

# Southern Adirondack Library System

## Annual Report for Library Systems - 2020 (Public Library Systems 2020)

### 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
1.2	Institution ID	800000038540
1.3	System Name	Southern Adirondack Library System
1.4	Beginning Reporting Year	01/01/2020
1.5	Ending Reporting Year	12/31/2020
1.6	Street Address	22 Whitney Place
1.7	City	Saratoga Springs
1.8	Zip Code	12866
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4596
1.10	Mailing Address	22 Whitney Place
1.11	City	Saratoga Springs
1.12	Zip Code	12866
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4596
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(518) 584-7300
1.15	Fax Number (enter 10 digits only)	(518) 587-5589

1.16	System Home Page URL	www.sals.edu
1.17	URL of the system's complete Plan of Service	https://salsblog.sals.edu/wp-content/uploads/SALS-Plan-of-Service-2017-2021.pdf
1.18	Population Chartered to Serve (2010 Census)	353,366
1.19	Area Chartered to Serve (square miles)	4226
1.20	Federal Employer Identification Number	141437196
1.21	County	Saratoga
1.22	County (Counties) Served	Saratoga, Warren, Washington, Hamilton
1.23	School District	Saratoga Springs City School District
1.24	First Name of System Director	Sara
1.25	Last Name of System Director	Dallas
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	9597
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(518) 581-7300 Ext.205
1.32	E-Mail Address of the System Director	sdallas@sals.edu
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(518) 587-5589
1.34	Name of Outreach Coordinator	Erica Freudenberger

#### Contracts/Unusual Circumstances

1.48	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1	N
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through 5 of one repeating group.

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

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

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

- 1.50 President/CEO Name. If there is no President/CEO please enter "N/A"
- 1.51 President/CEO Phone Number
- 1.52 President/CEO Email

## 2. Personnel Information

- 2.1 FTE (Full-Time Equivalent Calculation)  
The number of hours per work week used to compute FTE for all budgeted positions. 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
- 2.5 Public Library System  
Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Librarians - Filled Position(s) 2

	FTE	
2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	<b>Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b>	4.00
2.15	<b>Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b>	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	5
2.17	Total Other Professional Staff - Vacant Position(s) FTE	1
2.18	Total Other Staff - Filled Position(s) FTE	3
2.19	Total Other Staff - Vacant Position(s) FTE	1
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	12.00
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	2.00

#### SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$135,145

### 3. System Membership, Outlets and Governance

#### PUBLIC SERVICE OUTLETS

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

	building underwent a major renovation costing \$25,000 or more	
3.18	Square footage of the system building	8,537
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	6
3.23	<b>Total Public Service Outlets (total questions 3.15 through 3.19)</b>	7
3.24	Name of Central Library/Co-Central Libraries	Crandall Public Library

#### BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	8
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
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

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

3.28	Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.	E
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#### SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2021, through December 31, 2021.

President/Council Chair

3.29	Status	Filled
3.30	First Name	Jordan
3.31	Last Name	Hornstein

- |      |  |                             |
|------|--|-----------------------------|
| 3.32 | Institutional Affiliation  | Pendragon Theatre           |
| 3.33 | Professional Title   | Actor and retired teacher   |
| 3.34 | Mailing Address  | 22 Greylock Road            |
| 3.35 | City   | Long Lake                   |
| 3.36 | Zip Code (enter five digits only)  | 12847                       |
| 3.37 | Telephone for the Board President (enter 10 digits only and hit the Tab key)   | (315) 354-5699              |
| 3.38 | E-mail Address   | jjhornstein@frontiernet.net |
| 3.39 | Term Begins - Month  | June                        |
| 3.40 | Term Begins - Year (yyyy)  | 2020                        |
| 3.41 | Term Expires - Month or N/A  | May                         |
| 3.42 | Term Expires - Year (YYYY) or N/A  | 2025                        |
| 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                         |
| 3.44 | The date the board president took the Oath of Office (mm/dd/yyyy)  | 06/16/2020                  |
| 3.45 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/16/2020                  |
| 3.46 | Is this a brand new trustee?   | 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 [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

- |     |                                   |                                    |
|-----|-----------------------------------|------------------------------------|
| 1.  | Status                            | Filled                             |
| 2.  | First Name                        | Linda                              |
| 3.  | Last Name                         | Borden                             |
| 4.  | Institutional Affiliation         | Greenwich, Hoosic Valley and BOCES |
| 5.  | Professional Title                | Retired teacher                    |
| 6.  | Mailing Address                   | 2809 Valley Falls Road             |
| 7.  | City                              | Schaghticoke                       |
| 8.  | Zip Code (enter five digits only) | 12154                              |
| 9.  | Term Begins - Month               | June                               |
| 10. | Term Begins - Year (yyyy)         | 2020                               |

11. Term Expires - Month or N/A May
12. Term Expires - Year (YYYY) or N/A 2025
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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/16/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/16/2020
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Christine
3. Last Name Connell
4. Institutional Affiliation NYS
5. Professional Title Retired Technology Manager
6. Mailing Address 33 Belanger Avenue
7. City Waterford
8. Zip Code (enter five digits only) 12188
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A May
12. Term Expires - Year (YYYY) or N/A 2025
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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/16/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/16/2020
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Carol
3. Last Name Kuhr
4. Institutional Affiliation Granville, NY Schools
5. Professional Title Retired Special Education Teacher

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|-----|--|-----------------------|
| 6.  | Mailing Address  | 307 North Street Road |
| 7.  | City   | Argyle                |
| 8.  | Zip Code (enter five digits only)  | 12809                 |
| 9.  | Term Begins - Month  | June                  |
| 10. | Term Begins - Year (yyyy)  | 2018                  |
| 11. | Term Expires - Month or N/A  | May                   |
| 12. | Term Expires - Year (YYYY) or N/A  | 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                     |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 06/18/2018            |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/19/2018            |
| 16. | Is this a brand new trustee?   | N                     |
- 
- |     |  |                                       |
|-----|--|---------------------------------------|
| 1.  | Status   | Filled                                |
| 2.  | First Name   | Elaine                                |
| 3.  | Last Name  | Cowin                                 |
| 4.  | Institutional Affiliation  | Warrensburg Central Schools           |
| 5.  | Professional Title   | Retired K-12 Library Media Specialist |
| 6.  | Mailing Address  | 8 Robin Drive                         |
| 7.  | City   | Warrensburg                           |
| 8.  | Zip Code (enter five digits only)  | 12885                                 |
| 9.  | Term Begins - Month  | June                                  |
| 10. | Term Begins - Year (yyyy)  | 2018                                  |
| 11. | Term Expires - Month or N/A  | May                                   |
| 12. | Term Expires - Year (YYYY) or N/A  | 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                                     |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 06/18/2018                            |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/19/2018                            |



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|-----|--|--|
| 16. | Is this a brand new trustee?   | N  |
| 1.  | Status   | Filled                                   |
| 2.  | First Name   | Janet                                    |
| 3.  | Last Name  | Lindner                                  |
| 4.  | Institutional Affiliation  | NYS Academy of Family Physicians         |
| 5.  | Professional Title   | Project Coordinator                      |
| 6.  | Mailing Address  | 180 Circular Street                      |
| 7.  | City   | Saratoga Springs                         |
| 8.  | Zip Code (enter five digits only)  | 12866                                    |
| 9.  | Term Begins - Month  | June                                     |
| 10. | Term Begins - Year (yyyy)  | 2018                                     |
| 11. | Term Expires - Month or N/A  | May                                      |
| 12. | Term Expires - Year (YYYY) or N/A  | 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  |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 06/18/2018                               |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/19/2018                               |
| 16. | Is this a brand new trustee?   | N  |
| 1.  | Status   | Filled                                   |
| 2.  | First Name   | Russell                                  |
| 3.  | Last Name  | Wise                                     |
| 4.  | Institutional Affiliation  | NYS Development Disabilities             |
| 5.  | Professional Title   | CFO                                      |
| 6.  | Mailing Address  | 1400 Crescent-Visher Ferry Rd., Apt. 820 |
| 7.  | City   | Clifton Park                             |
| 8.  | Zip Code (enter five digits only)  | 12065                                    |
| 9.  | Term Begins - Month  | June                                     |
| 10. | Term Begins - Year (yyyy)  | 2019                                     |
| 11. | Term Expires - Month or N/A  | May                                      |
| 12. | Term Expires - Year (YYYY) or N/A  | 2024                                     |
| 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                                       | Y  |

- trustee who resigned their position).
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/18/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/19/2019
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Nancy
3. Last Name Seifts
4. Institutional Affiliation Town of Lake Pleasant
5. Professional Title Principal Account Clerk/Budget Officer
6. Mailing Address PO Box 623, Route 8
7. City Lake Pleasant
8. Zip Code (enter five digits only) 12108
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2017
11. Term Expires - Month or N/A May
12. Term Expires - Year (YYYY) or N/A 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/20/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/26/2017
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Barbara
3. Last Name Taylor
4. Institutional Affiliation Town of Long Lake
5. Professional Title Safety Coordinator
6. Mailing Address PO Box 686
7. City Long Lake
8. Zip Code (enter five digits only) 12847
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A May

12. Term Expires - Year (YYYY) 2025  
or N/A
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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/20/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/20/2020
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name Robert
3. Last Name Odess
4. Institutional Affiliation N/A
5. Professional Title Retired teacher
6. Mailing Address 48 Daily Lane
7. City Buskirk
8. Zip Code (enter five digits only) 12028
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2017
11. Term Expires - Month or N/A May
12. Term Expires - Year (YYYY) 2022  
or N/A
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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/20/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/26/2017
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Dale
3. Last Name Nemer
4. Institutional Affiliation Skidmore College
5. Professional Title Assoc. Director of Admissions
6. Mailing Address 15 Greenwood Avenue

- |     |  |            |
|-----|--|------------|
| 7.  | City   | Queensbury |
| 8.  | Zip Code (enter five digits only)  | 12804      |
| 9.  | Term Begins - Month  | June       |
| 10. | Term Begins - Year (yyyy)  | 2016       |
| 11. | Term Expires - Month or N/A  | May        |
| 12. | Term Expires - Year (YYYY) or N/A  | 2021       |
| 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          |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 06/20/2016 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/21/2016 |
| 16. | Is this a brand new trustee?   | N          |
- 
- |     |  |                          |
|-----|--|--------------------------|
| 1.  | Status   | Filled                   |
| 2.  | First Name   | Margaret                 |
| 3.  | Last Name  | Shapiro                  |
| 4.  | Institutional Affiliation  | Mountainview Yoga Studio |
| 5.  | Professional Title   | Owner                    |
| 6.  | Mailing Address  | 197 Chestnut Ridge Road  |
| 7.  | City   | Queensbury               |
| 8.  | Zip Code (enter five digits only)  | 12804                    |
| 9.  | Term Begins - Month  | June                     |
| 10. | Term Begins - Year (yyyy)  | 2020                     |
| 11. | Term Expires - Month or N/A  | May                      |
| 12. | Term Expires - Year (YYYY) or N/A  | 2025                     |
| 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                        |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 06/16/2020               |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/16/2020               |
| 16. | Is this a brand new trustee?   | Y                        |

**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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2021, through December 31, 2021. 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 [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Status	Filled
2.	First Name	Jennifer
3.	Last Name	Hurd
4.	Institutional Affiliation	Round Lake Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Erin
3.	Last Name	Krivitski
4.	Institutional Affiliation	SUNY Adirondack
5.	Professional Title	Coordinator of Workforce Training
1.	Status	Filled
2.	First Name	Haley
3.	Last Name	Graves
4.	Institutional Affiliation	Comfort Food Community
5.	Professional Title	Community Engagement Coordinator
1.	Status	Filled
2.	First Name	Johanna
3.	Last Name	MacKay
4.	Institutional Affiliation	Lucy Scribner Library, Skidmore College
5.	Professional Title	Instructional Design Librarian
1.	Status	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A

#### **4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/ Holdings**

**Borrowers/Visits/Circulation/Holdings**

4.1	Number of registered system borrowers	87
4.2	System Visits	45

**CIRCULATION**

4.3	Total Cataloged Book Circulation	78
4.4	Total Circulation of Other Materials	22
4.5	<b>Physical Item Circulation (Total questions 4.3 &amp; 4.4)</b>	100
4.6	Use of Electronic Material	255,922
4.7	Successful Retrieval of Electronic Information	0
4.8	<b>Electronic Content Use (Total Questions 4.6 &amp; 4.7)</b>	255,922
4.9	<b>Total Circulation of Materials (Total Questions 4.5 &amp; 4.6)</b>	256,022
4.10	<b>Total Collection Use (Total Questions 4.7 &amp; 4.9)</b>	256,022

**GENERAL SYSTEM HOLDINGS**

4.11	Total Cataloged Book Holdings	24,187
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0
4.15	<b>Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)</b>	24,187
4.16	Electronic Books	0
4.17	Local Electronic Collections	2
4.18	Total Number of NOVELNY Databases	15
4.19	<b>Total Electronic Collections (Total questions 4.16 + 4.17)</b>	2
4.20	Audio - Downloadable Units	0
4.21	Video - Downloadable Units	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

4.23 **Total Electronic Materials** 17  
 (Total questions 4.18, 4.19,  
 4.20, 4.21 and 4.22)

### Holdings Continued

#### Non-Electronic Materials

4.24 Audio - Physical Units 6  
 4.25 Video - Physical Units 2  
 4.26 Other Non-Electronic  
 Materials 0  
 4.27 **Total Other Materials**  
**Holdings (Total questions** 8  
**4.24 through 4.26)**  
 4.28 **Grand Total Holdings (Total** 24,212  
**questions 4.15, 4.23 and 4.27)**

### ROTATING COLLECTIONS/BOOK LOANS

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

## 5. System Services

### ILS

### TECHNOLOGY AND RESOURCE SHARING

#### INTEGRATED LIBRARY SYSTEM (ILS)

5.1 Does the system provide an  
 integrated library automation  
 system (ILS) for its member Y  
 libraries? (Enter Y for Yes, N  
 for No)

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

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

j.	Digital Collections Management	No
5.3	Identify ILS system vendor	Polaris
5.4	How many member libraries fully participate in the ILS?	34
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	34
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	Yes
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	697,683
5.9	Number of new titles added by the system in the reporting year	4,437
5.10	Number of Central Library Aid titles added in the reporting year	31
5.11	Number of new titles added by the members in the reporting year	22,155
5.12	Total new titles (total questions 5.9 through 5.11)	26,623

## 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
b.	Disc	No
c.	Online (virtual catalog)	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	34
5.15	Is the system's union catalog shared with any other library	Y



system(s)? (Enter Y for Yes,  
N for No)

- |      |   |           |
|------|---|-----------|
| 5.16 | Number of titles in the<br>system's union catalog   | 695,409   |
| 5.17 | Number of holdings in the<br>system's union catalog | 1,207,347 |
| 5.18 | Number of new titles added in<br>the last year      | 21,949    |
| 5.19 | Number of holdings added in<br>the last year        | 87,958    |

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<br>included (if checked, please<br>name non-member catalogs<br>using the State note)   | No |
| b. | Non-library catalogs are<br>included (if checked, please<br>name non-library catalogs<br>using the State note) | No |
| c. | Patron-initiated ILL available<br>and used through this catalog  | No |

### UNION LIST OF SERIALS

- |      |   |    |
|------|---|----|
| 5.21 | Does the system have a union<br>list of serials? (Enter Y for<br>Yes, N for No. If No, enter<br>zero (0) on question 5.22.) | Y  |
| 5.22 | How many libraries<br>participate in (or submit<br>records for) the union list of<br>serials?                               | 34 |

### COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

### Website/Interlibrary Loan/Delivery/Continuing Educ

### VISITS TO THE SYSTEM'S WEB SITE

- |      |   |        |
|------|---|--------|
| 5.24 | Annual number of visits to<br>the system's web site | 96,033 |
|------|---|--------|

### SYSTEM INTERLIBRARY LOAN ACTIVITY

- |      |  |     |
|------|--|-----|
| 5.25 | Total items provided (loaned)                | 294 |
| 5.26 | Total items received<br>(borrowed)           | 300 |
| 5.27 | Total requests provided<br>(loaned) unfilled | 0   |
| 5.28 | Total requests received                      | 0   |

(borrowed) unfilled

5.29 Total interlibrary loan activity  
(total questions 5.25 through 5.28) 594

**DELIVERY**

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

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

- |      |   |     |
|------|---|-----|
| a.   | System courier (on the System's payroll)              | No  |
| b.   | Other system's courier                                | No  |
| d.   | Contracted service (paid by System - not on payroll)  | Yes |
| e.   | U.S. Mail   | No  |
| f.   | Commercial carrier (e.g., UPS, DHL, etc.)             | No  |
| g.   | Other (specify using the note)                        | No  |
| 5.31 | Number of stops (pick-up and delivery sites per week) | 151 |

**CONTINUING EDUCATION/STAFF DEVELOPMENT**  
**Workshops/Meetings/Training Sessions**

**Resource sharing (ILL, collection development, etc.)**

- |      |                        |   |
|------|------------------------|---|
| 5.32 | Number of sessions     | 0 |
| 5.33 | Number of participants | 0 |

**Continuing Education Cont.****Technology**

- |      |                        |     |
|------|------------------------|-----|
| 5.34 | Number of sessions     | 18  |
| 5.35 | Number of participants | 115 |

**Digitization**

- |      |                        |   |
|------|------------------------|---|
| 5.36 | Number of sessions     | 0 |
| 5.37 | Number of participants | 0 |

**Leadership**

- |      |                        |     |
|------|------------------------|-----|
| 5.38 | Number of sessions     | 24  |
| 5.39 | Number of participants | 111 |

**Management & Supervisory**

- |      |                        |    |
|------|------------------------|----|
| 5.40 | Number of sessions     | 9  |
| 5.41 | Number of participants | 36 |

**Planning and Evaluation**

- |      |                        |    |
|------|------------------------|----|
| 5.42 | Number of sessions     | 7  |
| 5.43 | Number of participants | 56 |

**Awareness and Advocacy**

5.44	Number of sessions	4
5.45	Number of participants	202

**Trustee/Council Training**

5.46	Number of sessions	0
5.47	Number of participants	0

**Special Client Populations**

5.48	Number of sessions	37
5.49	Number of participants	285

**Children's Services/Birth to Kindergarten**

5.50	Number of sessions	5
5.51	Number of participants	80

**Children's Services/Elementary Grade Levels**

5.52	Number of sessions	7
5.53	Number of participants	247

**Young Adult Services/Middle and High School Grade Levels**

5.54	Number of sessions	1
5.55	Number of participants	33

**General Adult Services**

5.56	Number of sessions	1
5.57	Number of participants	13

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.

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

5.59 **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5) 113

5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) 1,178

5.61 Do library system staff and/or trustees reach outside of the Y

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?

#### Coordinated Services/Consulting/Reference

### COORDINATED SERVICES

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

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

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

### CONSULTING AND TECHNICAL ASSISTANCE SERVICES

- |      |  |       |
|------|--|-------|
| 5.63 | Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding | 465   |
| 5.64 | Number of contacts - Consulting with member libraries and/or branches on funding and governance                | 578   |
| 5.65 | Number of contacts - Consulting with member libraries and/or branches on charter and registration work         | 17    |
| 5.66 | Number of contacts -   | 3,416 |

	Consulting with member libraries and/or branches on automation and technology	
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	237
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	97
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	390
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	1,102
5.71	Number of contacts - Consulting with state and county correctional facilities	18
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	116
5.73	Number of contacts - Providing system and member library information to the media	29
5.74	Number of contacts - Providing website development and maintenance for member libraries	535
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
1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.76	<b>Total other contacts (total of question #2 of Repeating Group #6)</b>	0
5.77	<b>Total number of contacts</b>	7,000

(total of questions 5.63  
through 5.74 and 5.76)

## REFERENCE SERVICES

5.78 Total Reference Transactions 263

### 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  |
| b.   | Services for patrons who are educationally disadvantaged   | No  |
| c.   | Services for patrons who are aged  | No  |
| d.   | Services for patrons who are geographically isolated   | Yes |
| e.   | Services for patrons who are members of ethnic or minority groups in need of special library services  | No  |
| f.   | Services to patrons who are in institutions  | Yes |
| g.   | Services for unemployed and underemployed individuals  | No  |
| i.   | N/A  | No  |
| 5.80 | Number of BOOKS BY MAIL loans  | 0   |
| 5.81 | Number of member libraries with Job/Education Information Centers or collections   | 2   |
| 5.82 | Number of State Correctional Facilities libraries served   | 2   |
| 5.83 | Number of County Jails libraries served  | 4   |
| 5.84 | Number of institutions served other than jails or correctional facilities  | 0   |
| 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   |
| 1.   | Service provided   | N/A |

- |      |  |  |
|------|--|--|
| 2.   | Number of facilities/institutions served   | 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  |
| 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. |

## 5A. COVID

NOTE: This section of the survey (5A) collects data on the impact of the COVID-19 pandemic . Report all information in Part 5A from March 7, 2020 to December 31, 2020.

- |     |  |     |
|-----|--|-----|
| CV1 | Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic?         | Yes |
| CV2 | Did the library system add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?   | Yes |
| CV3 | Did the library system allow users to complete registration for system library cards online without having to come to the system during the Coronavirus (COVID-19) pandemic? | No  |
| CV4 | Did the library system provide live, virtual programs or training via the Internet during the Coronavirus (COVID-19) pandemic?   | Yes |
| CV5 | Did the library system create and provide recordings of program or training content via the Internet during the Coronavirus (COVID-19) pandemic?                             | No  |
| CV6 | Enter the Number of Weeks System Headquarters Building Closed Due to COVID-19. This is the   | 12  |

number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, the library system headquarters building was physically closed, and the public/member library staff could not enter, when it otherwise would have been open.

CV7 Enter the Number of Weeks a system headquarters building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the year that a system headquarters building implemented limited public occupancy practices for in person services at the building in response to the Coronavirus (COVID-19) pandemic.

30

Number of library system staff permanently laid off during 2020

Number of Librarians 0

Number of Other Staff 0

Number of library system staff furloughed during 2020

Number of Librarians 0

Number of Other Staff 0

Number of Weeks Furloughed 0

## 6. Operating Funds Receipts

### Local Public Funds

#### LOCAL PUBLIC FUNDS

6.1 Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.

Y

1. County Name Saratoga County
2. Amount \$35,000
3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
4. Written Contract (Enter Y for Yes, N for No, or N/A) Y



6.2	<b>Total County Funding</b>	\$35,000
6.3	All Other Local Public Funds	\$0
6.4	<b>Total Local Public Funds</b> (total questions 6.2 and 6.3)	\$35,000

**STATE AID RECEIPTS - arranged in alphabetical order**

6.5	Adult Literacy Library Services Grants	\$3,695
6.6	Central Library Development Aid	\$83,364
6.7	Central Book Aid	\$52,712
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$65,568
6.11	Correctional Facilities Library Aid	\$24,407
6.12	County Jails Library Aid	\$2,321
6.14	Family Literacy Grants	\$6,653
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$73,392
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$73,392
6.21	Local Services Support Aid	\$58,864
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$761,490
6.27	Public Library System Supplementary Operational Aid	\$111,994

**State Aid**

6.36	Special Legislative Grants and Member Items	\$0
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library,	\$0

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

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
2. Amount N/A

- 6.43 **Total Other State Aid (total  
question #2 of Repeating  
Group #9 above)** \$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)** \$1,244,460

#### FEDERAL AID

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

#### Federal Aid/Contracts

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

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

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

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

1.	Contracting Agency	34 Member Libraries
2.	Contracted Service	Joint Automation Project
3.	Total Contract Amount	\$458,859

6.50 **Total Contracts (total question #3 of Repeating Group #11 above)** \$458,859

## MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$924
6.53	Income from Investments	\$23,618

### Miscellaneous

#### Proceeds from Sale of Property

6.54	Real Property	\$0
6.55	Equipment	\$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

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

1.	Receipt category	County Aid Pass Thru
2.	Amount	\$67,620

1.	Receipt category	Fines
2.	Amount	\$613

1.	Receipt category	Prior Year Expense
2.	Amount	\$24,894

1.	Receipt category	Insurance dividend
----	------------------	--------------------

2.	Amount	\$2,453
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$95,580
6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	\$120,122
6.59	<b>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$1,858,441
6.60	<b>BUDGET LOANS</b>	\$0

**Transfers/Grand Total****TRANSFERS**

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$0
6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2020. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2019.)	\$2,364,093
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)	\$4,222,534

**7. Operating Fund Disbursements****Staff/Collection/Grants/Capital**

**STAFF EXPENDITURES**

## Salaries

7.1	System Director and Librarians	\$326,388
7.2	Other Staff	\$190,064
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$516,452
7.4	Employee Benefits Expenditures	\$304,663
7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$821,115

**COLLECTION EXPENDITURES**

7.6	Print Materials Expenditures	\$202
7.7	Electronic Materials Expenditures	\$4,124
7.8	Other Materials Expenditures	\$0
7.9	<b>Total Collection Expenditures (total questions 7.6 through 7.8)</b>	\$4,326

**GRANTS TO MEMBER LIBRARIES**

## Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$73,392
7.11	Central Library Aid (CLDA/CBA)	\$136,076
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$30,626
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$83,003
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$323,097
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$174,923
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$498,020

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$5,128
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0

7.27 **Total Capital Expenditures** \$5,128  
**from Operating Fund** (total  
 questions 7.22 through 7.26)

#### Capital Cont./Operation and Maintenance/Miscellaneous

### TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28 From Local Public Funds \$0  
 (71PF)  
 7.29 From Other Funds (71OF) \$5,128  
 7.30 **Total Capital Expenditures**  
**by Source** (total questions  
 7.28 and 7.29; same as  
 question 7.27) \$5,128

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs To Buildings and Building Equipment by Source of Funds

7.31 From Local Public Funds \$0  
 (72PF)  
 7.32 From Other Funds (72OF) \$19,797  
 7.33 **Total Repairs to Buildings**  
**and Building Equipment** \$19,797  
 (total questions 7.31 and 7.32)  
 7.34 Other Building &  
 Maintenance Expenses \$20,430  
 7.35 **Total Operation and**  
**Maintenance of Buildings** \$40,227  
 (total questions 7.33 and 7.34)

### MISCELLANEOUS EXPENSES

7.36 Total Operation &  
 Maintenance of Bookmobiles \$0  
 and Other Vehicles  
 7.37 Office and Library Supplies \$3,858  
 7.38 Equipment \$0  
 7.39 Telecommunications \$4,604  
 7.40 Binding Expenses \$0  
 7.41 Postage and Freight \$175,265  
 7.42 Publicity and Printing \$981  
 7.43 Travel \$14,460  
 7.44 Fees for Consultants and  
 Professionals - Please include  
 a Note with the consultants' or  
 vendors' names and a brief  
 description of the service(s)  
 provided. \$18,021  
 7.45 Membership Dues - Please  
 include a State Note listing  
 Professional Organization \$6,041

Memberships for which dues are being paid.

- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Y  
Enter Y for Yes, N for No.

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 |
| 2. | Amount           | \$9,320     |

- |    |                  |            |
|----|------------------|------------|
| 1. | Expense category | County Aid |
| 2. | Amount           | \$101,500  |

#### Miscellaneous Cont./Contracts/Debt Service

- 7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$110,820

- 7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$334,050

#### 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? Y  
Enter Y for Yes, N for No.

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

- |    |   |                      |
|----|---|----------------------|
| 1. | Contracting Agency (specify using the State note) | MVLS/SALS JA Project |
| 2. | Contracted Service (specify using the State note) | ILS                  |
| 3. | Total Contract Amount                             | \$486,382            |

- 7.50 **Total Contracts** (total question #3 of Repeating Group #14 above) \$486,382

#### DEBT SERVICE

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

- |      |   |     |
|------|---|-----|
| 7.51 | From Local Public Funds (73PF)                            | \$0 |
| 7.52 | From Other Funds (73OF)                                   | \$0 |
| 7.53 | <b>Total Capital Purposes Loans</b> (total questions 7.51 | \$0 |

and 7.52)

**Transfers**

## Other Loans

7.54	Other Loans	\$0
7.55	<b>Total Debt Service</b> (total questions 7.53 and 7.54)	\$0
7.56	<b>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</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$2,189,248

**TRANSFERS**

## Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$0
7.59	<b>Total Transfers to Capital Fund</b> (total questions 7.57 and 7.58; same as question 8.2)	\$0
7.60	<b>Total Transfers to Other Funds</b>	\$0
7.61	<b>Total Transfers</b> (total questions 7.59 and 7.60)	\$0
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	\$2,189,248

**Cash Balance/Grand Total/Audit/Bank Balance**

7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library</b>	\$2,033,286
------	---	-------------



## Systems - December 31, 2020)

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63) \$4,222,534

### 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) 01/22/2020

7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2020-12/31/2020

7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

### ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	Adirondack Trust Company
2.	Amount of funds on deposit	\$12,725
1.	Name of bank or financial institution	Saratoga National Bank
2.	Amount of funds on deposit	\$1,000
1.	Name of bank or financial institution	Saratoga National Bank
2.	Amount of funds on deposit	\$2,019,561

7.87 **Total Bank Balance** (total question #2 of Repeating Group #15) \$2,033,286

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

## 8. Capital Fund Receipts

### State Aid and Grants for Capital Projects

8.1 **Total Revenue From Local** \$0

**Sources**

- 8.2 **Transfer From Operating Fund** \$0  
(same as question 7.59)

**STATE AID FOR CAPITAL PROJECTS**

- 8.3 State Aid Received for Construction \$0

**ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS**

- 8.4 Does the system receive any other aid and/or grants for 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
1. Contracting Agency N/A
2. Amount N/A

**Totals/Cash Balance**

- 8.5 **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) \$0
- 8.6 **TOTAL RECEIPTS - Revenues from Local 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
- 8.7 **NONREVENUE RECEIPTS** \$0
- 8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$0
- 8.9 **CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2020. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2019.)** \$0

**Grand Total**

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$0

**9. Capital Fund Disbursements****Project Expenditures/Cash Balance****PROJECT EXPENDITURES**

9.1 Total Construction \$0

9.2 Incidental Construction \$0

9.3 Books and Library Materials \$0

9.4 Total Other Disbursements \$0

9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$0

9.6 **TRANSFER TO OPERATING FUND** (Same as question 6.61) \$0

9.7 **TOTAL NONPROJECT EXPENDITURES** \$0

9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) \$0

9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year** (December 31, 2020, for Public Library Systems) \$0

**Grand Total**

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

**12. Projected Annual Budget For Library Systems****Public Library Systems Budget for January 1, 2021 - December 31, 2021**

**PROJECTED OPERATING FUND - RECEIPTS**

- 12.1 Total Operating Fund  
Receipts (include Local Aid,  
State Aid, Federal Aid, \$1,876,945  
Contracts and Miscellaneous  
Receipts)
- 12.2 Budget Loans \$0
- 12.3 Total Transfers \$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, \$2,033,286  
2021 must be the same as the  
December 31, 2020, closing  
balance reported on Q7.63 of  
the 2020 annual report)
- 12.5 **Grand Total Operating Fund  
Receipts, Budget Loans,  
Transfers and Ending Balance** \$3,910,231  
(total questions 12.1 through  
12.4)

**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 \$2,139,115  
Maintenance of Buildings,  
Miscellaneous Expenses,  
Contracts with Libraries and  
Library Systems in New York  
State and Debt Service)
- 12.7 Total Transfers \$0
- 12.8 Cash Balance/Ending Balance  
in Operating Fund at the end  
of the fiscal year \$1,771,116  
(For Public Library Systems,  
balance as of December 31,  
2021)
- 12.9 **Grand Total Operating Fund  
Disbursements, Transfers and  
Ending Balance (total** \$3,910,231  
**questions 12.6 through 12.8)**

**PROJECTED CAPITAL FUND - RECEIPTS**

- 12.10 Capital Fund Receipts \$0  
(include Revenues from Local  
Sources, Transfer from  
Operating Fund, State Aid for

Capital Projects and All Other  
Aid for Capital Projects)

- 12.11 Nonrevenue Receipts \$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, \$0  
2021, must be the same as the  
December 31, 2020, closing  
balance reported on Q9.9 of  
the 2020 annual report
- 12.13 **Grand Total Capital Fund  
Receipts and Balance (total  
questions 12.10 through  
12.12)** \$0

### PROJECTED CAPITAL FUND - DISBURSEMENTS

- 12.14 Capital Fund Disbursements  
(include Project Expenditures,  
Transfer to Operating Fund \$0  
and Nonproject Expenditures
- 12.15 Cash Balance in Capital Fund  
at the end of the current fiscal  
year \$0  
(For Public Library Systems,  
December 31, 2021)
- 12.16 **Grand Total Capital Fund  
Disbursement, Transfers, and  
Balance (Sum of questions  
12.14 and 12.15)** \$0

## 13. State Formula Aid Disbursements

### Public Library Systems Basic Aid

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

**Statutory  
Reference (Basic  
Aid):** Education Law § 272, 273(1)(a, c, d, e, n)  
Commissioners Regulations 90.3

**Statutory  
Reference  
(LLSA):** Education Law § 272, 273(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** Education Law § 272, 273(1)(f)(7)  
**(LCSA):** 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** Education Law § 273(12)(a)  
**(Supplemental):** 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
13.1.2	Total Expenditure for Professional Salaries	\$261,388

**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
13.1.4	Total Expenditure for Other Staff Salaries	\$177,383

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$150,731

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

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

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various

3.	Expenditure	\$18,021
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various
3.	Expenditure	\$16,064
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	CDLC, NYLA, PULISDO, Saratoga County Chamber of Commerce
3.	Expenditure	\$6,041
1.	Expenditure Category	Delivery/courier
2.	Provider of Services	Arnoff
3.	Expenditure	\$174,518
1.	Expenditure Category	Telecommunications
2.	Provider of Services	FirstLight
3.	Expenditure	\$4,603
1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	MVLS/SALS JA Project
3.	Expenditure	\$108,802
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Proquest via WALDO
3.	Expenditure	\$5,236
13.1.7	<b>Total Expenditure - Purchased Services</b>	\$333,285
13.1.8	<b>Supplies and Materials:</b> 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.	

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)
2.	Expenditure	\$1,026

- |    |                      |                                     |
|----|----------------------|-------------------------------------|
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure          | \$5,234                             |

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure          | \$3,099                                  |

- |    |                      |                                 |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure          | \$202                           |

13.1.9 **Total Expenditure - Supplies and Materials** \$9,561

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

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

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

13.1.11 **Total Expenditures - Travel** \$0

13.1.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each applicable category; if no enter N/A for questions 1, 2, 3, and 4 of one repeating group.

- |    |              |     |
|----|--------------|-----|
| 1. | Type of Item | N/A |
| 2. | Quantity     | N/A |
| 3. | Unit Cost    | N/A |
| 4. | Expenditure  | N/A |

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

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$73,392

13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no. 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
2. Allocation N/A
3. Project Description (no more than 300 words)

13.1.16 **Total Expenditures - Grants for Member Libraries** \$0

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)** \$1,005,740

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

13.1.19 **Total Allocation from 2020 - 2021 State Aid:** \$1,275,546

13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$1,275,546

13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$269,806

13.1.22 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.

In 2020 the Southern Adirondack Library System (SALS) operated under the guidance of its 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 foundation of the current Plan of Service. In order to provide these services, system 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 objectives stated in the Plan of Service. System Funds for Purchased Services are earmarked for consultants, building maintenance, institutional memberships, delivery, telecommunications, automation, and commercial electronic vendors. SALS contracts with a Treasurer for monthly financial oversight and a certified public accountant to complete an annual cash audit that is available to the SALS Board of Trustees and its members. SALS pays institutional dues to the Capital District Library Council, the Public Library Systems Directors Organization, the New York Library Association, and the Saratoga County Chamber of Commerce. For daily delivery service to its membership, SALS contracted with Arnoff Moving & Storage. SALS pays telecommunications costs necessary to support all system services. SALS partners with the Mohawk Valley Library System to fund the MVLS/SALS Joint Automation project to provide automation services to our member libraries. Through

WALDO, SALS purchases the Proquest service HeritageQuest for all its member libraries. System Funds for Supplies and Materials are used to purchase software, MARC records, and e-content to support the member libraries and their communities. In accordance with New York State Education Law, SALS disburses LLSA to its membership.

## 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.

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

13.2.2 **Total Expenditure - Purchased Services** 0

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.

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

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

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

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

- |    |  |   |
|----|--|---|
| 1. | Recipient                                    | Crandall Public Library   |
| 2. | Allocation                                   | \$52,712  |
| 3. | Project Description (no more than 300 words) | Pass through Central Book Aid to Southern Adirondack Library System's Central Library, Crandall Public Library. |

13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$52,712

13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$52,712

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

13.2.9 **Total Allocation from 2020 - 2021 State Aid** \$65,890

13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$65,890

13.2.11 **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** \$13,178

13.2.12 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities 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

carried out with these State Aid Funds.

Committee established a process to allocate library resources based on previous year's data.

## 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 |
| 2. | Provider of Services | N/A |
| 3. | Expenditure          | N/A |

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

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

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

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

1.	Expenditure Category	N/A
2.	Expenditure	N/A

13.3.9 **Total Expenditure - Supplies and Materials** \$0

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

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

1.	Type of travel	N/A
2.	Expenditure	N/A

13.3.11 **Total Expenditures - Travel** \$0

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.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

13.3.13 **Total Expenditure -** \$0

**Equipment and Furnishings**

- 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

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

- |    |  |  |
|----|--|--|
| 1. | Recipient                                    | Crandall Public Library  |
| 2. | Allocation                                   | \$83,364   |
| 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. |

- 13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$83,364

- 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)** \$83,364

- 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. 0.00

- 13.3.18 **Total Allocation from 2020 - 2021 State Aid:** 104,206

- 13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$104,206

- 13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** 20,842.00

- 13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Pass through Central Library Development Aid to Southern Adirondack Library System's Central Library, Crandall Public Library.

**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        |
| 13.4.2 | Total Expenditure for Professional Salaries | \$65,000 |

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 | <b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits.               | \$568 |
| 13.4.6 | <b>Purchased Services:</b> Did the system expend funds for purchased services? Enter Y for Yes, N for No. | N     |

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

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

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

- |        |   |     |
|--------|---|-----|
| 13.4.7 | <b>Total Expenditure - Purchased Services</b> | \$0 |
|--------|---|-----|

- |        |  |   |
|--------|--|---|
| 13.4.8 | <b>Supplies and Materials:</b> 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. | N |
|--------|--|---|

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

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

- |    |                      |     |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Expenditure          | N/A |

13.4.9 **Total Expenditure - Supplies and Materials** 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

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

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

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

13.4.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

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

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

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. 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
2.	Allocation	N/A
3.	Description of Project	

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

13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)** \$65,568

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$0



NOTE: The opening balance must be the same as the closing balance of the previous year.

13.4.18 **Total Allocation from 2020 - 2021 State Aid:** \$81,960

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$81,960

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$16,392

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 2020: 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 1 staff member from a member library to complete the non-degree, online or in-person Notary Public Licensing Exam Preparation courses available through the Office of Continuing Education at SUNY Adirondack 12 - increasing the number of libraries and staff who are able to offer patrons notary services in the surrounding communities. Due to the COVID-19 pandemic, the bulk of funds went to support the Libraries Mean Business digital collection in Overdrive, which was expanded to include mental health titles to provide ongoing, timely support for local businesses and entrepreneurs. Additional titles were purchase to support those who had lost jobs, and were looking to retrain for civil service or other positions. In 2020, SALS added 84 items, growing the collection to 253 items, which have circulated 840 times in 2020, reflecting a need for this service. The entire collection has been shared 6,147 times since its inception in 2017. By creating a collection that is accessible remotely 24/7, small businesses and entrepreneurs can find the help they need when they need it. 2. Farm-2-Library SALS partners with Comfort Food Community, a food pantry in Greenwich, to continue the Farm-2-Library initiative, designed to address the UN Sustainable Development goals of zero hunger, good health & wellbeing, reduced inequalities, sustainable cities & communities, life on land, climate action, and partnerships for the goals. The initiative addresses the challenge of food waste by gleaning produce from local farms and distributing it through five small, rural libraries located in communities with high incidents of food insecurity and food access challenges. In 2020, 6,798 pounds of fruits and vegetables were shared with 1,216 people in the Schuylerville, Granville, Argyle, Whitehall, and Corinth communities. 3. Professional Development: SALS hosted a presentation by Jane Bentley from the Talking Book & Braille Library of New York State. 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 2020. The quarterly meetings provide opportunity to build relationships and deepen collaborations. 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 2020. 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
2.	Provider of Services	N/A
3.	Expenditure	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.

further requirements.

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

- |         |  |                                 |
|---------|--|---------------------------------|
| 1.      | Expenditure Category   | Books and other print materials |
| 2.      | Expenditure  | \$2,332                         |
| 13.5.4  | <b>Total Expenditure - Supplies and Materials</b>  | \$2,332                         |
| 13.5.5  | <b>Total Expenditure (total 13.5.2, and 13.5.4)</b>  | 2,332.00                        |
| 13.5.6  | <b>Cash Balance at the Opening of the Fiscal Year:</b><br>NOTE: The opening balance must be the same as the closing balance from the previous year.  | \$29                            |
| 13.5.7  | <b>Total Allocation from 2020 - 2021 State Aid</b>   | \$2,902                         |
| 13.5.8  | <b>Total Available Before Expenditures (total 13.5.6 + 13.5.7)</b>   | \$2,931                         |
| 13.5.9  | <b>Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)</b>   | \$599                           |
| 13.5.10 | <b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, SALS Plan of Service states that SALS will maintain its outreach describing the major activities to Hamilton, Saratoga, Warren, and Washington County Jails. carried out with these State Aid Funds. |                                 |

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](http://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 (FTE) .25

13.6.4 Total Expenditure for Other Staff Salaries \$12,681

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$6,911

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

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

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

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

13.6.7 **Total Expenditure - Purchased Services** 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

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$2,026

13.6.9 **Total Expenditure - Supplies and Materials** \$2,026

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

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

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

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

13.6.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

- |    |              |     |
|----|--------------|-----|
| 1. | Type of item | N/A |
| 2. | Quantity     | N/A |
| 3. | Unit Cost    | N/A |
| 4. | Expenditure  | N/A |

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

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$21,618

13.6.15 **Cash Balance at the Opening of the Fiscal Year:**  
NOTE: The opening balance must be the same as the closing balance of the previous year. \$5,742

13.6.16 **Total Allocation from 2020 - 2021 State Aid:** \$30,509

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$36,251

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$14,633

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities Great Meadow and Washington Correctional Facilities receive delivery, interlibrary loan, consulting services and materials budgets to support their inmate populations. The COVID-19 pandemic, alongside one facility having no library staff, greatly

carried out with these State  
Aid Funds

inhibited our ability to purchase materials for the facilities during  
2020.

## 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 4 (2020).

- 14.1 Element 1: Resource Sharing - Results
- Resource Sharing - Integrated Library System: Library staff in member libraries received training, primarily virtually this year, to use POLARIS. The SALS training and Joint Automation Staff received the training and support necessary to keep the system and network running during a year where virtual connectivity was of the utmost importance. All libraries are installing CASSIE, and some are investigating self-check and RFID technologies. Resource Sharing - Delivery: Libraries were offered daily delivery to meet their public's need for information. As libraries closed during the pandemic, the SALS staff and delivery vendor worked to put precautionary measures in place to ensure safe reopening and resumption of service, and remained nimble as libraries changed the services they were able to offer throughout the year. Resource Sharing - Interlibrary Loan: The public and member library staff know how to access and reserve materials via the Integrated Library System. The member library staffs have the skills they need to request materials that are owned regionally through the Capital District Library Council and New York State Library. The Crandall Public Library searched and requested materials owned outside of the region for the member library staff and the public. Resource Sharing - Digital Collections Access: System purchased materials were accessible to the residents in our region through the ILS, or through the SALS, central library or member library websites using library cards.
- 14.2 Element 2: Special Client Groups - Results
- Special Client Groups: Adult Literacy: Adult new learners found the resources needed in their local libraries. Member libraries networked with community organizations that support Adult Literacy. A new literacy organization, the Tri-County Literacy Center, was created in 2020. It will provide tutors for adult learners in Saratoga, Warren, and Washington counties. 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 particular attention paid to poverty, 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; held a Baby Sensory Play workshop; held a workshop on Early Literacy training for librarians trying to reach young parent at home during the pandemic; created HHVL.sals.edu a Home Hybrid and Virtual Learning website to assist libraries in providing access to Early Literacy Material during a pandemic; provided access to READsquared 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.

- |      |   |   |
|------|---|---|
| 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 libraries' needs. Member library staff and trustees through virtual platforms had access to continuing professional development and educational workshops, one-on-one training, and state and national conferences. Over the year SALS consultants held 113 sessions to 1,178 attendees. Of note in 2020, SALS consultants launched the "Leaving our Fingerprints" COVID-19 documentation project, offered five new director trainings, guided six libraries through the strategic planning process, continued the Farm-2-Library program, hosted training on Polaris and READsquared, and assisted a library with rechartering.  |
| 14.5 | Element 5: Consulting and Development Services - Results                          | Member library staff and trustees received the information they needed through contact with the SALS consulting staff. The member libraries were connected to the Integrated Library System via an area-wide network. Member library automation needs were supported during all hours and emergencies as needed. Member libraries received support for hardware peripherals located within their libraries. Joint Automation and system staff maintained appropriate files, reports, and other software applications. Member library staff were kept up-to-date on handheld devices, downloadable services, technology developments through consulting, training, workshops and virtual workshops. Member library staff reported satisfaction with Consulting and Development Services in the annual satisfaction survey. |
| 14.6 | Element 6: Coordinated Services - Results   | The member libraries participated in coordinated purchases of equipment, supplies, databases and an ILS to provide cost-effective services.   |
| 14.7 | Element 7: Awareness and Advocacy - Results                                       | System and member libraries received the funds necessary to provide library services to the residents of the four counties. System trustees and member library personnel attended the 2020 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.   |
| 14.8 | Element 8: Communication among Member Libraries and/or Branch Libraries - Results | System and member library staff and trustees used the information they received among Member meetings and workshops, electronically (intranet, email, and blogs), and/or the delivery and by phone to make informed decisions about library and system services. The System uses a weekly newsletter to share information about programs, grants, initiatives and other opportunities for   |

member libraries, as well as spotlighting the work being done by its member libraries. The System hosts a monthly Directors Council meeting to help facilitate communication among libraries, and to share work the System is doing on their behalf. During the height of the pandemic, the System also hosted a weekly meeting for Directors and System staff to share information, best practices, and updates to applicable state and federal laws.

- |       |   |   |
|-------|---|---|
| 14.9  | Element 9: Cooperative Efforts with Other Library Systems - Results | There were cost savings, broader access and better service to membership through cooperative, integrated library system, automation, and technology support with Mohawk Valley Library System and the Capital District Library Council. SALS had a voice in the development of continuing education and technology advances by serving on the board and various committees of the Capital District Library Council. SALS had a voice in the development of library services and policies by serving on various statewide groups (PULISDO, Outreach Coordinators, Youth Services, Summer Reading Program). SALS partnered with the Mohawk Valley Library System and Upper Hudson Library System on programs for member libraries, focusing on adult literacy, leadership, adult services, programming and accessibility. |
| 14.10 | Element 10: Construction - Results                                  | Communities had library buildings that were accessible to all members of the community. Communities had facilities that are energy-efficient and met their needs including adequate space, lighting, shelving, seating, restrooms, and technology. System staff assisted member libraries through the State Aid for Library Construction application process. SALS granted funds to assist member libraries in completing smaller construction projects, and preparing for State Aid for Library Construction applications.   |
| 14.11 | Element 11: Central Library - Results                               | Crandall Public Library provided access to adult nonfiction materials in all formats for SALS member libraries to fulfill the role of Central Library as per requirements of NYS Education Law. Crandall Public Library provided in-depth information services to benefit member libraries and the population of the SALS service area. Crandall Public Library kept the membership and public informed about the availability of central library services.   |
| 14.12 | Element 12: Direct Access - Results                                 | The New York State Education Department approved SALS' Direct Access Plan. It is on file at SALS and its member libraries. SALS membership continues to lend accordance with the established Direct Access policies.  |
| 14.13 | Element 13: Other Goal(s) - Results                                 | N/A   |

## 15. Current system URL's

- |      |                                 |   |
|------|---------------------------------|---|
| 15.1 | System Home Page URL            | <a href="https://www.sals.edu">https://www.sals.edu</a>   |
| 15.2 | URL of Current List of Members  | <a href="https://directory.sals.edu/">https://directory.sals.edu/</a>   |
| 15.3 | URL of Current Governing Bylaws | <a href="https://salsblog.sals.edu/about-us/trustees/bylaws/">https://salsblog.sals.edu/about-us/trustees/bylaws/</a>   |
| 15.4 | URL of Evaluation Form          | <a href="https://salsblog.sals.edu/wp-content/uploads/SALSSatisfactionSurvey2020.pdf">https://salsblog.sals.edu/wp-content/uploads/SALSSatisfactionSurvey2020.pdf</a> |



- |      |                             |   |
|------|-----------------------------|---|
| 15.5 | URL of Evaluation Results   | <a href="https://www.surveymonkey.com/results/SM-JPPFBDQ57/">https://www.surveymonkey.com/results/SM-JPPFBDQ57/</a>   |
| 15.6 | URL of Central Library Plan | <a href="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</a>                         |
| 15.7 | URL of Direct Access Plan   | <a href="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</a> |

## 16. Assurance and Contact Information

### CONTACT INFORMATION

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

### ASSURANCE

- |      |   |            |
|------|---|------------|
| 16.4 | The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) | 03/16/2021 |
|------|---|------------|

### 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). | 03/24/2021 |
|------|---|------------|

## Suggested Improvements

Library System	Southern Adirondack Library System
Name of Person Completing Form	Dianne Winter
Phone Number and Extension (enter area code, telephone number and extension only):	5185847300
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to.	
Thank You!	