete this form and email it to bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Status	Filled	<i>Ms.</i>
2.	First Name	Linda	<i>Linda</i>
3.	Last Name	Borden	<i>Borden</i>
4.	Institutional Affiliation	Greenwich, Hoosic Valley and BOCES	<i>Greenwich, Hoosic Valley and BOCES</i>
5.	Professional Title	Retired teacher	<i>Retired teacher</i>
6.	Mailing Address	2809 Valley Falls Road	<i>2809 Valley Falls Road</i>
7.	City	Schaghticoke	<i>Schaghticoke</i>
8.	Zip Code (enter five digits only)	12154	<i>12154</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2015	<i>2015</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2020	<i>2020</i>
13.	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).	Y	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	6/16/2015	<i>6/16/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	6/16/2015	<i>6/16/2015</i>
16.	Is this a brand new trustee?	N	<i>N</i>

1.	Status	Filled	<i>Mrs.</i>
2.	First Name	Karen	<i>Karen</i>
3.	Last Name	McComb	<i>McComb</i>
4.	Institutional Affiliation	Albany College of Pharmacy	<i>Albany College of Pharmacy</i>
5.	Professional Title	Retired professor and pt pharmacist	<i>Retired professor and pt pharmacist</i>
6.	Mailing Address	Box 61	<i>Box 61</i>
7.	City	Speculator	<i>Speculator</i>
8.	Zip Code (enter five digits only)	12164	<i>12164</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2015	<i>2015</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2020	<i>2020</i>
13.	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).	Y	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2015	<i>06/16/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2015	<i>06/16/2015</i>

16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Mrs.</i>
2.	First Name	Dale	<i>Dale</i>
3.	Last Name	Nemer	<i>Nemer</i>

4.	Institutional Affiliation	Skidmore College	<i>Skidmore College</i>
5.	Professional Title	Assoc. Director of Admissions	<i>Assoc. Director of Admissions</i>
6.	Mailing Address	15 Greenwood Avenue	<i>15 Greenwood Avenue</i>
7.	City	Queensbury	<i>Queensbury</i>
8.	Zip Code (enter five digits only)	12804	<i>12804</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2016	<i>2016</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2021	<i>2021</i>
13.	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).	Y	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/20/2016	<i>06/20/2016</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/21/2016	<i>06/21/2016</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Mr.</i>
2.	First Name	Robert	<i>Robert</i>
3.	Last Name	Odess	<i>Odess</i>
4.	Institutional Affiliation	N/A	
5.	Professional Title	Retired teacher	<i>Retired teacher</i>
6.	Mailing Address	48 Dailey Lane	<i>48 Dailey Lane</i>
7.	City	Buskirk	<i>Buskirk</i>

8.	Zip Code (enter five digits only)	12028	12028
9.	Term Begins - Month	June	June
10.	Term Begins - Year (yyyy)	2017	2017
11.	Term Expires - Month or N/A	May	May
12.	Term Expires - Year (YYYY) or N/A	2022	2022
13.	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).	Y	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/20/2017	06/20/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/26/2017	06/26/2017
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Mr.
2.	First Name	John	John
3.	Last Name	Plantier	Plantier
4.	Institutional Affiliation	N/A	
5.	Professional Title	Retired designer	Retired designer
6.	Mailing Address	74 Circular Street	74 Circular Street
7.	City	Lake Luzerne	Lake Luzerne
8.	Zip Code (enter five digits only)	12846	12846
9.	Term Begins - Month	June	June
10.	Term Begins - Year (yyyy)	2015	2015

11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2020	<i>2020</i>
13.	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).	Y	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2015	<i>06/16/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2015	<i>06/16/2015</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Nancy	<i>Nancy</i>
3.	Last Name	Seifts	<i>Seifts</i>
4.	Institutional Affiliation	Town of Lake Pleasant	<i>Town of Lake Pleasant</i>
5.	Professional Title	Principal Account Clerk/Budget Officer	<i>Principal Account Clerk/Budget Officer</i>
6.	Mailing Address	PO Box 623, Route 8	<i>PO Box 623, Route 8</i>
7.	City	Lake Pleasant	<i>Lake Pleasant</i>
8.	Zip Code (enter five digits only)	12108	<i>12108</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2017	<i>2017</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2022	<i>2022</i>
13.	Is this trustee serving a full	Y	<i>Y</i>

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).

- | | | | |
|-----|--|------------|------------|
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 06/20/2017 | 06/20/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/26/2017 | 06/26/2017 |
| 16. | Is this a brand new trustee? | N | N |
-
- | | | | |
|-----|--|--|--|
| 1. | Status | Filled | Mr. |
| 2. | First Name | Russell | Russell |
| 3. | Last Name | Wise | Wise |
| 4. | Institutional Affiliation | NYS Development Disabilities | NYS Development Disabilities |
| 5. | Professional Title | Retired CFO | Retired CFO |
| 6. | Mailing Address | 1400 Crescent-Visser Ferry Rd., Apt. 820 | 1400 Crescent-Visser Ferry Rd., Apt. 820 |
| 7. | City | Clifton Park | Clifton Park |
| 8. | Zip Code (enter five digits only) | 12065 | 12065 |
| 9. | Term Begins - Month | June | June |
| 10. | Term Begins - Year (yyyy) | 2019 | 2014 |
| 11. | Term Expires - Month or N/A | May | May |
| 12. | Term Expires - Year (YYYY) or N/A | 2024 | 2019 |
| 13. | 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). | Y | Y |
| 14. | The date the trustee took the | 06/18/2019 | 06/17/2014 |

Oath of Office (mm/dd/yyyy)

- | | | | |
|-----|--|----------------------------------|----------------------------------|
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/19/2019 | 06/18/2014 |
| 16. | Is this a brand new trustee? | N | N |
| 1. | Status | Filled | Ms. |
| 2. | First Name | Janet | Janet |
| 3. | Last Name | Lindner | Lindner |
| 4. | Institutional Affiliation | NYS Academy of Family Physicians | NYS Academy of Family Physicians |
| 5. | Professional Title | Project Coordinator | Project Coordinator |
| 6. | Mailing Address | 180 Circular Street | 180 Circular Street |
| 7. | City | Saratoga Springs | Saratoga Sprigns |
| 8. | Zip Code (enter five digits only) | 12866 | 12866 |
| 9. | Term Begins - Month | June | June |
| 10. | Term Begins - Year (yyyy) | 2018 | 2018 |
| 11. | Term Expires - Month or N/A | May | May |
| 12. | Term Expires - Year (YYYY) or N/A | 2023 | 2023 |
| 13. | 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). | Y | Y |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 06/18/2018 | 06/18/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/19/2018 | 06/19/2018 |
| 16. | Is this a brand new trustee? | N | N |

1.	Status	Filled	<i>Ms.</i>
2.	First Name	Elaine	<i>Elaine</i>
3.	Last Name	Cowin	<i>Cowin</i>
4.	Institutional Affiliation	Warrensburg Central Schools	<i>Warrensburg Central Schools</i>
5.	Professional Title	Retired K-12 Library Media Specialist	<i>Retired K-12 Library Media Specialist</i>
6.	Mailing Address	8 Robin Drive	<i>8 Robin Drive</i>
7.	City	Warrensburg	<i>Warrensburg</i>
8.	Zip Code (enter five digits only)	12885	<i>12885</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2018	<i>2018</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2023	<i>2023</i>
13.	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).	Y	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2018	<i>06/18/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2018	<i>06/19/2018</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Carol	<i>Carol</i>
3.	Last Name	Kuhr	<i>Kuhr</i>

4.	Institutional Affiliation	Granville, NY Schools	<i>Granville, NY Schools</i>
5.	Professional Title	Retired Special Education Teacher	<i>Retired Special Education Teacher</i>
6.	Mailing Address	307 North Street Road	<i>307 North Street Road</i>
7.	City	Argyle	<i>Argyle</i>
8.	Zip Code (enter five digits only)	12809	<i>12809</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2018	<i>2018</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2023	<i>2023</i>
13.	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).	Y	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2018	<i>06/18/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2018	<i>06/19/2018</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Mrs.</i>
2.	First Name	Christine	<i>Christine</i>
3.	Last Name	Connell	<i>Connell</i>
4.	Institutional Affiliation	NYS	<i>NYS</i>
5.	Professional Title	Retired Technology Manager	<i>Retired Technology Manager</i>
6.	Mailing Address	33 Belanger Avenue	<i>33 Belanger Avenue</i>
7.	City	Waterford	<i>Waterford</i>

8.	Zip Code (enter five digits only)	12188	12188
9.	Term Begins - Month	June	June
10.	Term Begins - Year (yyyy)	2015	2015
11.	Term Expires - Month or N/A	May	May
12.	Term Expires - Year (YYYY) or N/A	2020	2020
13.	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).	Y	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2015	06/16/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2015	06/16/2015
16.	Is this a brand new trustee?	N	N

COORDINATED OUTREACH COUNCIL

3.47	Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No).	Y	Y
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Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2020, through December 31, 2020. 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](#). Complete this form and email it to bibliostat@btol.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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

1.	Status	Filled	Ms.
2.	First Name	Krista	Krista
3.	Last Name	Conrick	Conrick

4.	Institutional Affiliation	WSWHE BOCES	<i>WSWHE BOCES</i>
5.	Professional Title	Program Manager of Adult Education	<i>Program Manager of Adult Education</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Jennifer	<i>Jennifer</i>
3.	Last Name	Hurd	<i>Hurd</i>
4.	Institutional Affiliation	Round Lake Library	<i>Round Lake Library</i>
5.	Professional Title	Director	<i>Director</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Erin	<i>Erin</i>
3.	Last Name	Krivitski	<i>Krivitski</i>
4.	Institutional Affiliation	SUNY Adirondack	<i>SUNY Adirondack</i>
5.	Professional Title	Assistant Director for Workforce Innovation & Training in the Office of Continuing Education	<i>Coordinator of Workforce Training</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Johanna	<i>Johanna</i>
3.	Last Name	MacKay	<i>MacKay</i>
4.	Institutional Affiliation	Skidmore College Lucy Scribner Library	<i>Lucy Scribner Library, Skidmore College</i>
5.	Professional Title	Instructional Design Librarian	<i>Instructional Design Librarian</i>
1.	Status	Filled	<i>Vacant</i>
2.	First Name	Haley	<i>N/A</i>
3.	Last Name	Graves	<i>N/A</i>
4.	Institutional Affiliation	Comfort Food Community	<i>N/A</i>
5.	Professional Title	Community Engagement Coordinator	<i>N/A</i>

4. Public Library System Transactions and Collections

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	91	92
4.2	System Visits	256	291

CIRCULATION

4.3	Total Cataloged Book Circulation	174	234
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Note: Book collection weeded - fewer items to circulate.

4.4	Total Circulation of Other Materials	214	203
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	388	437
4.6	Use of Electronic Material	205,856	183,455

Note: E-content usage remains our biggest area of growth.

4.7	Successful Retrieval of Electronic Information	0	0
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	205,856	183,455
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	206,244	183,892
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	206,244	183,892

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	24,808	26,180
4.12	Uncataloged Book Holdings	0	0
4.13	Total Print Serial Holdings	0	0
4.14	All Other Print Materials Holdings	0	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	24,808	26,180

4.16	Electronic Books	0	0
4.17	Local Electronic Collections	2	3
4.18	Total Number of NOVELNY Databases	16	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	2	3
4.20	Audio - Downloadable Units	0	0
4.21	Video - Downloadable Units	0	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	18	19

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	7	2
4.25	Video - Physical Units	2	2
4.26	Other Non-Electronic Materials	0	0
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	9	4
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	24,835	26,203

ROTATING COLLECTIONS/BOOK LOANS

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

4.31	Average number of items per collection	0	0
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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	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	Yes
b.	Public Access Catalog	Yes	Yes
c.	Cataloging	Yes	Yes
d.	Acquisitions	Yes	Yes
e.	Inventory	Yes	Yes
f.	Serials Control	Yes	Yes
g.	Media Booking	No	No
h.	Community Information	No	No
i.	Electronic Resource Management	No	No
j.	Digital Collections Management	No	No

5.3	Identify ILS system vendor	Polaris	<i>Polaris</i>
-----	----------------------------	---------	----------------

5.4	How many member libraries fully participate in the ILS?	34	34
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5.5	% of member libraries participating (calculated field)	100.00%	100.00%
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5.6	How many member libraries	34	34
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participate in some ILS
modules?

5.7 Indicate features of the system's ILS (check all that apply):

a.	ILS shared with other library systems	Yes	Yes
b.	ILS software permits patron-initiated ILL	Yes	Yes
c.	ILL feature implemented and used	Yes	Yes
5.8	Number of titles in the ILS bibliographic database	694,747	697,118
5.9	Number of new titles added by the system in the reporting year	3,809	3,652
5.10	Number of Central Library Aid titles added in the reporting year	1,542	526

Note: Increased focus on updating the collection.

5.11	Number of new titles added by the members in the reporting year	24,619	26,555
5.12	Total new titles (total questions 5.9 through 5.11)	29,970	30,733

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	No	No
b.	Disc	No	No
c.	Online (virtual catalog)	Yes	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	34	34

5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	Y	Y
5.16	Number of titles in the system's union catalog	692,747	695,221
5.17	Number of holdings in the system's union catalog	1,193,467	1,195,808
5.18	Number of new titles added in the last year	26,586	28,243
5.19	Number of holdings added in the last year	87,318	93,399
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)	No	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No	No
c.	Patron-initiated ILL available and used through this catalog	No	No

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	Y
5.22	How many libraries participate in (or submit records for) the union list of serials?	34	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	Y
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Website/Interlibrary Loan/Delivery/Continuing Education

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	94,131	116,195
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Note: Web traffic for a wellness tracking tool for a multi-system project, "Library Moon Walk," was completed in May 2019.

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 775 434

Note: Great Meadow resumed library service when librarian returned on leave.

5.26 Total items received (borrowed) 903 688

Note: Great Meadow resumed library service when librarian returned on leave.

5.27 Total requests provided (loaned) unfilled 76 69

5.28 Total requests received (borrowed) unfilled 22 22

Note: No change from previous year.

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 1,776 1,213

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 No

b. Other system's courier No No

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

e. U.S. Mail No No

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

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

5.31 Number of stops (pick-up and delivery sites per week) 155 148

Note: Changed delivery vendors mid-year, and as a result updated our delivery schedule to member libraries and other systems.

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32 Number of sessions 0 0

5.33	Number of participants	0	0
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Continuing Education Cont.**Technology**

5.34	Number of sessions	15	8
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Note: Held significantly more trainings on ILL system

5.35	Number of participants	97	17
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Note: The increase in sessions coincided with more attendees per session.

Digitization

5.36	Number of sessions	0	0
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5.37	Number of participants	0	0
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Leadership

5.38	Number of sessions	2	7
------	--------------------	---	---

5.39	Number of participants	33	97
------	------------------------	----	----

Note: Several larger events were held in 2018 that were not duplicated in 2019.

Management & Supervisory

5.40	Number of sessions	15	9
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Note: Received support from SUNY Adirondack to host CE programming for member library staff.

5.41	Number of participants	177	45
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Note: A series of programs put on with support from SUNY Adirondack was highly attended.

Planning and Evaluation

5.42	Number of sessions	13	10
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5.43	Number of participants	43	88
------	------------------------	----	----

Note: Lots of small-group follow-ups on Strategic Planning that were discussed with full boards in 2018

Awareness and Advocacy

5.44	Number of sessions	10	2
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Note: Held separate sessions with legislators.

5.45	Number of participants	70	29
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Note: With concerns over budget cuts, attendance at Advocacy Day appointments and similar sessions was much higher in 2019.

Trustee/Council Training

5.46	Number of sessions	0	33
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Note: In 2018, made system-wide effort to train trustees. This effort was not duplicated in 2019.

5.47	Number of participants	0	313
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Note: In 2018, made system-wide effort to train trustees. This effort was not duplicated in 2019.

Special Client Populations

5.48	Number of sessions	10	18
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5.49	Number of participants	57	122
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Note: Focused more energy on poverty/food insecurity program, limiting sessions on other topics/populations.

Children's Services/Birth to Kindergarten

5.50	Number of sessions	1	1
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5.51	Number of participants	12	8
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Children's Services/Elementary Grade Levels

5.52	Number of sessions	1	1
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5.53	Number of participants	17	21
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Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	1	2
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5.55	Number of participants	37	71
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Note: Held half the sessions, so had a similar decline in participants.

General Adult Services

5.56	Number of sessions	4	4
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5.57	Number of participants	96	87
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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	N/A
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2.	Number of sessions	N/A	N/A
----	--------------------	-----	-----

3.	Number of participants	N/A	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)	72	95
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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)	639	898
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	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	No
b.	Coordinated purchase of non-print materials	No	No
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes	Yes
d.	Cataloging	Yes	Yes
e.	Materials processing	No	No
f.	Coordinated purchase of office supplies	No	No
g.	Coordinated computer services/purchases	Yes	Yes
h.	Virtual reference	No	No
i.	Other (describe using the State note)	No	No

j.	N/A	No	No
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CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	514	3,145
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Note: More experienced directors in libraries requiring significantly fewer consults on grants and funding.

5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	130	1,501
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Note: SALS Director and Outreach Coordinator held series of Trustee trainings in 2018 that were not held in 2019.

5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	5	34
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Note: One library drove questions in this area in 2018, then hired an attorney to assist them with the process in 2019, so SALS was less involved.

5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	2,676	2,602
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5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	186	192
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5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	87	2,925
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Note: Coordinated more adult service meet-ups for member libraries to share peer-to-peer versus only receiving feedback from system consultants.

5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	81	115
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5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	310	312
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5.71	Number of contacts - Consulting with state and county correctional facilities	23	31
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5.72	Number of contacts -	76	437
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Providing information to
local, county, and state
legislators and their staffs

Note: Primarily focused on Advocacy Day, and encouraged Trustees to do more of this work rather than staff.

5.73	Number of contacts - Providing system and member library information to the media	9	40
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Note: Fewer media requests were received.

5.74	Number of contacts - Providing website development and maintenance for member libraries	465	348
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Note: Continued work on long-term website overhaul projects.

5.75	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	N	N
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1.	Topic	N/A	N/A
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2.	Number of contacts (all types)	N/A	N/A
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5.76	Total other contacts (total of question #2 of Repeating Group #6)	0	0
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5.77	Total number of contacts (total of questions 5.63 through 5.74 and 5.76)	4,562	11,682
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REFERENCE SERVICES

5.78	Total Reference Transactions	508	246
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Note: Reference transactions increased as specific consulting requests declined.

Special Clients/Fees

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	No	Yes
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Note: Previous year's response was inaccurate. We do not offer services specific to this special client.

b.	Services for patrons who are educationally disadvantaged	No	Yes
----	--	----	-----

Note: Previous year's response was inaccurate. We do not offer services specific to this special client.

c.	Services for patrons who are aged	No	No
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d.	Services for patrons who are geographically isolated	Yes	Yes
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e.	Services for patrons who are members of ethnic or minority groups in need of special library services	No	Yes
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Note: Previous year's response was inaccurate. We do not offer services specific to this special client.

f.	Services to patrons who are in institutions	Yes	Yes
----	---	-----	-----

g.	Services for unemployed and underemployed individuals	No	No
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i.	N/A	No	No
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5.80	Number of BOOKS BY MAIL loans	0	0
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5.81	Number of member libraries with Job/Education Information Centers or collections	2	2
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5.82	Number of State Correctional Facilities libraries served	2	2
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5.83	Number of County Jails libraries served	4	4
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Note: Four county jails in SALS service area. Warren County declined funding.

5.84	Number of institutions served other than jails or correctional facilities	0	0
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5.85	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	N
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1.	Service provided	N/A	N/A
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2.	Number of facilities/institutions served	N/A	N/A
5.86	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 5.87.	Y	Y
5.87	Description of fees	The Mohawk Valley Library System/Southern Adirondack Library System Joint Automation Project charges the members of both systems fees relative to their percentage of total use, calculated based on circulation and holdings.	<i>Response has been entered.</i>

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	N
1.	County Name	Saratoga County	N/A
Note: Funding included in county's budget to support e-content.			
2.	Amount	\$35,120	N/A
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N	N/A
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y	N/A
6.2	Total County Funding	\$35,120	\$0
6.3	All Other Local Public Funds	\$0	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$35,120	\$0

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$8,984	<i>\$469</i>
6.6	Central Library Development Aid	\$106,962	<i>\$106,908</i>
6.7	Central Book Aid	\$67,633	<i>\$67,600</i>
6.8	Conservation/Preservation Grants	\$0	<i>\$0</i>
6.9	Construction for Public Libraries Aid	\$0	<i>\$12,406</i>
6.10	Coordinated Outreach Services Aid	\$84,128	<i>\$84,086</i>
6.11	Correctional Facilities Library Aid	\$31,316	<i>\$31,300</i>
6.12	County Jails Library Aid	\$3,210	<i>\$2,603</i>
6.14	Family Literacy Grants	\$8,512	<i>\$8,501</i>
6.18	Local Library Services Aid - Kept at System	\$0	<i>\$0</i>
6.19	Local Library Services Aid - Distributed to Members	\$104,630	<i>\$104,578</i>
6.20	Total LLSA (total questions 6.18 and 6.19)	\$104,630	<i>\$104,578</i>
6.21	Local Services Support Aid	\$83,919	<i>\$83,877</i>
6.22	Local Consolidated Systems Aid	\$0	<i>\$0</i>
6.26	Public Library System Basic Aid	\$977,040	<i>\$976,550</i>
6.27	Public Library System Supplementary Operational Aid	\$143,696	<i>\$143,624</i>
State Aid			
6.36	Special Legislative Grants and Member Items	\$13,000	<i>\$161,000</i>

6.37	The New York Public Library - The Research Libraries	\$0	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0	\$0
6.39	The New York Public Library, City University of New York	\$0	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0	\$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).	N	N

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	N/A	N/A
2.	Amount	N/A	N/A

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0	\$0
6.44	Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	\$1,633,030	\$1,783,502

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0	\$0
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH,	N	N

NEA, etc.? Enter Y for Yes, N for No.

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	N/A
2.	Amount	N/A	N/A

Federal Aid/Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$0	\$0
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$0	\$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.	Y
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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	34 Member Libraries	34 Member Libraries
2.	Contracted Service	Joint Automation Project	Joint Automation Project
3.	Total Contract Amount	\$477,706	\$443,825
6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$477,706	\$443,825

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$8,253	\$500
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Note: Received PLA award, OMG Book Grant, and Shubert Award

6.53	Income from Investments	\$5,940	\$2,423
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Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	\$0	\$0
6.55	Equipment	\$0	\$0
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	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	<i>County Aid Pass Thru</i>
2.	Amount	\$56,500	<i>\$89,140</i>
1.	Receipt category	Fines	<i>Fines</i>
2.	Amount	\$748	<i>\$1,197</i>
1.	Receipt category	Prior Year Expense	<i>Prior Year Expense</i>
2.	Amount	\$18,587	<i>\$42,734</i>
1.	Receipt category	Insurance Dividend	<i>Miscellaneous</i>
2.	Amount	\$1,098	<i>\$1,987</i>
1.	Receipt category	Miscellaneous	<i>Insurance Dividend</i>
2.	Amount	\$66	<i>\$864</i>
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$76,999	<i>\$135,922</i>
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$91,192	<i>\$138,845</i>
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total	\$2,237,048	<i>\$2,366,172</i>

State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)

6.60	BUDGET LOANS	\$0	\$0
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Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0	\$0
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6.62	Transfers from Other Funds	\$0	\$0
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6.63	Total Transfers (total questions 6.61 and 6.62)	\$0	\$0
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6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)	\$2,461,314	\$2,558,012
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6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	\$4,698,362	\$4,924,184
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7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$351,930	\$299,006
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7.2	Other Staff	\$186,789	\$170,801
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7.3	Total Salary and Wages Expenditures (total questions	\$538,719	\$469,807
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7.1 and 7.2)

7.4	Employee Benefits Expenditures	\$281,142	\$282,350
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$819,861	\$752,157

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$334	\$9,153
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Note: SALS no longer purchases CBA materials on behalf of the Central Library.

7.7	Electronic Materials Expenditures	\$6,343	\$38,110
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Note: SALS no longer purchases CBA materials on behalf of the Central Library.

7.8	Other Materials Expenditures	\$0	\$0
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7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$6,677	\$47,263
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GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$104,630	\$104,578
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7.11	Central Library Aid (CLDA/CBA)	\$174,595	\$136,447
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Note: SALS now forwards all CLDA/CBA funds to Central Library instead of previous practice of purchasing materials on their behalf.

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$31,496	\$167,608
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Note: No Grant-in-Aid paid out in 2019.

7.16	Federal Aid	\$0	\$0
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7.17	Other cash grants paid from system funds	\$100,626	\$73,305
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Note: Expanded SALS Board of Trustees Challenge Grant program.

7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$411,347	\$481,938
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7.19	Book/Library Materials Grants	\$0	\$0
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7.20	Other Non-Cash Grants	\$162,046	\$176,912
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7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$573,393	\$658,850
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CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0	\$0
7.23	Other Vehicles	\$0	\$0
7.24	Computer Equipment	\$5,320	\$1,828
Note: Several staff computers reached the end of their useful lives and had to be replaced.			
7.25	Furniture/Furnishings	\$0	\$0
7.26	Other Capital Expenditures	\$0	\$117,036
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$5,320	\$118,864

Capital Cont./Operation and Maintenance/Miscellaneous**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0	\$0
7.29	From Other Funds (71OF)	\$5,320	\$118,864
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$5,320	\$118,864

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0	\$0
7.32	From Other Funds (72OF)	\$46,521	\$46,231
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$46,521	\$46,231
7.34	Other Building & Maintenance Expenses	\$21,834	\$21,102
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$68,355	\$67,333

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$2,514	<i>\$1,510</i>
7.37	Office and Library Supplies	\$6,243	<i>\$5,223</i>
7.38	Equipment	\$0	<i>\$0</i>
7.39	Telecommunications	\$4,756	<i>\$4,440</i>
7.40	Binding Expenses	\$0	<i>\$0</i>
7.41	Postage and Freight	\$210,352	<i>\$202,904</i>
7.42	Publicity and Printing	\$638	<i>\$1,478</i>
7.43	Travel	\$34,841	<i>\$30,816</i>
7.44	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$18,293	<i>\$14,565</i>

Note: Robert Jeffords - Treasurer services. Paychex - payroll services. UHY, LLP - CPA audit services.

7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$6,769	<i>\$7,138</i>
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Note: PULISDO, New York Library Association, NYCON, Capital District Library Council, Saratoga County Chamber of Commerce, Saratoga Springs Rotary Club

7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y	<i>Y</i>
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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	Mbr Lib Pur	<i>Mbr Lib Pur</i>
2.	Amount	\$14,427	<i>\$11,752</i>
1.	Expense category	County Aid	<i>Co Aid PT</i>
2.	Amount	\$90,500	<i>\$89,140</i>

Miscellaneous Cont./Contracts/Debt Service

7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$104,927	\$100,892
7.48	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$389,333	\$368,966

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

7.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	Y	Y
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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)	MVLS/SALS JA Project	MVLS/SALS JA Project
2.	Contracted Service (specify using the State note)	ILS	ILS
3.	Total Contract Amount	\$471,330	\$449,437
7.50	Total Contracts (total question #3 of Repeating Group #14 above)	\$471,330	\$449,437

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

7.51	From Local Public Funds (73PF)	\$0	\$0
7.52	From Other Funds (73OF)	\$0	\$0
7.53	Total Capital Purposes Loans (total questions 7.51 and 7.52)	\$0	\$0

Transfers**Other Loans**

7.54	Other Loans	\$0	\$0
7.55	Total Debt Service (total	\$0	\$0

questions 7.53 and 7.54)

7.56	TOTAL 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, 7.48, 7.50, and 7.55)	\$2,334,269	\$2,462,870
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TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0	\$0
7.58	From Other Funds (76OF)	\$0	\$0
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$0	\$0
7.60	Total Transfers to Other Funds	\$0	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$0	\$0
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$2,334,269	\$2,462,870

Cash Balance/Grand Total/Audit/Bank Balance

7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2019)	\$2,364,093	\$2,461,314
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING	\$4,698,362	\$4,924,184

BALANCE (total questions
7.62 and 7.63)

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.

7.84	Last audit performed (mm/dd/yyyy)	01/24/2020	01/29/2019
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2019-12/31/2019	01/01/2018-12/31/2018
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	Adirondack Trust Company	Adirondack Trust Co.
2.	Amount of funds on deposit	\$76,104	\$87,212
1.	Name of bank or financial institution	Saratoga National Bank	Saratoga Nat'l Bank
2.	Amount of funds on deposit	\$1,000	\$10,000
1.	Name of bank or financial institution	Saratoga National Bank	Saratoga Nat'l Bank
2.	Amount of funds on deposit	\$2,286,989	\$2,364,101
7.87	Total Bank Balance (total question #2 of Repeating Group #15)	\$2,364,093	\$2,461,313
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N	N

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

8.1	Total Revenue From Local Sources	\$0	\$0
8.2	Transfer From Operating Fund (same as question 7.59)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	\$0	\$0
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ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

Totals/Cash Balance

8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	\$0	\$0
8.6	TOTAL RECEIPTS - Revenues from Local 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)	\$0	\$0
8.7	NONREVENUE RECEIPTS	\$0	\$0
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$0	\$0
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public	\$0	\$0

Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)

Grand Total

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

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	\$0	\$0
9.2	Incidental Construction	\$0	\$0
9.3	Books and Library Materials	\$0	\$0
9.4	Total Other Disbursements	\$0	\$0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0	\$0
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$0	\$0
9.7	TOTAL NONPROJECT EXPENDITURES	\$0	\$0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$0	\$0
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2019, for Public Library Systems)	\$0	\$0

Grand Total

9.10 **TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9) \$0 \$0

12. Projected Annual Budget For Library Systems**Public Library Systems Budget for January 1, 2020 - December 31, 2020****PROJECTED OPERATING FUND - RECEIPTS**

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,998,174	\$2,174,279
12.2	Budget Loans	\$0	\$0
12.3	Total Transfers	\$0	\$0
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, 2020 must be the same as the December 31, 2019, closing balance reported on Q7.63 of the 2019 annual report)		\$2,461,314
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$4,362,267	\$4,635,593

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)	\$2,484,347	\$2,387,642
12.7	Total Transfers	\$0	\$0

12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2020)	\$1,877,920	\$2,247,951
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$4,362,267	\$4,635,593

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	\$0
12.11	Nonrevenue Receipts	\$0	\$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020, must be the same as the December 31, 2019, closing balance reported on Q9.9 of the 2019 annual report)	\$0	\$0
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$0	\$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$0	\$0
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2020)	\$0	\$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$0	\$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(5)
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)(6)
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)(7)
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(12)(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)	3	3
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13.1.2	Total Expenditure for Professional Salaries	\$291,565	\$244,774
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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)	3.75	3.75
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13.1.4	Total Expenditure for Other Staff Salaries	\$175,735	\$158,857
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13.1.5	Employees Benefits: Indicate	\$244,063	\$245,329
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the total expenditures for all
system employee fringe
benefits.

13.1.6 **Purchased Services:** Did the
system expend funds for
purchased services? Y 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	Consultant fees/professional fees	<i>Consultant fees/professional fees</i>
2.	Provider of Services	Various	<i>Various</i>
3.	Expenditure	\$18,292	<i>\$14,565</i>
1.	Expenditure Category	Building and maintenance expenses	<i>Building and maintenance expenses</i>
2.	Provider of Services	Various	<i>Various</i>
3.	Expenditure	\$46,521	<i>\$67,333</i>
1.	Expenditure Category	Institutional membership dues	<i>Institutional membership dues</i>
2.	Provider of Services	ALA, CLDC, NYLA, PULISDO, NYCON	<i>ALA, CLDC, NYLA, PULISDO, NYCON</i>
3.	Expenditure	\$6,769	<i>\$7,138</i>
1.	Expenditure Category	Delivery/courier	<i>Delivery/courier</i>
2.	Provider of Services	ALDS, Arnoff	<i>ALDS</i>
3.	Expenditure	\$209,634	<i>\$202,013</i>
1.	Expenditure Category	Telecommunications	<i>Telecommunications</i>
2.	Provider of Services	FirstLight	<i>FirstLight</i>
3.	Expenditure	\$4,756	<i>\$4,440</i>
1.	Expenditure Category	Library systems vendor contract for	<i>Telecommunications</i>

automation (e.g, integrated library system, virtual union catalog)

2.	Provider of Services	MVLS/SALS Joint Automation Project	<i>Annese & Associates</i>
3.	Expenditure	\$156,962	\$21,216
1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)</i>
2.	Provider of Services	ProQuest via WALDO	<i>MVLS/SALS Joint Automation Project</i>
3.	Expenditure	\$5,084	\$144,959
13.1.7	Total Expenditure - Purchased Services	\$448,018	\$466,505
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	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 (exluding electronic content)	<i>Non-print resources (exluding electronic content)</i>
2.	Expenditure	\$1,337	\$811
1.	Expenditure Category	Office/library supplies and postage	<i>Office/library supplies and postage</i>
2.	Expenditure	\$6,961	\$13,488
1.	Expenditure Category	Non-print resources (electronic content)	<i>Non-print resources (electronic content)</i>
2.	Expenditure	\$5,006	\$7,935
1.	Expenditure Category	Books and other print materials	<i>Books and other print materials</i>

2.	Expenditure	\$334	\$456
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13.1.9	Total Expenditure - Supplies and Materials	\$13,638	\$22,690
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13.1.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	N	Y
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Note: Did not spend FY19 funding on travel expenditures.

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	N/A	<i>System Staff Travel</i>
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2.	Expenditure	N/A	\$31,468
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13.1.11	Total Expenditures - Travel	\$0	\$31,468
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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	Y
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Note: Did not spend FY19 funds on equipment and furnishings.

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	<i>Computer equipment</i>
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2.	Quantity	N/A	N/A
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3.	Unit Cost	N/A	N/A
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4.	Expenditure	N/A	\$1,828
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13.1.13	Total Expenditure - Equipment and Furnishings	\$0	\$1,828
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13.1.14	Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.	\$104,630	\$104,578
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13.1.15	Grants to Member Libraries: Did the system expend funds for grants to	Y	Y
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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	Member Libraries	<i>Member Libraries</i>
2.	Allocation	\$31,636	<i>\$17,878</i>
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant - Member libraries apply to receive funding for small construction projects in their library.	<i>Response has been entered.</i>
13.1.16	Total Expenditures - Grants for Member Libraries	\$31,636	<i>\$73,305</i>
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)	\$1,309,285	<i>\$1,349,334</i>
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.	\$0	<i>\$40,705</i>
13.1.19	Total Allocation from 2019 - 2020 State Aid:	\$1,309,285	<i>\$1,308,629</i>
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	\$1,309,285	<i>\$1,349,334</i>
13.1.21	Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)	\$0	<i>\$0</i>
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.	The Southern Adirondack Library System (SALS), working with its membership, developed a 2017-2021 Plan of Service. The member library staff and trustees determined clearly what services they needed from SALS to enable them to provide quality service to their respective communities. Funding, staffing, laws and regulations were also incorporated in the revised 2017-2021 Plan of Service. The services Administration, Central Library, Continuing Education and Consulting, Resource Sharing and Delivery, Integrated Automation System, and Technology are the	<i>Response has been entered.</i>

foundation of the revised Plan of Service. In order to provide these services, support staff are required. Employee benefits, including health insurance costs for retirees, are necessary to ensure the best qualified staff to achieve all of the goals, activities, and objects 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 certified public accountant to provide a yearly cash audit that is available to the SALS Board of Trustees and its members. SALS pays institutional dues to the Capital District Library Council, State Association of Library Boards, the American Library Association, the Public Library Systems Directors Organization, the New York Library Association, and The Freedom to Read Foundation. SALS pays telecommunications costs, equipment maintenance, office and library supplies and postage, items necessary to support all system services, books and serials. For daily delivery service to its membership, SALS contracted with ALDS and then Arnoff Moving & Storage. System Funds for Supplies and Materials are used to print advocacy materials, training tools, summer reading materials, and support information for the member libraries and their communities. In accordance with New York State Education Law, SALS disburses LLSA to its membership. The SALS Board of Trustees' Construction Challenge Grant is provided to assist member libraries with smaller building projects, or to begin work in preparation for a State Construction Grant application.

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)

Reference: Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

Yes must be answered at least once in Questions 13.2.1 - 13.2.5

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

Note: SALS transferred all expenditures of CBA funds to the Central Library in 2018.

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.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	N/A	<i>OverDrive</i>
3.	Expenditure	N/A	<i>\$3,000</i>

13.2.2 **Total Expenditure - Purchased Services** 0 37,299

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Note: SALS transferred all expenditures of CBA funds to the Central Library in 2018.

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, 3, and 4 of one repeating group.

1.	Expenditure Category	N/A	<i>Adult non-fiction and foreign language library materials - print</i>
2.	Quantity	N/A	<i>N/A</i>
3.	Unit Cost	N/A	<i>N/A</i>
4.	Expenditure	N/A	<i>\$762</i>

13.2.4 **Total Expenditure - Supplies and Materials** \$0 \$762

13.2.5 **Grants to Central/Co-Central Libraries:** Did the system expend funds for Y

grants to central/co-central 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	Crandall Public Library	<i>Crandall Public Library</i>
2.	Allocation	\$67,633	\$29,538
3.	Project Description (no more than 300 words)	Pass through Central Book Aid to Southern Adirondack Library System's Central Library, Crandall Public Library.	<i>Response has been entered.</i>
13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	\$67,633	\$29,538
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	\$67,633	\$67,599
13.2.8	Cash Balance at the Opening of the Current Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	\$0
13.2.9	Total Allocation from 2019 - 2020 State Aid	\$67,633	\$67,599
13.2.10	Total Available Before Expenditures (total 13.2.8 + 13.2.9)	\$67,633	67,599.00
13.2.11	Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)	\$0	\$0
13.2.12	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 were transferred to Crandall Public Library to enable the Central Library to purchase adult nonfiction materials in all formats according to the collection development policy recommended by the Central Library Advisory Committee. The Committee established a process to allocate library resources based on previous year's data.	<i>Response has been entered.</i>

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)
Reference: Commissioners Regulations 90.4
 The formula is \$0.32 per capita or \$105,000
 whichever is greater. Please see the Central
 Library Program Guidelines at
<http://www.nysl.nysed.gov/libdev/clda/index.html>
 for more information.
 Note: CLDA funds which are expended for
 library materials must be used for adult non-
 fiction and foreign language, including electronic
 content.

13.3.1-13.3.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLDA funds).

13.3.1 Total Full-Time Equivalents
(FTE)

13.3.2 Total Expenditure for
Professional Salaries

13.3.3-13.3.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

13.3.3 Total Full-Time Equivalents
(FTE)

13.3.4 Total Expenditures for Other
Staff Salaries

13.3.5 **Employee Benefits:** Indicate
the total expenditures for all
system employee benefits
(paid from CLDA funds).

13.3.6 **Purchased Services:** Did the
system expend funds for
purchased services? Enter Y N
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	N/A	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A

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

13.3.8 **Supplies and Materials:** Did N N

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.

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	N/A
2.	Expenditure	N/A	N/A

13.3.9	Total Expenditure - Supplies and Materials	\$0	\$0
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13.3.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	N	N
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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	N/A
2.	Expenditure	N/A	N/A

13.3.11	Total Expenditures - Travel	\$0	\$0
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13.3.12	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	N
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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	N/A
2.	Quantity	N/A	N/A
3.	Unit cost	N/A	N/A
4.	Expenditure	N/A	N/A

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

13.3.14 **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 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	<i>Crandall Public Library</i>
2.	Allocation	\$106,962	<i>\$106,909</i>
3.	Project Description (no more than 300 words)	Pass through Central Library Development Aid to Southern Adirondack Library System's Central Library, Crandall Public Library.	<i>Response has been entered.</i>

13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$106,962 \$106,909

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** \$106,962 \$106,909

13.3.17 **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. 0 \$0

13.3.18 **Total Allocation from 2019 - 2020 State Aid:** \$106,962 \$106,909

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$106,962 \$106,909

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** 0.00 0.00

13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities Pass through Central Library Development Aid to Southern Adirondack Library System's Central Library, Crandall Public Library. *Response has been entered.*

carried out with these State
Aid Funds.

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)	1	1
13.4.2	Total Expenditure for Professional Salaries	\$60,365	\$54,232

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.	\$23,763	\$29,854
13.4.6	Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	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	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A
13.4.7	Total Expenditure - Purchased Services	\$0	\$0
13.4.8	Supplies and Materials: Did the system expend funds for		N

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

1. Expenditure Category N/A N/A

2. Expenditure N/A N/A

13.4.9 **Total Expenditure - Supplies and Materials** 0 0

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 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 N/A

2. Expenditure N/A N/A

13.4.11 **Total Expenditure - Travel** \$0 \$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 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 N/A

2. Quantity N/A N/A

3. Unit Cost N/A N/A

4. Expenditure N/A N/A

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

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

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 N/A

2. Allocation N/A N/A

3. Description of Project

13.4.15 **Total Expenditure - Grants to Member Libraries** \$0 \$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)** \$84,128 \$84,086

13.4.17 **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. \$0 \$0

13.4.18 **Total Allocation from 2019 - 2020 State Aid:** \$84,128 \$84,086

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$84,128 \$84,086

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$0 \$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's Outreach Services focused on the following services in 2019: 1. Libraries Mean Business Under the auspices of the NYS Adult Literacy Library Service Program, SALS continues its Libraries Mean Business initiative, offering funding so library staff may prepare for and complete the NYS Notary Public Licensing Exam successfully. SALS paid for 28 staff from 18 member libraries to complete the *Response has been entered.*

non-degree, online or in-person Notary Public Licensing Exam Preparation courses available through the Office of Continuing Education at SUNY Adirondack between 2017 and 2019 - increasing the number of libraries and staff who are able to offer patrons notary services in the surrounding communities. To provide ongoing, timely support for local businesses and entrepreneurs, SALS continues to build a digital collection through Overdrive. In the past three years, the collection has grown to 170 titles, which circulated 1,574 times from July 1, 2018, to June 30, 2019, reflecting a need for this service. By creating a collection that is accessible remotely 24/7, small businesses and entrepreneurs can find the help they need when they need it. Recognizing that member libraries were struggling with creating successful adult programs, SALS organized Adultprogrampalooza, a full-day mini-conference, in collaboration with the Mohawk Valley and Upper Hudson Library systems. Building on the strength and interest in the quarterly Adult Program Swaps, the mini-conference included educational sessions with experts in the field as well as an afternoon unconference.

2. Farm-2-Library SALS partners with Comfort Food Community, a food pantry in Greenwich, to launch the Farm-2-Library, locally gleaned produce to four rural libraries with high incidents of food insecurity. In 2019, 3,068 pounds of fruits and vegetables were shared with 827 people in the Schuylerville, Granville, Argyle, and Whitehall communities.

3. Professional Development: In collaboration with SUNY Adirondack, SALS responded to it's annual satisfaction survey by securing a SUNY Workforce Development grant to create the 21st Century Communication & Engagement Skills series of five workshops. The series included: Customer Service & Culture, Conflict Resolution & Mediation, Embracing Diversity, Preventing Harassment, and Mindful Engagement. Altogether, 116 library staff representing 19 of our 34 member libraries attended training.

4. Adult Literacy Roundtable: SALS convened multiple community stakeholders (Regional Adult Education Network, Saratoga Economic Opportunity Council, WSHWE BOCES, Literacy NY etc.) and member libraries with adult literacy programs for a roundtable discussion and landscape review of services in our region. In addition, the Coordinated Outreach Services Advisory Committee met four times in 2019. The quarterly meetings provide opportunity to build relationships and deepen collaborations, resulting in

initiatives like the 21st Century Communication & Engagement Skills series of workshops, made possible through a SUNY Workforce Development Grant in partnership with SUNY Adirondack. The annual Infomingle, a professional networking event for information professionals in the Capital Region organized by SALS, Skidmore College, and the Capital District Library Council, continued in 2019. SALS provides ongoing support by identifying potential funding opportunities, convening and facilitating networking opportunities, and consulting services.

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 inmate's needs (Purchased Services).

13.5.1 **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	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A

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

13.5.3 **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	<i>Books and other print materials</i>
2.	Expenditure	\$3,210	<i>\$2,581</i>
13.5.4	Total Expenditure - Supplies and Materials	\$3,210	<i>\$2,581</i>
13.5.5	Total Expenditure (total 13.5.2, and 13.5.4)	3,210.00	<i>2,581.00</i>
13.5.6	Cash Balance at the Opening of the Fiscal Year: NOTE: The opening balance must be the same as the closing balance from the previous year.	\$29	<i>\$7</i>
13.5.7	Total Allocation from 2019 - 2020 State Aid	\$3,210	<i>\$2,603</i>
13.5.8	Total Available Before Expenditures (total 13.5.6 + 13.5.7)	\$3,239	<i>\$2,610</i>
13.5.9	Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)	\$29	<i>\$29</i>
13.5.10	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 Correctional Facilities.	<i>Response has been entered.</i>

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 inmate. 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)

13.6.2 Total Expenditure for
Professional Salaries

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 .25 .25
(FTE)

13.6.4 Total Expenditure for Other Staff Salaries \$11,054 \$11,944

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$6,817 \$7,167

13.6.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. N 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 N/A

2. Provider of Services N/A N/A

3. Expenditure N/A N/A

13.6.7 **Total Expenditure - Purchased Services** 0 0

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 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	<i>Books and other print materials</i>
2.	Expenditure	\$15,047	\$4,845
13.6.9	Total Expenditure - Supplies and Materials	\$15,047	\$4,845
13.6.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	N	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	N/A
2.	Expenditure	N/A	N/A
13.6.11	Total Expenditure - Travel	\$0	\$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	N
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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	N/A
2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	N/A	N/A

13.6.13	Total Expenditure - Equipment and Furnishings	0.00	0.00
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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)	\$32,918	\$23,956
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13.6.15	Cash Balance at the Opening of the Fiscal Year: NOTE: The opening balance must be the same as the	\$7,344	\$0
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closing balance of the
previous year.

13.6.16	Total Allocation from 2019 - 2020 State Aid:	\$31,316	\$31,300
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	\$38,660	\$31,300
13.6.18	Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)	\$5,742	\$7,344
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	Great Meadow and Washington Correctional Facilities receive delivery, interlibrary loan, consulting services and materials budgets to support their inmate populations.	<i>Response has been entered.</i>

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 3 (2019).

14.1	Element 1: Resource Sharing - Results	Resource Sharing - Integrated Library System: Library staff in member libraries received training to use POLARIS. The SALS training and Joint Automation Staff received the training necessary to keep the system and network running. All libraries are installing CASSIE, and some are investigating self-check and RFID technologies. Resource Sharing - Delivery: The public, staff, and trustees received the information they required in a timely fashion. Libraries were offered daily delivery to meet their public's need for information. A new delivery vendor was acquired to improve service for all member libraries. 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.	<i>Response has been entered.</i>
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- 14.2 Element 2: Special Client Groups - Results
- Special Client Groups: Adult Literacy: Adult new learners found the resources needed in their local libraries. Member libraries networked with other community organizations that support Adult Literacy. The System provided workshops on how to implement adult literacy programs in member libraries. Special Client Groups - 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 groups organizations to provide people with the information and materials they need. Particular attention was paid to libraries' role in addressing health, with the launch of sessions related to poverty and food insecurity and other health and wellness issues. Special Client Groups - Correctional Facilities (State and Local): The inmate populations were given access to materials to meet their recreational and lifelong learning interests. Special Client Groups - Youth Services: Libraries received the training needed to provide services to the youth in their communities, received additional funds available through grants to provide services to communities. Special Client Groups - 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 BeanStack a web-based resource to assist libraries and their communities in providing childhood literacy; and provided continuing education opportunities throughout the year as a resource for libraries.
- Response has been entered.*
- 14.3 Element 3: Professional Development and Continuing Education - Results
- Libraries operated effectively to meet their community needs. SALS operated effectively and professionally to meet its member library needs. Member library staff and trustees had access to continuing development and educational workshops, one-on-one training, state and national conferences. Members and trustees received the information they needed as requested by working with consulting staff. SALS consultants provided Trustee Training at member libraries and the annual meeting; training for new directors; support for budget referendums; guidance on strategic planning; support for Friends of the Library groups; reorganization; personnel issues; and hiring new directors.
- Response has been entered.*

14.5	Element 5: Consulting and Development Services - Results	<p>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.</p>	<i>Response has been entered.</i>
14.6	Element 6: Coordinated Services - Results	<p>The member libraries participated in coordinated purchases of equipment, supplies, databases and an ILS to provide cost-effective services.</p>	<i>Response has been entered.</i>
14.7	Element 7: Awareness and Advocacy - Results	<p>System and member libraries received the funds necessary to provide library services to the residents of the four counties. System and member library personnel attended the 2019 Advocacy Day in Albany and System staff provided an advocacy guide with information about the representatives for each member library. The System promoted local, state and national advocacy issues through its weekly newsletter.</p>	<i>Response has been entered.</i>
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	<p>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 bi-monthly Directors Council meeting to help facilitate communication among libraries, and to share work the System is doing on their behalf.</p>	<i>Response has been entered.</i>
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	<p>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</p>	<i>Response has been entered.</i>

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 Library System and Upper Hudson Library System on programs for member libraries, focusing on adult literacy, leadership, adult services, programming and accessibility.

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|-------|---------------------------------------|--|-----------------------------------|
| 14.10 | Element 10: Construction - Results | <p>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. SALS granted funds to assist member libraries complete smaller construction projects, and to prepare for submitting State Construction applications.</p> | <i>Response has been entered.</i> |
| 14.11 | Element 11: Central Library - Results | <p>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.</p> | <i>Response has been entered.</i> |
| 14.12 | Element 12: Direct Access - Results | <p>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 Direct Access policies.</p> | <i>Response has been entered.</i> |
| 14.13 | Element 13: Other Goal(s) - Results | N/A | <i>Response has been entered.</i> |

15. Current system URL's

- | | | | |
|------|--------------------------------|---|---|
| 15.1 | System Home Page URL | https://www.sals.edu | http://www.sals.edu/ |
| 15.2 | URL of Current List of Members | https://directory.sals.edu/ | http://directory.sals.edu/ |

15.3	URL of Current Governing Bylaws	https://salsblog.sals.edu/about-us/trustees/bylaws/	https://salsblog.sals.edu/about-us/trustees/bylaws/
15.4	URL of Evaluation Form	https://salsblog.sals.edu/wp-content/uploads/SALS-System-Use-and-Satisfaction-Survey-2018.pdf	https://salsblog.sals.edu/wp-content/uploads/SALSEVAL_2017_Survey.pdf
15.5	URL of Evaluation Results	https://www.surveymonkey.com/results/SM-LFQR78ZK7/	https://www.surveymonkey.com/results/SM-2VWYRJFWV/
15.6	URL of Central Library Plan	https://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2016-2021.pdf	https://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2016-2021.pdf
15.7	URL of Direct Access Plan	https://salsblog.sals.edu/wp-content/uploads/Southern-Adirondack-Library-System-90-3-revision-2016.pdf	https://salsblog.sals.edu/wp-content/uploads/Southern-Adirondack-Library-System-90-3-revision-2016.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Dianne Winter	<i>Dianne Winter</i>
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(518) 584-7300	<i>(518) 584-7300</i>
16.3	Contact e-mail address	dwinter@sals.edu	<i>dwinter@sals.edu</i>

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)	03/17/2020	<i>02/19/2019</i>
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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).	08/24/2020	<i>04/02/2019</i>
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Suggested Improvements

Library System

Southern Adirondack Library System

Name of Person Completing
Form Dianne Winter

Dianne Winter

Phone Number and Extension
(enter area code, telephone
number and extension only): 5185847300

5185847300

Please share with us your
suggestions for improving the
Annual Report. When
providing feedback, if
applicable please indicate the
question number each
comment/suggestion refers to.
Thank You!

N/A

Response has been entered.