

Southern Adirondack Library System Annual Report for Library Systems - 2022 (Public Library Systems 2022)

CURRENT YEAR

PREVIOUS
YEAR

1. General System Information

System/Director Information

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

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

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

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

1.1	SEDCODE	521800700026	521800700026
1.2	Institution ID	800000038540	800000038540
1.3	System Name	Southern Adirondack Library System	<i>Southern Adirondack Library System</i>
1.4	Beginning Reporting Year	01/01/2022	01/01/2021
1.5	Ending Reporting Year	12/31/2022	12/31/2021
1.6	Street Address	22 Whitney Place	<i>22 Whitney Place</i>
1.7	City	Saratoga Springs	<i>Saratoga Springs</i>
1.8	Zip Code	12866	12866
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4596	4596
1.10	Mailing Address	22 Whitney Place	<i>22 Whitney Place</i>
1.11	City	Saratoga Springs	<i>Saratoga Springs</i>
1.12	Zip Code	12866	12866
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4596	4596
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(518) 584-7300	<i>(518) 584-7300</i>
1.15	Fax Number (enter 10 digits only)	(518) 587-5589	<i>(518) 587-5589</i>
1.16	System Home Page URL	www.sals.edu	<i>www.sals.edu</i>

1.17 URL of the system's complete Plan of Service

<https://salsblog.sals.edu/wp-content/uploads/SALS-2022-2026-Plan-of-Service.pdf><https://salsblog.sals.edu/wp-content/uploads/SALS-Plan-of-Service-2017-2021.pdf>**Note:** The URL has changed to link the the new SALS 2022-2026 Plan of Service.

1.18 Population Chartered to Serve (2020 Census)

367,655

353,366

1.19 Area Chartered to Serve (square miles)

4,226

4226

1.20 Federal Employer Identification Number

141437196

141437196

1.21 County

Saratoga

Saratoga

1.22 County (Counties) Served

Saratoga, Warren, Washington, Hamilton

Saratoga, Warren, Washington, Hamilton

1.23 School District

Saratoga Springs City School District

Saratoga Springs City School District

1.24 First Name of System Director

Sara

Sara

1.25 Last Name of System Director

Dallas

Dallas

1.26 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.

9597

9597

1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)

(518) 581-7300 Ext.205

(518) 581-7300 Ext.205

1.32 E-Mail Address of the System Director

sdallas@sals.edu

sdallas@sals.edu

1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key)

(518) 587-5589

(518) 587-5589

1.34 Name of Outreach Coordinator

Erica Freudenberger

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 through 5 of one repeating group.

N

N

1. Name of Contracting Municipality or District

N/A

N/A

2. Is this a written contract? (Enter Y for Yes, N for No)

N/A

N/A

3. Population of the geographic area served by this contract

N/A

N/A

4. Dollar amount of contract

N/A

N/A

5. Indicate "Full" or "Partial" range of services provided by this contract (Select one)

N/A

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 N

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

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

1.51 President/CEO Phone Number

1.52 President/CEO Email

2. Personnel Information

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

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

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0	0
2.10	Librarians - Filled Position(s) FTE	2	2
2.11	Librarians - Vacant Position(s) FTE	0	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0	0
2.14 2.12)	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	4.00	4.00
2.15 2.13)	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	5	5
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	1
2.18	Total Other Staff - Filled Position(s) FTE	3.5	3
2.19	Total Other Staff - Vacant Position(s) FTE	0	1
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	12.50	12.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	2.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A	N/A
2.24	System Director FTE	1	1
2.25	System Director Current Annual Salary	\$143,375	\$139,199

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	34	34
3.15	Main Library/System Headquarters	1	1
3.16	Indicate the year the system building was initially constructed	1963	1963
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2017	2017
3.18	Square footage of the system building	8,537	8,537
3.19	Branches of the Library System	0	0
3.20	Bookmobiles	0	0
3.21	Reading Centers	0	0
3.22	Other Outlets	6	6
3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	7	7
3.24	Name of Central Library/Co-Central Libraries	Crandall Public Library	Crandall Public Library

BOARD/COUNCIL MEETINGS

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

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	E
------	---	---	---

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2023, through December 31, 2023.

President/Council Chair

3.29	Status	Filled	Filled
3.30	First Name	Russell	Jordan
3.31	Last Name	Wise	Hornstein
3.32	Institutional Affiliation	NYS Development Disabilities	Pendragon Theatre
3.33	Professional Title	CFO	Actor and retired teacher
3.34	Mailing Address	1400 Crescent-Visser Ferry Rd., Apt. 820	22 Greylock Road

3.35	City	Clifton Park	<i>Long Lake</i>
3.36	Zip Code (enter five digits only)	12065	<i>12847</i>
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(518) 373-1806	<i>(315) 354-5699</i>
3.38	E-mail Address	rewisejr49@gmail.com	<i>jjhornstein@frontiernet.net</i>
3.39	Term Begins - Month	June	<i>June</i>
3.40	Term Begins - Year (yyyy)	2019	<i>2020</i>
3.41	Term Expires - Month or N/A	May	<i>May</i>
3.42	Term Expires - Year (YYYY) or N/A	2024	<i>2025</i>
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	06/18/2019	<i>06/16/2020</i>
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2019	<i>06/16/2020</i>
3.46	Is this a brand new trustee?	N	<i>N</i>

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](#). **Please Note: It is customized and contains all the data entered last year to be updated this year.** Complete this form and email it to collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

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

14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2020	06/16/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2020	06/16/2020
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name	Christine	Christine
3.	Last Name	Connell	Connell
4.	Institutional Affiliation	NYS	NYS
5.	Professional Title	Retired Technology Manager	Retired Technology Manager
6.	Mailing Address	33 Belanger Ave	33 Belanger Avenue
7.	City	Waterford	Waterford
8.	Zip Code (enter five digits only)	12188	12188
9.	Term Begins - Month	June	June
10.	Term Begins - Year (yyyy)	2020	2020
11.	Term Expires - Month or N/A	May	May
12.	Term Expires - Year (YYYY) or N/A	2025	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).	Yes	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2020	06/16/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2020	06/16/2020
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name	Carol	Carol
3.	Last Name	Kuhr	Kuhr
4.	Institutional Affiliation	Granville, NY Schools	Granville, NY Schools
5.	Professional Title	Retired Special Education Teacher	Retired Special Education Teacher
6.	Mailing Address	307 North Street Road	307 North Street Road
7.	City	Argyle	Argyle
8.	Zip Code (enter five digits only)	12809	12809

9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2018	<i>2018</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2023	<i>2023</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2018	<i>06/18/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2018	<i>06/19/2018</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Elaine	<i>Elaine</i>
3.	Last Name	Cowin	<i>Cowin</i>
4.	Institutional Affiliation	Warrensburg Central Schools	<i>Warrensburg Central Schools</i>
5.	Professional Title	Retired K-12 Library Media Specialist	<i>Retired K-12 Library Media Specialist</i>
6.	Mailing Address	8 Robin Drive	<i>8 Robin Drive</i>
7.	City	Warrensburg	<i>Warrensburg</i>
8.	Zip Code (enter five digits only)	12885	<i>12885</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2018	<i>2018</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2023	<i>2023</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2018	<i>06/18/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2018	<i>06/19/2018</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Janet	<i>Janet</i>
3.	Last Name	Lindner	<i>Lindner</i>

4.	Institutional Affiliation	NYS Academy of Family Physicians	<i>NYS Academy of Family Physicians</i>
5.	Professional Title	Project Coordinator	<i>Project Coordinator</i>
6.	Mailing Address	180 Circular Street	<i>180 Circular Street</i>
7.	City	Saratoga Springs	<i>Saratoga Springs</i>
8.	Zip Code (enter five digits only)	12866	<i>12866</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2018	<i>2018</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2023	<i>2023</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2018	<i>06/18/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2018	<i>06/19/2018</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Jordan	<i>Russell</i>
3.	Last Name	Hornstein	<i>Wise</i>
4.	Institutional Affiliation	Pendragon Theatre	<i>NYS Development Disabilities</i>
5.	Professional Title	Actor and Retired teacher	<i>CFO</i>
6.	Mailing Address	22 Grey Lock Rd	<i>1400 Crescent-Visher Ferry Rd., Apt. 820</i>
7.	City	Long Lake	<i>Clifton Park</i>
8.	Zip Code (enter five digits only)	12847	<i>12065</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2020	<i>2019</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2024	<i>2024</i>

13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2020	<i>06/18/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2020	<i>06/19/2019</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Nanci	<i>Nancy</i>
3.	Last Name	Vineyard	<i>Seifts</i>
4.	Institutional Affiliation	Town of Indian Lake Public Library	<i>Town of Lake Pleasant</i>
5.	Professional Title	Newspaper Reporter/Retired Teacher	<i>Principal Account Clerk/Budget Officer</i>
6.	Mailing Address	105 Birch Court	<i>PO Box 623, Route 8</i>
7.	City	Indian Lake	<i>Lake Pleasant</i>
8.	Zip Code (enter five digits only)	12842	<i>12108</i>
9.	Term Begins - Month	January	<i>June</i>
10.	Term Begins - Year (yyyy)	2023	<i>2017</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2027	<i>2022</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	N/A	<i>06/20/2017</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>6/26/2017</i>
16.	Is this a brand new trustee?	Y	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Barbara	<i>Barbara</i>
3.	Last Name	Taylor	<i>Taylor</i>
4.	Institutional Affiliation	Town of Long Lake	<i>Town of Long Lake</i>
5.	Professional Title	Safety Coordinator	<i>Safety Coordinator</i>
6.	Mailing Address	PO Box 686	<i>PO Box 686</i>

7.	City	Long Lake	<i>Long Lake</i>
8.	Zip Code (enter five digits only)	12847	<i>12847</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2020	<i>2020</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2026	<i>2025</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/20/2020	<i>06/20/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/20/2020	<i>06/20/2020</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Margaret	<i>Margaret</i>
3.	Last Name	Shapiro	<i>Shapiro</i>
4.	Institutional Affiliation	Mountainview Yoga Studio	<i>Mountainview Yoga Studio</i>
5.	Professional Title	Owner	<i>Owner</i>
6.	Mailing Address	197 Chestnut Ridge Road	<i>197 Chestnut Ridge Road</i>
7.	City	Queensbury	<i>Queensbury</i>
8.	Zip Code (enter five digits only)	12804	<i>12804</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2020	<i>2020</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2025	<i>2025</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2020	<i>06/16/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2020	<i>06/16/2020</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Laura	<i>Robert</i>

3.	Last Name	Goodman	<i>Odess</i>
4.	Institutional Affiliation	Greenwich Free Library	<i>N/A</i>
5.	Professional Title	Retired High School English Teacher	<i>Retired Teacher</i>
6.	Mailing Address	104 Rabbit Road	<i>48 Daily Lane</i>
7.	City	Greenwich	<i>Buskirk</i>
8.	Zip Code (enter five digits only)	12834	<i>12028</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2022	<i>2017</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2027	<i>2022</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/07/2022	<i>06/20/2017</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2022	<i>06/20/2017</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Sue	<i>Sue</i>
3.	Last Name	Beck	<i>Beck</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	Retired Nurse	<i>Retired Nurse</i>
6.	Mailing Address	11 Shaw Hill Road	<i>11 Shaw Hill Road</i>
7.	City	Adirondack	<i>Adirondack</i>
8.	Zip Code (enter five digits only)	12808	<i>12808</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (yyyy)	2021	<i>2021</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Y</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/04/2021	<i>06/04/2021</i>

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/15/2021	06/15/2021
16.	Is this a brand new trustee?	N	Y

Coordinated Outreach Council**COORDINATED OUTREACH COUNCIL**

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2023, through December 31, 2023. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Status	Filled	<i>Filled</i>
2.	First Name	Jennifer	<i>Jennifer</i>
3.	Last Name	Hurd	<i>Hurd</i>
4.	Institutional Affiliation	Round Lake Library	<i>Round Lake Library</i>
5.	Professional Title	Director	<i>Director</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Roseann	<i>Erin</i>
3.	Last Name	Anzalone	<i>Krivitski</i>
4.	Institutional Affiliation	Tri-County Literacy	<i>SUNY Adirondack</i>
5.	Professional Title	Executive Director	<i>Coordinator of Workforce Training</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Laura	<i>Haley</i>
3.	Last Name	Scott	<i>Graves</i>
4.	Institutional Affiliation	SUNY Adirondack Community College	<i>Comfort Food Community</i>
5.	Professional Title	Continuing Education	<i>Community Engagement Coordinator</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Johanna	<i>Johanna</i>
3.	Last Name	MacKay	<i>MacKay</i>

4.	Institutional Affiliation	Lucy Scribner Library, Skidmore College	<i>Lucy Scribner Library, Skidmore College</i>
5.	Professional Title	Instructional Design Librarian	<i>Instructional Design Librarian</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Haley	<i>Roseann</i>
3.	Last Name	Graves	<i>Anzelone</i>
4.	Institutional Affiliation	haley@comfortfoodcommunity.org	<i>Jeff-County Literacy Center</i>
5.	Professional Title	Community Engagement Manager	<i>Executive Director</i>

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

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	135	88
4.2	System Visits	558	40

Note: Board meetings began in-person in September 2022. Staff numbers were not included in 2021 but were included in 2022.

CIRCULATION

4.3	Total Cataloged Book Circulation	51	39
4.4	Total Circulation of Other Materials	5	7
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	56	46
4.6	Use of Electronic Material	0	266,859

Note: The system can separate out use for each member library and asked the member libraries to report. So we did not also report in the system report this year.

4.7	Successful Retrieval of Electronic Information	0	0
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	0	266,859
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	56	266,905
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	56	266,905

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	24,363	23,435
4.12	Uncataloged Book Holdings	0	0
4.13	Total Print Serial Holdings	0	0

4.14	All Other Print Materials Holdings	0	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	24,363	23,435
4.16	Electronic Books	0	0
4.17	Local Electronic Collections	2	2
4.18	Total Number of NOVELNY Databases	15	15
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	2	2
4.20	Audio - Downloadable Units	0	0
4.21	Video - Downloadable Units	0	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	17	17

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	4	4
4.25	Video - Physical Units	1	2
4.26	Other Non-Electronic Materials	0	0
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	5	6
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	24,385	23,458

ROTATING COLLECTIONS/BOOK LOANS

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

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING**INTEGRATED LIBRARY SYSTEM (ILS)**

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

c.	Cataloging	Yes	Yes
d.	Acquisitions	Yes	Yes
e.	Inventory	Yes	Yes
f.	Serials Control	Yes	Yes
g.	Media Booking	No	No
h.	Community Information	No	No
i.	Electronic Resource Management	No	No
j.	Digital Collections Management	No	No
5.3	Identify ILS system vendor	Polaris	<i>Polaris</i>
5.4	How many member libraries fully participate in the ILS?	34	<i>34</i>
5.5	% of member libraries participating (calculated field)	100.00%	<i>100.00%</i>
5.6	How many member libraries participate in some ILS modules?	34	<i>34</i>
5.7	Indicate features of the system's ILS (check all that apply):		
a.	ILS shared with other library systems	Yes	Yes
b.	ILS software permits patron-initiated ILL	Yes	Yes
c.	ILL feature implemented and used	Yes	Yes
5.8	Number of titles in the ILS bibliographic database	732,307	<i>722,737</i>
5.9	Number of new titles added by the system in the reporting year	3,067	<i>2,865</i>
5.10	Number of Central Library Aid titles added in the reporting year	1,582	<i>1</i>
5.11	Number of new titles added by the members in the reporting year	25,770	<i>43,333</i>
5.12	Total new titles (total questions 5.9 through 5.11)	30,419	<i>46,199</i>

Catalog

UNION CATALOG OF RESOURCES

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

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

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

5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	Y	Y
5.16	Number of titles in the system's union catalog	725,004	716,178
5.17	Number of holdings in the system's union catalog	1,213,079	1,228,537
5.18	Number of new titles added in the last year	25,312	38,527
5.19	Number of holdings added in the last year	86,081	113,966
5.20	If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):		
a.	Non-member catalogs are included (if checked, please name non-member catalogs using the State note)	No	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No	No
c.	Patron-initiated ILL available and used through this catalog	No	No

UNION LIST OF SERIALS

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Edu.**VISITS TO THE SYSTEM'S WEB SITE**

5.24	Annual number of visits to the system's web site	128,974	103,366
------	--	---------	---------

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	183	192
5.26	Total items received (borrowed)	193	217
5.27	Total requests provided (loaned) unfilled	0	0
5.28	Total requests received (borrowed) unfilled	0	0
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	376	409

DELIVERY

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

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

a.	System courier (on the System's payroll)	No	No
b.	Other system's courier	No	No
d.	Contracted service (paid by System - not on payroll)	Yes	Yes

e.	U.S. Mail	No	No
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
g.	Other (specify using the note)	No	No

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

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	0	0
5.33	Number of participants	0	0

Continuing Education Cont.

Technology

5.34	Number of sessions	21	30
5.35	Number of participants	275	161

Digitization

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

Leadership

5.38	Number of sessions	5	8
5.39	Number of participants	30	5

Management & Supervisory

5.40	Number of sessions	17	16
5.41	Number of participants	210	66

Planning and Evaluation

5.42	Number of sessions	1	8
5.43	Number of participants	10	63

Awareness and Advocacy

5.44	Number of sessions	7	5
5.45	Number of participants	71	10

Trustee/Council Training

5.46	Number of sessions	2	5
5.47	Number of participants	851	103

Special Client Populations

5.48	Number of sessions	4	13
5.49	Number of participants	44	46
Children's Services/Birth to Kindergarten			
5.50	Number of sessions	0	2
5.51	Number of participants	0	38
Children's Services/Elementary Grade Levels			
5.52	Number of sessions	3	1
5.53	Number of participants	82	23
Young Adult Services/Middle and High School Grade Levels			
5.54	Number of sessions	3	0
5.55	Number of participants	71	0
General Adult Services			
5.56	Number of sessions	1	4
5.57	Number of participants	42	18
5.58	Other: Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.	N	N

1.	Topic	N/A	N/A
2.	Number of sessions	N/A	N/A
3.	Number of participants	N/A	N/A
5.59	Grand Total Sessions (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	64	92
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)	1,686	533
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y	Y

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

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

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

5.63	Consulting with member libraries and/or branches on grants, and state and federal funding	Y	501
5.64	Consulting with member libraries and/or branches on funding and governance	Y	330
5.65	Consulting with member libraries and/or branches on charter and registration work	Y	3
5.66	Consulting with member libraries and/or branches on automation and technology	Y	3,421
5.67	Consulting with member libraries and/or branches on youth services	Y	220
5.68	Consulting with member libraries and/or branches on adult services	Y	86
5.69	Consulting with member libraries and/or branches on physical plant needs	Y	72
5.70	Consulting with member libraries and/or branches on personnel and management issues	Y	680
5.71	Consulting with state and county correctional facilities	Y	13
5.72	Providing information to local, county, and state legislators and their staffs	Y	87
5.73	Providing system and member library information to the media	Y	4
5.74	Providing website development and maintenance for member libraries	Y	670
5.75	Other Consulting and Technical Assistance Services not listed above - Add Note	N	N

REFERENCE SERVICES

5.76	Total Reference Transactions	432	376
------	------------------------------	-----	-----

Special Clients/Fees

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	No	No
b.	Services for patrons who are educationally disadvantaged	No	No

c.	Services for patrons who are aged	No	No
d.	Services for patrons who are geographically isolated	Yes	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	No	No
f.	Services to patrons who are in institutions	Yes	Yes
g.	Services for unemployed and underemployed individuals	No	No
i.	N/A	No	No

5.78	Number of BOOKS BY MAIL loans	0	0
5.79	Number of member libraries with Job/Education Information Centers or collections	2	2
5.80	Number of State Correctional Facilities libraries served	2	2
5.81	Number of County Jails libraries served	4	4
5.82	Number of institutions served other than jails or correctional facilities	0	0
5.83	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N	N

1.	Service provided	N/A	N/A
2.	Number of facilities/institutions served	N/A	N/A

5.84	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85.	Y	Y
------	--	---	---

5.85	Description of fees	The Mohawk Library System/Southern Adirondack Library System Joint Automation Project charges the members of both systems fees relative to their percentage of total use, calculation based on circulation and holdings.	<i>Response has been entered.</i>
------	---------------------	--	-----------------------------------

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

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

1.	County Name	Saratoga	<i>Saratoga</i>
2.	Amount	\$15,000	<i>\$35,000</i>
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N	N

4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y	Y
6.2	Total County Funding	\$15,000	\$35,000
6.3	All Other Local Public Funds	\$0	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$15,000	\$35,000

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$180,787	\$204,092
6.8	Conservation/Preservation Grants	\$0	\$0
6.9	Construction for Public Libraries Aid	\$0	\$0
6.10	Coordinated Outreach Services Aid	\$101,453	\$98,340

Note: Includes \$100,162 in 2022 Coordinated Outreach Services Aid, plus 2021 Family Literacy Aid (\$830) and 2021 Adult Literacy Aid (\$461) - received in 2022.

6.11	Correctional Facilities Library Aid	\$31,642	\$36,606
6.12	County Jails Library Aid	\$3,029	\$3,328
6.18	Local Library Services Aid - Kept at System	\$0	\$0
6.19	Local Library Services Aid - Distributed to Members	\$109,847	\$120,575

Note: This includes the final 10% from 2021 (10,226) and 90% of 2022 LLSA funding (99,621). SALS chose to pay its member libraries the full 100% of 2022 LLSA in July 2022 (question 7.10) even though SALS won't receive the final 10% of 2022 LLSA until 2023.

6.20	Total LLSA (total questions 6.18 and 6.19)	\$109,847	\$120,575
------	---	-----------	-----------

Note: This includes the final 10% from 2021 and 90% of 2022 LLSA funding. SALS chose to pay its member libraries the full 100% of 2022 LLSA in July 2022, even though SALS won't receive the final 10% of 2022 LLSA until 2023.

6.21	Local Services Support Aid	\$87,505	\$96,554
6.22	Local Consolidated Systems Aid	\$0	\$0
6.26	Public Library System Basic Aid	\$1,009,356	\$1,142,098
6.27	Public Library System Supplementary Operational Aid	\$147,615	\$167,972

State Aid

6.36	Special Legislative Grants and Member Items	\$50,000	\$105,000
6.37	The New York Public Library - The Research Libraries	\$0	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0	\$0
6.39	The New York Public Library, City University of New York	\$0	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0	\$0

6.42 Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36). Y N

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

1.	Funding Source	NYS	N/A
2.	Amount	\$4,246	N/A

Note: Love Your Library Grant

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$4,246	\$0
6.44	Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	\$1,725,480	\$1,990,053

FEDERAL AID

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

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	Cares Act
2.	Amount	N/A	\$39,930

Federal Aid/Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$0	\$39,930
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$0	\$39,930

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

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

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

1.	Contracting Agency	34 Member Libraries	34 Member Libraries
2.	Contracted Service	Joint Automation Project	Joint Automation Project
3.	Total Contract Amount	\$510,195	\$465,241
6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$510,195	\$465,241

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$951	\$3,500
6.53	Income from Investments	\$993	\$1,148

Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	\$0	\$0
6.55	Equipment	\$0	\$0
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y	Y

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

1.	Receipt category	County Aid Pass Thru	<i>County Aid Pass Thru</i>
2.	Amount	\$68,779	\$68,740
1.	Receipt category	Fines	<i>Fines</i>
2.	Amount	\$375	\$777
1.	Receipt category	Prior Year Expenses	<i>Prior Year Expense</i>
2.	Amount	\$4,688	\$11,448
1.	Receipt category	Insurance Dividend	<i>Insurance Dividend</i>
2.	Amount	\$1,757	\$1,656
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$75,599	\$83,121
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$77,543	\$87,769
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$2,328,218	\$2,617,993
6.60	BUDGET LOANS	\$0	\$0

Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0	\$0
6.62	Transfers from Other Funds	\$0	\$0
6.63	Total Transfers (total questions 6.61 and 6.62)	\$0	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.)	\$2,284,944	\$2,033,286

Note: Neglected to include \$100 petty cash on hand in the total cash balance at end of previous fiscal year. The adjusted total here, increased by \$100, is accurate by including that figure.

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 7.82)

\$4,613,162

\$4,651,279

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$353,049	\$385,293
7.2	Other Staff	\$170,959	\$171,983
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$524,008	\$557,276
7.4	Employee Benefits Expenditures	\$312,566	\$311,068
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$836,574	\$868,344

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$491	\$120
7.7	Electronic Materials Expenditures	\$42,998	\$3,961
7.8	Other Materials Expenditures	\$0	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$43,489	\$4,081

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$110,696	\$130,801
------	-----------------------------------	-----------	-----------

Note: SALS paid out the full 100% of LLSA funding for 2022, even though the final 10% won't be received until 2023.

7.11	Central Library Services Aid (CLSA)	\$180,787	\$204,092
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$105,000	\$34,858
7.16	Federal Aid	\$0	\$0
7.17	Other cash grants paid from system funds	\$42,910	\$54,687
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$439,393	\$424,438
7.19	Book/Library Materials Grants	\$11,629	\$0
7.20	Other Non-Cash Grants	\$182,314	\$163,457
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$633,336	\$587,895

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0	\$0
7.23	Other Vehicles	\$0	\$0
7.24	Computer Equipment	\$4,908	\$2,308

7.25	Furniture/Furnishings	\$0	\$0
7.26	Other Capital Expenditures	\$0	\$0
7.27 7.26)	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$4,908	\$2,308

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

7.28	From Local Public Funds (71PF)	\$0	\$0
7.29	From Other Funds (71OF)	\$4,908	\$2,308
7.30 question 7.27)	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$4,908	\$2,308

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0	\$0
7.32	From Other Funds (72OF)	\$10,513	\$32,785
7.33 7.32)	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$10,513	\$32,785
7.34	Other Building & Maintenance Expenses	\$43,601	\$27,199
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$54,114	\$59,984

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$1,612	\$194
7.37	Office and Library Supplies	\$4,717	\$1,964
7.38	Equipment	\$1,310	\$0
7.39	Telecommunications	\$9,194	\$4,646
7.40	Postage and Freight	\$241,544	\$207,966
7.41	Publicity and Printing	\$0	\$953
7.42	Travel	\$12,922	\$3,017
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$17,775	\$16,089
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$10,388	\$6,913
7.45	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No.	Y	Y

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

1.	Expense category	Other	<i>County Aid</i>
Note: Credit card interest			
2.	Amount	\$44	<i>\$101,500</i>
1.	Expense category	Software	<i>Mbr Lib Pur</i>
Note: Credit card interest			
2.	Amount	\$2,924	<i>\$16,863</i>
1.	Expense category	Mbr Lib Purc	
Note: Credit card interest			
2.	Amount	\$10,219	

Miscellaneous Cont./Contracts/Debt Service

7.46	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$13,187	<i>\$118,363</i>
7.47	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$312,649	<i>\$360,105</i>

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

7.48 Does the system contract with libraries and/or library systems in New York State? Y 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	<i>MVLS/SALS JA Project</i>
2.	Contracted Service (specify using the State note)	ILS	<i>ILS</i>
3.	Total Contract Amount	\$445,020	<i>\$483,718</i>
1.	Contracting Agency (specify using the State note)	Hamilton County	
2.	Contracted Service (specify using the State note)	Pass thru	
3.	Total Contract Amount	\$11,500	
1.	Contracting Agency (specify using the State note)	Warren County	
2.	Contracted Service (specify using the State note)	Pass thru	
3.	Total Contract Amount	\$55,000	
1.	Contracting Agency (specify using the State note)	Saratoga County Youth Dept	
2.	Contracted Service (specify using the State note)	Pass thru	
3.	Total Contract Amount	\$2,279	
7.49	Total Contracts (total question #3 of Repeating Group #14 above)	\$513,799	<i>\$483,718</i>

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.50	From Local Public Funds (73PF)	\$0	\$0
7.51	From Other Funds (73OF)	\$0	\$0
7.52	Total Capital Purposes Loans (total questions 7.50 and 7.51)	\$0	\$0
Transfers			
Other Loans			
7.53	Other Loans	\$0	\$0
7.54	Total Debt Service (total questions 7.52 and 7.53)	\$0	\$0
7.55	TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.47, 7.49, and 7.54)	\$2,398,869	\$2,366,435

TRANSFERS

Transfers to the Capital Fund

7.56	From Local Public Funds (76PF)	\$0	\$0
7.57	From Other Funds (76OF)	\$0	\$0
7.58 8.2)	Total Transfers to Capital Fund (total questions 7.56 and 7.57; same as question 8.2)	\$0	\$0
7.59	Total Transfers to Other Funds	\$0	\$0
7.60	Total Transfers (total questions 7.58 and 7.59)	\$0	\$0
7.61	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.55 and 7.60)	\$2,398,869	\$2,366,435

Cash Balance/Grand Total/Audit/Bank Balance

7.62 Year (For Public Library Systems - December 31, 2022)	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting	\$2,214,293	\$2,284,844
7.82 (total questions 7.61 and 7.62)	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE	\$4,613,162	\$4,651,279

FISCAL AUDIT

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

7.83	Last audit performed (mm/dd/yyyy)	01/20/2023	1/21/2022
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2022-12/31/2022	1/1/2021-12/31/2021
7.85	Indicate type of audit (select one from drop-down):	Private Accounting Firm	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution

Adirondack Trust Company

*Adirondack
Trust Company***Note:** General fund

2. Amount of funds on deposit

\$66,343

\$111,897

1. Name of bank or financial institution

Adirondack Trust Company

*Saratoga
National Bank***Note:** General fund

2. Amount of funds on deposit

\$3,248

\$1,000

1. Name of bank or financial institution

Adirondack Trust Company

*Saratoga
National Bank***Note:** General fund

2. Amount of funds on deposit

\$4,872

\$2,171,947

1. Name of bank or financial institution

Saratoga National Bank

Note: General fund

2. Amount of funds on deposit

\$1,000

1. Name of bank or financial institution

Saratoga National Bank

Note: General fund

2. Amount of funds on deposit

\$705,872

1. Name of bank or financial institution

Saratoga National Bank

Note: General fund

2. Amount of funds on deposit

\$1,500,000

7.86 **Total Bank Balance** (total question #2 of Repeating Group #15)

\$2,281,335

\$2,284,844

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

N

N

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

8.1 **Total Revenue From Local Sources**

\$0

\$0

8.2 **Transfer From Operating Fund**
(same as question 7.58)

\$0

\$0

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction

\$0

\$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

N

1.	Contracting Agency	N/A	N/A
2.	Amount	N/A	N/A
Totals/Cash Balance			
8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	\$0	\$0
8.6	TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects (total questions 8.1, 8.2, 8.3, and 8.5)	\$0	\$0
8.7	NONREVENUE RECEIPTS	\$0	\$0
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$0	\$0
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.)	\$0	\$0
Grand Total			
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$0	\$0
9. Capital Fund Disbursements			
Project Expenditures/Cash Balance			
PROJECT EXPENDITURES			
9.1	Total Construction	\$0	\$0
9.2	Incidental Construction	\$0	\$0
9.3	Books and Library Materials	\$0	\$0
9.4	Total Other Disbursements	\$0	\$0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0	\$0
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$0	\$0
9.7	TOTAL NONPROJECT EXPENDITURES	\$0	\$0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$0	\$0
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2022, for Public Library Systems)	\$0	\$0
Grand Total			

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

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2023 - December 31, 2023

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,502,629	\$2,158,992
12.2	Budget Loans	\$0	\$0
12.3	Total Transfers	\$0	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2023 must be the same as the December 31, 2022, closing balance reported on Q7.62 of the 2022 annual report)	\$2,214,293	\$2,284,844
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$4,716,922	\$4,443,836

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$2,502,629	\$2,341,620
12.7	Total Transfers	\$0	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2023)	\$2,214,293	\$2,102,216
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$4,716,922	\$4,443,836

PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$0	\$0
12.11	Nonrevenue Receipts	\$0	\$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2023, must be the same as the December 31, 2022, closing balance reported on Q9.9 of the 2022 annual report)	\$0	\$0
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$0	\$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$0	\$0
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2023)	\$0	\$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$0	\$0

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(1)(f)(1) Commissioners Regulations 90.3 and 90.9 The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(2) Commissioners Regulations 90.3 and 90.10 The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.
Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(3) Commissioners Regulations 90.3 The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(11)(a) The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(1)(m)

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

13.1.1	Total Full-Time Equivalents (FTE)	3	3
13.1.2	Total Expenditure for Professional Salaries	\$281,979	\$318,343
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)	3.18	2.75
13.1.4	Total Expenditure for Other Staff Salaries	\$158,475	\$156,826
13.1.5	Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.	\$278,064	\$274,711
13.1.6	Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	Y

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

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

1.	Expenditure Category	Consultant fees/professional fees	Consultant fees/professional fees
2.	Provider of Services	Various	Various
Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone			
3.	Expenditure	\$19,600	\$16,089

1.	Expenditure Category	Building and maintenance expenses	<i>Building and maintenance expenses</i>
----	----------------------	-----------------------------------	--

2.	Provider of Services	Various	<i>Various</i>
----	----------------------	---------	----------------

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3.	Expenditure	\$55,424	<i>\$29,060</i>
----	-------------	----------	-----------------

1.	Expenditure Category	Institutional membership dues	<i>Institutional membership dues</i>
----	----------------------	-------------------------------	--------------------------------------

2.	Provider of Services	Various	<i>Various</i>
----	----------------------	---------	----------------

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3.	Expenditure	\$10,388	<i>\$6,913</i>
----	-------------	----------	----------------

1.	Expenditure Category	Delivery/courier	<i>Delivery/courier</i>
----	----------------------	------------------	-------------------------

2.	Provider of Services	Arnoff Moving & Delivery	<i>Arnoff</i>
----	----------------------	--------------------------	---------------

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3.	Expenditure	\$237,269	<i>\$207,379</i>
----	-------------	-----------	------------------

1.	Expenditure Category	Telecommunications	<i>Telecommunications</i>
----	----------------------	--------------------	---------------------------

2.	Provider of Services	First Light	<i>FirstLight</i>
----	----------------------	-------------	-------------------

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3.	Expenditure	\$9,194	<i>\$4,646</i>
----	-------------	---------	----------------

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)	<i>Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)</i>
----	----------------------	--	---

2.	Provider of Services	MVLS/SALS JA Project	<i>MVLS/SALS JA Project</i>
----	----------------------	----------------------	-----------------------------

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3.	Expenditure	\$147,093	<i>\$70,252</i>
----	-------------	-----------	-----------------

1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Commercial electronic content vendor contracts</i>
----	----------------------	--	---

2.	Provider of Services	WALDO Lyrasis Heritage Quest	<i>ProQuest via WALDO</i>
----	----------------------	------------------------------	---------------------------

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3.	Expenditure	\$5,487	<i>\$5,236</i>
----	-------------	---------	----------------

1.	Expenditure Category	Other (specify using Note field)	
----	----------------------	----------------------------------	--

2. Provider of Services

Marriott

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3. Expenditure

\$1,000

1. Expenditure Category

Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)

2. Provider of Services

SkyRiver Technology Solutions

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3. Expenditure

\$14,243

1. Expenditure Category

Other (specify using Note field)

2. Provider of Services

Various

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3. Expenditure

\$5,440

1. Expenditure Category

Other (specify using Note field)

2. Provider of Services

Various

Note: Robert Jeffords, Paychex, Law Office of Stephanie Cole Adams, CDLC, Deborah Caldwell Stone

3. Expenditure

\$1,590

13.1.7 Total Expenditure - Purchased Services

\$506,728

\$339,575

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

Y

Y

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

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

1. Expenditure Category

Other (specify using Note field)

Non-print resources (exclusing electronic content)

Note: Software

2. Expenditure

\$2,924

\$1,138

1. Expenditure Category

Office/library supplies and postage

Office/library supplies and postage

Note: Software

2. Expenditure

\$19,672

\$3,912

1.	Expenditure Category	Books and other print materials	Non-print resources (electronic content)
----	----------------------	---------------------------------	--

Note: Software

2.	Expenditure	\$491	\$2,823
----	-------------	-------	---------

1.	Expenditure Category	Non-print resources (electronic content)	Books and other print materials
----	----------------------	--	---------------------------------

Note: Software

2.	Expenditure	\$7,757	\$120
----	-------------	---------	-------

13.1.9	Total Expenditure - Supplies and Materials	\$30,844	\$7,993
--------	--	----------	---------

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	System Staff Travel	N/A
----	----------------	---------------------	-----

2.	Expenditure	\$1,013	N/A
----	-------------	---------	-----

1.	Type of Travel	Other (specify using Note field)	
----	----------------	----------------------------------	--

2.	Expenditure	\$1,102	
----	-------------	---------	--

13.1.11	Total Expenditures - Travel	\$2,115	\$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	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	N/A
----	--------------	-----	-----

2.	Quantity	N/A	N/A
----	----------	-----	-----

3.	Unit Cost	N/A	N/A
----	-----------	-----	-----

4.	Expenditure	N/A	N/A
----	-------------	-----	-----

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

13.1.14	Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.	\$110,696	\$130,801
---------	--	-----------	-----------

13.1.15	Grants to Member Libraries: Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.	Y	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	Bolton Free Library	N/A
----	-----------	---------------------	-----

2.	Allocation	\$5,000	N/A
----	------------	---------	-----

3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Redesign circulation desk. Add ADA compliant checkout area
1.	Recipient	Ballston Spa Public Library
2.	Allocation	\$5,000
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Hire Paul Mays of Butler Rowland Mays Architects to develop renovation plans
1.	Recipient	Cambridge Public Library
2.	Allocation	\$5,000
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Hire an architect to draw up plans to expand library and ensure accessibility to three floors
1.	Recipient	Clifton Park-Halfmoon Public Library
2.	Allocation	\$5,000
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Create a reading area in the Children's Library. Seating, decor and Rug
1.	Recipient	Crandall Public Library
2.	Allocation	\$4,250
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Hire an architect to draw up plans to add an office space, a meeting room and a breakroom door on the third floor
1.	Recipient	Pember Library and Museum
2.	Allocation	\$4,000
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Chimney inspection and refurbish woodworking profiles and shelving supports
1.	Recipient	Greenwich Free Library
2.	Allocation	\$5,000
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Add display shelving, move new materials and add work space table for patrons

1.	Recipient	Schuylerville Public Library	
2.	Allocation	\$5,000	
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Hire an architect to draw up plans to build a pavillion and outdoor locked storage	
1.	Recipient	Waterford Public Library	
2.	Allocation	\$4,660	
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant: Hire an architect to get an estimate for replacing the slate roof of the library	
13.1.16	Total Expenditures - Grants for Member Libraries	\$42,910	\$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)	\$1,411,811	\$1,228,249
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.	\$317,361	\$269,806
13.1.19	Total Allocation from 2022 - 2023 State Aid:	\$1,355,796	\$1,275,804
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	\$1,673,157	\$1,545,610
13.1.21	Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)	\$261,346	\$317,361

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 2022 the Southern Adirondack Library System (SALS) operated under the guidance of its 2022-2026 Plan of Service. The services of Administration, Central Library Continuing Education and Consulting, Resource Sharing and Delivery, Integrated Automation System, and Technology are the foundation of the current Plan of Service. System staff are needed In to provide these services. 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 New York Council of Nonprofits. For daily delivery service to its membership, SALS contracts 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/Lyris, SALS purchased the Proquest service HeritageQuest for 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.

Response has been entered.

CENTRAL LIBRARY SERVICES AID (CLSA)

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

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

13.2.1 Total Full-Time Equivalents (FTE)

13.2.2 Total Expenditure for Professional Salaries

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

13.2.3 Total Full-Time Equivalents (FTE)

13.2.4 Total Expenditures for Other Staff Salaries

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

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

13.2.7 Total Expenditure - Purchased Services \$0 \$0

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

13.2.9 Total Expenditure - Supplies and Materials \$0 \$0

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

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

1.	Type of travel	N/A	N/A
2.	Expenditure	N/A	N/A
13.2.11	Total Expenditures - Travel	\$0	\$0
13.2.12	Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N	N

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

1.	Type of item	N/A	N/A
2.	Quantity	N/A	N/A
3.	Unit cost	N/A	N/A
4.	Expenditure	N/A	N/A
13.2.13	Total Expenditure - Equipment and Furnishings	\$0	\$0

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

Y Y

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

1.	Recipient	Crandall Public Library	<i>Crandall Public Library</i>
2.	Allocation	\$180,787	\$125,033
3.	Project Description (no more than 300 words)	Funds provided enable the Central Library to purchase adult nonfiction materials in all formats according to the collection development policy recommended by the Central Library. The Committee established a process to allocate library resources on previous year's data.	<i>Response has been entered.</i>

13.2.15	Total Expenditure - Grants to Central/Co-Central Libraries	\$180,787	\$204,092
13.2.16	Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)	\$180,787	\$204,092
13.2.17	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	\$34,020
13.2.18	Total Allocation from 2022 - 2023 State Aid:	\$180,787	\$170,072
13.2.19	Total Available Before Expenditures (total 13.2.17 + 13.2.18)	\$180,787	\$204,092
13.2.20	Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)	0.00	0.00

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

Funds were transferred as pass through aid to support the services Crandall Public Library, Southern Adirondack Library System's Central Library, provides to the member libraries. These transferred funds also 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.

Response has been entered.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

Beginning with 2021 report, Year 3 Adult and Family Literacy allocations and expenses should be included in Coordinated Outreach Services Aid.

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

13.4.1	Total Full-Time Equivalents (FTE)	1	1
13.4.2	Total Expenditure for Professional Salaries	\$71,070	\$66,950

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

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

13.4.5	Employee Benefits: Indicate the total expenditures for all system employee benefits.	\$29,092	\$30,156
--------	---	----------	----------

13.4.6	Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	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 allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts	
2.	Provider of Services	Newsela	
3.	Expenditure	\$1,000	
13.4.7	Total Expenditure - Purchased Services	\$0	\$5,075
13.4.8	Supplies and Materials: Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	N	Y

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

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

1.	Expenditure Category		<i>Books and other print materials</i>
----	----------------------	--	--

2.	Expenditure		<i>\$190</i>
----	-------------	--	--------------

13.4.9	Total Expenditure - Supplies and Materials	0	8,899
--------	---	---	-------

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

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

1.	Type of Travel	N/A	N/A
----	----------------	-----	-----

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

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

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

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

1.	Type of item	N/A	N/A
----	--------------	-----	-----

2.	Quantity	N/A	N/A
----	----------	-----	-----

3.	Unit Cost	N/A	N/A
----	-----------	-----	-----

4.	Expenditure	N/A	N/A
----	-------------	-----	-----

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

13.4.14	Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.	N	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	N/A	<i>Amaris Lynip</i>
----	-----------	-----	---------------------

2.	Allocation	N/A	<i>\$160</i>
----	------------	-----	--------------

3.	Description of Project		<i>Response has been entered.</i>
----	------------------------	--	-----------------------------------

13.4.15	Total Expenditure - Grants to Member Libraries	\$0	<i>\$160</i>
---------	---	-----	--------------

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)	\$100,162	<i>\$111,240</i>
---------	--	-----------	------------------

13.4.17	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	<i>\$16,392</i>
---------	--	-----	-----------------

13.4.18	Total Allocation from 2022 - 2023 State Aid:	\$100,162	<i>\$94,848</i>
---------	---	-----------	-----------------

13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$100,162	<i>\$111,240</i>
13.4.20	Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)	\$0	<i>\$0</i>

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

SALS continues its Libraries Mean Business initiative, supporting Notaries Public in our member libraries. In 2022, 25 Notaries Public in member libraries notarized more than 800 documents. We continue to build the Libraries Mean Business collection in Overdrive to provide ongoing resources and support to our region's entrepreneurs, small businesses, employers, and job seekers. We added 58 titles, growing the collection to 357, which circulated 2,603 times in 2022. By creating a collection that is accessible remotely 24/7, small businesses and entrepreneurs can find the help they need when they need it. SALS partners with Comfort Food Community, a food pantry in Greenwich, and Capital Roots Squash Hunger program in Troy to continue the Farm-2-Library initiative, designed to meet the wrap-around needs of adult literacy learners while addressing the UN Sustainable Development goals of zero hunger, good health & wellbeing, reduced inequalities, sustainable cities & communities, life on land, climate action, and partnerships for the goals. The initiative addresses the challenge of food waste by gleaning produce from local farms and distributing it through five small, rural libraries in communities with food insecurity and food access challenges. In 2022, 38,056 pounds of fresh fruit and vegetables were shared with 14,397 people in the Argyle, Cambridge, Corinth, Easton, Glens Falls, Granville, Greenwich, Hadley/Luzerne, Salem, Schuylerville, Stillwater, Waterford, and Whitehall communities. SALS continues to promote adult literacy programs in member libraries by collaborating with the Tri-County Literacy Center and purchasing a Newsela subscription to support the work of adult literacy tutors in our region. The Coordinated Outreach Services Advisory Committee met four times in 2022. The quarterly meetings provide an opportunity to build relationships and deepen collaborations. SALS offers ongoing support by identifying potential funding opportunities, convening and facilitating networking opportunities, and consulting services. In 2022, SALS partnered with AARP's Senior Planet to launch the Older Adults Technology Services program to help bridge the digital divide and build confidence in accessing, using

Response has been entered.

and navigating technology and the internet for older adults. The program includes training library staff to lead programs focused on the needs of older adults. The program will officially commence in 2023. To address the ongoing challenges of the opioid epidemic, SALS partnered with the Adirondack Health Institute, Hudson Mohawk Area Health Education Center, and the Four Rivers Alliance of Hamilton County to make Narcan Emergency boxes available to our member libraries. Each pack contains two Narcan kits available to the public to take as needed.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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

13.5.1 Total Full-Time Equivalents (FTE)

13.5.2 Total Expenditure for Professional Salaries

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

13.5.3 Total Full-Time Equivalents (FTE)

13.5.4 Total Expenditures for Other Staff Salaries

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

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

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

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

1.	Expenditure Category	N/A	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A
13.5.7	Total Expenditure - Purchased Services	\$0	\$0

13.5.8 **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	<i>Books and other print materials</i>
2.	Expenditure	\$1,604	\$2,726
13.5.9	Total Expenditure - Supplies and Materials	\$1,604	\$2,726
13.5.10	Total Expenditure (total 13.5.7, and 13.5.9)	1,604.00	2,726.00
13.5.11	Cash Balance at the Opening of the Fiscal Year: NOTE: The opening balance must be the same as the closing balance from the previous year.	\$620	\$599
13.5.12	Total Allocation from 2022 - 2023 State Aid	\$3,029	\$2,747
13.5.13	Total Available Before Expenditures (total 13.5.11 + 13.5.12)	\$3,649	\$3,346
13.5.14	Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)	\$2,045	\$620
13.5.15	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	SALS Plan of Service states that SALS will maintain its outreach to Hamilton, Saratoga, Warren, and Washington County Jails.	<i>Response has been entered.</i>

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

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

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

13.6.1 Total Full-Time Equivalents (FTE)

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 .25

13.6.4 Total Expenditure for Other Staff Salaries \$12,484 \$15,157

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,411 \$6,201

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

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

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

1.	Expenditure Category	Delivery/courier	N/A
2.	Provider of Services	Arnoff Moving & Delivery	N/A
3.	Expenditure	\$3,107	N/A

13.6.7 **Total Expenditure - Purchased Services** 3,107 0

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

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

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

1.	Expenditure Category	Books and other print materials	<i>Books and other print materials</i>
2.	Expenditure	\$10,025	\$17,998

13.6.9 **Total Expenditure - Supplies and Materials** \$10,025 \$17,998

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

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

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

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

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

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

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

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

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$31,027 \$39,356

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$5,781 \$14,633
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.6.16 **Total Allocation from 2022 - 2023 State Aid:** \$31,642 \$30,504

13.6.17 Total Available Before Expenditures (total 13.6.15 + 13.6.16)	\$37,423	\$45,137
---	----------	----------

13.6.18 Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)	\$6,396	\$5,781
---	---------	---------

13.6.19 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	Great Meadow and Washington Correctional Facilities receive delivery, interlibrary loan, consulting services, and materials budgets to support their inmate populations. One facility continues to lack library staff, inhibiting our ability to purchase materials for this facility during 2022.	Response has been entered.
--	--	----------------------------

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2022).

14.1 Element 1: Resource Sharing - Results	Library staff in member libraries received training, primarily virtually this year, to use POLARIS. The SALS training and Joint Automation Staff received the training and support necessary to keep the system and network running 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.	Response has been entered.
--	--	----------------------------

14.2 Element 2: Special Client Groups - Results

Adult Literacy: Adult new learners found the resources needed in their local libraries. Member libraries networked with community organizations that support Adult Literacy. The Tri-County Literacy Center, provided tutors for adult learners in Saratoga, Warren, and Washington counties. 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. Correctional Facilities (State and Local): The inmate populations were given access to materials to meet their recreational and lifelong learning interests. 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. Early Literacy: libraries received the training, information, and software needed to provide services to their early literacy communities. Specifically, we held a kick-off the Summer Reading Program to educate and provide resources to member libraries; provided access to virtual conferences with a focus on youth services, provided access to webinars that focused on youth services.

Response has been entered.

14.3 Element 3: Professional Development and Continuing Education - Results

Libraries operated effectively to meet their community needs. SALS operated effectively and professionally to meet its member 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 64 sessions to 1,684 attendees. Of note in 2021, consultants offered six new director trainings, guided thirteen libraries through strategic planning process, hosted three tech-after-lunch sessions, continued the Farm-2-Library program, hosted training on OverDrive Marketplace, Polaris, and READsquared.

Response has been entered.

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.

Response has been entered.

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.

Response has been entered.

14.7	Element 7: Awareness and Advocacy - Results	<p>System and member libraries received the funds necessary to provide library services to the residents of the four counties. System trustees and member library personnel attended the Federal and New York State 2022 Advocacy Day and System staff provided an advocacy guide with information about the representatives for each member library. The System promoted local, state, and national advocacy issues through its weekly newsletter.</p>	<p><i>Response has been entered.</i></p>
14.8 Results	Element 8: Communication among Member Libraries and/or Branch Libraries -	<p>System and member library staff and trustees used the information they received among Member meetings and workshops, electronically (intranet, email, and blogs), and/or the delivery and by phone to make informed decisions about library and system services. The System uses a weekly newsletter to share information about programs, grants, initiatives and other opportunities for member libraries, as well as spotlighting the work being done by its member libraries. The System hosts a 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.</p>	<p><i>Response has been entered.</i></p>

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.

Response has been entered.

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.

Response has been entered.

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.

Response has been entered.

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.

Response has been entered.

14.13 Element 13: Other Goal(s) - Results

N/A

Response has been entered.

15. Current system URL's

15.1 System Home Page URL

<https://www.sals.edu/>

https://www.sals.edu/

15.2 URL of Current List of Members

<https://script.google.com/macros/s/AKfycbw76yR293c4DfoibN6Xv0pLZ4ZSI4048625730pdF/view>

https://script.google.com/macros/s/AKfycbw76yR293c4DfoibN6Xv0pLZ4ZSI4048625730pdF/view

15.3 URL of Current Governing Bylaws

<https://salsblog.sals.edu/about-us/trustees/bylaws/>

https://salsblog.sals.edu/about-us/trustees/bylaws/

15.4 URL of Evaluation Form

<https://salsblog.sals.edu/wp-content/uploads/SatisfactionSurvey2022.pdf>

https://salsblog.sals.edu/wp-content/uploads/SALS-satisfaction-survey-2021-questions.pdf

15.5 URL of Evaluation Results

<https://salsblog.sals.edu/wp-content/uploads/SurveyMonkey4048625730pdF>

https://salsblog.sals.edu/wp-content/uploads/SALS-satisfaction-survey-2021.pdf

15.6 URL of Central Library Plan

<https://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2022-2026.pdf>

https://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2022-2026.pdf

15.7 URL of Direct Access Plan

<https://salsblog.sals.edu/wp-content/uploads/SALS-2022-2026-Plan-of-Service.pdf>

https://salsblog.sals.edu/wp-content/uploads/90.3-SALS-2022-2026-plan-of-service.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

16.1 Contact name (person completing report)

Colleen Smith

Colleen Smith

16.2 Contact telephone number (enter 10 digits only and hit the Tab key)

(518) 584-7300

(518) 584-7300

16.3 Contact e-mail address

csmith@sals.edu

csmith@sals.edu

ASSURANCE

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

3/21/2023

3/15/2022

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).

3/25/2022

Suggested Improvements

Library System	Southern Adirondack Library System	<i>Southern Adirondack Library System</i>
Name of Person Completing Form	Pamela DelSignore	<i>Colleen Smith</i>
Phone Number and Extension (enter area code, telephone number and extension only):	5185847300 x 201	<i>5185847300</i>

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