

# Southern Adirondack Library System

## Annual Report for Library Systems - 2017 (Public Library Systems 2017)

CURRENT YEAR

PREVIOUS YEAR

### 1. General System Information

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss even if the report is locked. The Microsoft Edge browser cannot be used.

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

1.1	SEDCODE	521800700026	521800700026
1.2	Institution ID	800000038540	
1.3	System Name	Southern Adirondack Library System	<i>Southern Adirondack Library System</i>
1.4	Beginning Reporting Year	1/1/2017	<i>1/1/2016</i>
1.5	Ending Reporting Year	12/31/2017	<i>12/31/2016</i>
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	<i>12866</i>
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4596	<i>4596</i>
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	<i>12866</i>
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4596	<i>4596</i>
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	<a href="http://salsblog.sals.edu/wp-content/uploads/SALS-Plan-of-Service-2017-2021.pdf">http://salsblog.sals.edu/wp-content/uploads/SALS-Plan-of-Service-2017-2021.pdf</a>	<a href="http://salsblog.sals.edu/wp-content/uploads/SALS-Plan-of-Service-2017-2021.pdf">http://salsblog.sals.edu/wp-content/uploads/SALS-Plan-of-Service-2017-2021.pdf</a>
1.18	Population Chartered to Serve (2010 Census)	353,366	353,366
1.19	Area Chartered to Serve (square miles)	4226	4226
1.20	Federal Employer Identification Number	141437196	141437196
1.21	County	Saratoga	Saratoga
1.22	County (Counties) Served	Saratoga, Warren, Washington, Hamilton	Saratoga, Warren, Washington, Hamilton
1.23	School District	Saratoga Springs City School District	Saratoga Springs City School District
1.24	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mrs.	Mrs.
1.25	First Name of System Director	Sara	Sara
1.26	Last Name of System Director	Dallas	Dallas
1.27	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	9597	9597
1.32	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) 584-7300
1.33	E-Mail Address of the System Director	sdallas@sals.edu	sdallas@sals.edu
1.34	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(518) 587-5589	(518) 587-5589
1.35	Name of Outreach Coordinator	Jill Ryder	Jill Ryder
1.48	Is the library system a member of the New York	Y	Y

State and Local Retirement  
System?

- 1.49 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
- 1.50 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 State note. N N

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

- 1.51 President/CEO Name. If there is no President/CEO please enter "N/A"
- 1.52 President/CEO Phone Number
- 1.53 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	3
2.11	Librarians - Vacant Position(s) FTE	0	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	4.00	5.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	6	5
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	0
2.18	Total Other Staff - Filled Position(s) FTE	4	4
2.19	Total Other Staff - Vacant Position(s) FTE	0	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	14.00	14.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	0.00

### SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1	1
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2.23	Entry-Level Librarian (certified) Current Annual Salary	\$41,000	<i>\$41,000</i>
2.24	System Director FTE	1	<i>1</i>
2.25	System Director Current Annual Salary	\$122,485	<i>\$122,485</i>

### 3. System Membership, Outlets and Governance

#### PUBLIC SERVICE OUTLETS

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

#### BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	8	<i>7</i>
3.26	Current number of <u>voting</u> positions on system	12	<i>12</i>

board/council. Please add a note if this has changed from the previous year report.

3.27 Term length for system board/council members. Please add a note if this has changed from the previous year report. 5 years 5 years

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

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

### SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2018, through December 31, 2018.

President/Council Chair

3.29 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr. Mr.

3.30 First Name Jordan Frank

3.31 Last Name Hornstein Mezzano

3.32 Institutional Affiliation Pendragon Theatre Town of Lake Pleasant

3.33 Professional Title Actor and Retired teacher Retired

3.34 Mailing Address 22 Greylock Road PO Box 763

3.35 City Long Lake Lake Pleasant

3.36 Zip Code (enter five digits only) 12847 12108

3.37 Telephone for the Board President (enter 10 digits only (315) 354-5699 and hit the Tab key) (518) 548-3857

3.38 E-mail Address jjhornstein@frontiernet.net frank.mezzano@gmail.com

3.39 Term Begins - Month June June

3.40 Term Begins - Year (yyyy) 2015 2012

3.41 Term Expires - Month or N/A May May

3.42	Term Expires - Year (YYYY) or N/A	2020	2017
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	Yes
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	06/16/2015	5/20/2012
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2015	6/11/2012
3.46	Is this a brand new trustee?	N	N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mrs.	Mrs.
2.	First Name	Linda	Linda
3.	Last Name	Borden	Borden
4.	Institutional Affiliation	Greenwich, Hoosic Valley and BOCES	Greenwich, Hoosic Valley and BOCES
5.	Professional Title	Retired Teacher	Retired Teacher
6.	Mailing Address	2809 Valley Falls Road	2809 Valley Falls Rd
7.	City	Schaghticoke	Schaghticoke
8.	Zip Code (enter five digits only)	12154	12154
9.	Term Begins - Month	June	May
10.	Term Begins - Year (yyyy)	2015	2015
11.	Term Expires - Month or N/A	May	May
12.	Term Expires - Year (YYYY) or N/A	2020	2020

- |     |  |                            |                           |
|-----|--|----------------------------|---------------------------|
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Y                          | Yes                       |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 6/16/2015                  | 06/16/2015                |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 6/16/2015                  | 06/16/2015                |
| 16. | Is this a brand new trustee?   | N                          | N                         |
| 1.  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant  | Mrs.                       | Ms.                       |
| 2.  | First Name   | Christine                  | Sandra                    |
| 3.  | Last Name  | Connell                    | Debus                     |
| 4.  | Institutional Affiliation  | NYS                        | Shendehowa Central School |
| 5.  | Professional Title   | Retired Technology Manager | Retired Teacher           |
| 6.  | Mailing Address  | 33 Belanger Avenue         | 5 Albany Ave Box 696      |
| 7.  | City   | Waterford                  | Round Lake                |
| 8.  | Zip Code (enter five digits only)  | 12188                      | 12151                     |
| 9.  | Term Begins - Month  | June                       | May                       |
| 10. | Term Begins - Year (yyyy)  | 2015                       | 2013                      |
| 11. | Term Expires - Month or N/A  | May                        | May                       |
| 12. | Term Expires - Year (YYYY) or N/A  | 2020                       | 2017                      |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Y                          | Yes                       |
| 14. | The date the trustee took the  | 06/16/2015                 | 06/18/2013                |



## Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/16/2015 07/03/2013
16. Is this a brand new trustee? N N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr. Mrs.
2. First Name Paul Christine
3. Last Name Mays Connell
4. Institutional Affiliation Butler, Rowland, Mays Architects LLP NYS
5. Professional Title Architect Retired Technology manager
6. Mailing Address 57 West High Street 33 Belanger Ave
7. City Ballston Spa Waterford
8. Zip Code (enter five digits only) 12020 12188
9. Term Begins - Month June May
10. Term Begins - Year (yyyy) 2013 2015
11. Term Expires - Month or N/A May May
12. Term Expires - Year (YYYY) or N/A 2018 2020
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Y Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/18/2013 06/16/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/03/2013 06/16/2015
16. Is this a brand new trustee? N N

- |     |  |                                     |                                  |
|-----|--|-------------------------------------|----------------------------------|
| 1.  | Title (drop-down): Mr., Mrs., Mrs.<br>Ms., Miss, Dr., The<br>Honorable, The Reverend,<br>Other (specify using the State<br>note), Vacant   |                                     | <i>Mr.</i>                       |
| 2.  | First Name   | Karen                               | <i>Jordan</i>                    |
| 3.  | Last Name  | McComb                              | <i>Hornstein</i>                 |
| 4.  | Institutional Affiliation  | Albany College of Pharmacy          | <i>Pendragon Theatre</i>         |
| 5.  | Professional Title   | Retired professor and pt pharmacist | <i>Actor and Retired teacher</i> |
| 6.  | Mailing Address  | Box 61                              | <i>22 Grey Lock Rd.</i>          |
| 7.  | City   | Speculator                          | <i>Long Lake</i>                 |
| 8.  | Zip Code (enter five digits<br>only)   | 12164                               | <i>12847</i>                     |
| 9.  | Term Begins - Month  | June                                | <i>May</i>                       |
| 10. | Term Begins - Year (yyyy)  | 2015                                | <i>2015</i>                      |
| 11. | Term Expires - Month or N/A  | May                                 | <i>May</i>                       |
| 12. | Term Expires - Year (YYYY)<br>or N/A   | 2020                                | <i>2020</i>                      |
| 13. | Is this trustee serving a full<br>term? If No, add a State Note<br>(for example, this trustee was<br>appointed to complete the<br>remainder of a term of a<br>trustee who resigned their<br>position). | Y                                   | <i>Yes</i>                       |
| 14. | The date the trustee took the<br>Oath of Office (mm/dd/yyyy)   | 06/16/2015                          | <i>06/16/2015</i>                |
| 15. | The date the Oath of Office<br>was filed with town or county<br>clerk (mm/dd/yyyy)   | 06/16/2015                          | <i>06/16/2015</i>                |
| 16. | Is this a brand new trustee?   | N                                   | <i>N</i>                         |
- 
- |    |   |       |             |
|----|---|-------|-------------|
| 1. | Title (drop-down): Mr., Mrs.,<br>Ms., Miss, Dr., The<br>Honorable, The Reverend,<br>Other (specify using the State<br>note), Vacant | Mrs.  | <i>Mr.</i>  |
| 2. | First Name  | Dale  | <i>Paul</i> |
| 3. | Last Name   | Nemer | <i>Mays</i> |

4.	Institutional Affiliation	Skidmore College	<i>Butler, Rowland, Mays Architects, LLP</i>
5.	Professional Title	Assoc. Director of Admissions	<i>Architect</i>
6.	Mailing Address	15 Greenwood Avenue	<i>57 West High St</i>
7.	City	Queensbury	<i>Ballston Spa</i>
8.	Zip Code (enter five digits only)	12804	<i>12020</i>
9.	Term Begins - Month	June	<i>May</i>
10.	Term Begins - Year (yyyy)	2016	<i>2013</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2021	<i>2018</i>
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y	<i>Yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/20/2016	<i>06/18/2013</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/21/2016	<i>07/03/2013</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.	<i>Mrs.</i>
2.	First Name	Robert	<i>Karen</i>
3.	Last Name	Odess	<i>McComb</i>
4.	Institutional Affiliation		<i>Albany College of Pharmacy</i>
5.	Professional Title	Retired Teacher	<i>Retired professor and pt pharmacist</i>
6.	Mailing Address	48 Dailey Lane	<i>BOX 61</i>
7.	City	Buskirk	<i>Speculator</i>

8.	Zip Code (enter five digits only)	12028	12164
9.	Term Begins - Month	June	May
10.	Term Begins - Year (yyyy)	2017	2015
11.	Term Expires - Month or N/A	May	May
12.	Term Expires - Year (YYYY) or N/A	2022	2020
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/20/2017	06/16/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/26/2017	06/16/2015
16.	Is this a brand new trustee?	N	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	Mrs.
2.	First Name	Sandra	Dale
3.	Last Name	Payne	Nemer
4.	Institutional Affiliation	NYS Police	Skidmore College
5.	Professional Title	Retired State Trooper	Assoc. Director of Admissions
6.	Mailing Address	241 States Road	15 Greenwood Ave
7.	City	Stony Creek	Queensbury
8.	Zip Code (enter five digits only)	12878	12804
9.	Term Begins - Month	June	June
10.	Term Begins - Year (yyyy)	2013	2016

11.	Term Expires - Month or N/A	May	May
12.	Term Expires - Year (YYYY) or N/A	2018	2021
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	07/01/2013	06/20/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2013	06/21/2016
16.	Is this a brand new trustee?	N	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.	Mr.
2.	First Name	John	Robert
3.	Last Name	Plantier	Odess
4.	Institutional Affiliation		
5.	Professional Title	Retired designer	Retired Teacher
6.	Mailing Address	74 Circular Street	48 Dailey Lane
7.	City	Lake Luzerne	Buskirk
8.	Zip Code (enter five digits only)	12846	12028
9.	Term Begins - Month	June	May
10.	Term Begins - Year (yyyy)	2015	2012
11.	Term Expires - Month or N/A	May	May
12.	Term Expires - Year (YYYY) or N/A	2020	2017
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the	Y	Yes

remainder of a term of a trustee who resigned their position).

- |     |  |  |                       |
|-----|--|--|-----------------------|
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 06/16/2015                             | 05/21/2012            |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/16/2015                             | 06/11/2012            |
| 16. | Is this a brand new trustee?   | N                                      | N                     |
| 1.  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant  | Ms.                                    | Ms.                   |
| 2.  | First Name   | Nancy                                  | Sandra                |
| 3.  | Last Name  | Seifts                                 | Payne                 |
| 4.  | Institutional Affiliation  | Town of Lake Pleasant                  | NYS Police            |
| 5.  | Professional Title   | Principal Account Clerk/Budget Officer | Retired State Trooper |
| 6.  | Mailing Address  | PO Box 623, Route 8                    | 241 State Rd.         |
| 7.  | City   | Lake Pleasant                          | Stony Creek           |
| 8.  | Zip Code (enter five digits only)  | 12108                                  | 12878                 |
| 9.  | Term Begins - Month  | June                                   | May                   |
| 10. | Term Begins - Year (yyyy)  | 2017                                   | 2013                  |
| 11. | Term Expires - Month or N/A  | May                                    | May                   |
| 12. | Term Expires - Year (YYYY) or N/A  | 2022                                   | 2018                  |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Y                                      | Yes                   |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 06/20/2017                             | 07/01/2013            |
| 15. | The date the Oath of Office was filed with town or county  | 06/26/2017                             | 07/03/2013            |

clerk (mm/dd/yyyy)

16. Is this a brand new trustee? Y N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr. Mr.
2. First Name Russell John
3. Last Name Wise Plantier
4. Institutional Affiliation NYS Development Disabilities
5. Professional Title Retired CFO Retired designer
6. Mailing Address 1400 Crescent-Visser Ferry Rd., Apt. 820 74 Circular St.
7. City Clifton Park Lake Luzerne
8. Zip Code (enter five digits only) 12065 12846
9. Term Begins - Month June May
10. Term Begins - Year (yyyy) 2014 2015
11. Term Expires - Month or N/A May May
12. Term Expires - Year (YYYY) or N/A 2019 2020
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Y Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/17/2014 06/16/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/18/2014 06/16/2015
16. Is this a brand new trustee? N N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms. Mr.

2.	First Name	Janet	<i>Russell</i>
3.	Last Name	Lindner	<i>Wise</i>
4.	Institutional Affiliation	NYS Academy of Family Physicians	<i>NYS Development Disabilities</i>
5.	Professional Title	Project Coordinator	<i>CFO</i>
6.	Mailing Address	180 Circular Street	<i>1400 Crescent-Visser Ferry Rd., Apt 820</i>
7.	City	Saratoga Springs	<i>Clifton Park</i>
8.	Zip Code (enter five digits only)	12866	<i>12065</i>
9.	Term Begins - Month	January	<i>May</i>
10.	Term Begins - Year (yyyy)	2018	<i>2014</i>
11.	Term Expires - Month or N/A	May	<i>May</i>
12.	Term Expires - Year (YYYY) or N/A	2018	<i>2019</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).	N	<i>Yes</i>

**State:** Elected by a majority vote of the entire number of the remaining Trustees of the Board to fill Sandra Debus's position until the next annual meeting, when the remainder of the unexpired term shall be filled by regular nomination and election.

14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/25/2018	<i>06/17/2014</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/26/2018	<i>06/18/2014</i>
16.	Is this a brand new trustee?	Y	<i>N</i>

#### 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	<i>Y</i>
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Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2018, through December 31, 2018. 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 Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com). The number of council members must be 5 to 11 (no less than five and no more than 11).



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

- |    |   |  |  |
|----|---|--|--|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms.                                    | Ms.  |
| 2. | First Name  | Whitney                                | Brandi   |
| 3. | Last Name   | Jobmann                                | Bishop   |
| 4. | Institutional Affiliation   | Southern Adirondack Independent Living | Glens Falls Hospital   |
| 5. | Professional Title  | Outreach & Advocacy Coordinator        | Coordinator for Community Partnerships for living tobacco free |
- 
- |    |   |                                    |                                    |
|----|---|------------------------------------|------------------------------------|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms.                                | Ms.                                |
| 2. | First Name  | Krista                             | Krista                             |
| 3. | Last Name   | Conrick                            | Conrick                            |
| 4. | Institutional Affiliation   | WSWHE BOCES                        | WSWHE BOCES                        |
| 5. | Professional Title  | Program Manager of Adult Education | Program Manager of Adult Education |
- 
- |    |   |                           |                           |
|----|---|---------------------------|---------------------------|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms.                       | Ms.                       |
| 2. | First Name  | Jennifer                  | Jennifer                  |
| 3. | Last Name   | Hurd                      | Hurd                      |
| 4. | Institutional Affiliation   | WRLIS Library, Round Lake | WRLIS Library, Round Lake |
| 5. | Professional Title  | Director                  | Director                  |
- 
- |    |   |         |           |
|----|---|---------|-----------|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms.     | Ms.       |
| 2. | First Name  | Johanna | Jocelyn   |
| 3. | Last Name   | MacKay  | Blanchard |

4.	Institutional Affiliation	Lucy Scribner Library, Skidmore College	<i>Southern Adirondack Independent Living (SAIL)</i>
5.	Professional Title	Instructional Design Librarian	<i>Director Navigator Services</i>
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.	<i>Dr.</i>
2.	First Name	Erin	<i>Erin</i>
3.	Last Name	Krivitski	<i>Krivitski</i>
4.	Institutional Affiliation	SUNY Adirondack	<i>SUNY Adirondack</i>
5.	Professional Title	Coordinator of Workforce Training in Office of Cont. Ed.	<i>Coordinator of Workforce Training in Office of Cont. Ed.</i>
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	
2.	First Name	Kathy	
3.	Last Name	Varney	
4.	Institutional Affiliation	Glens Falls Hospital	
5.	Professional Title	Program Coordinator, Creating Healthy Places to Live, Work & Play	

#### 4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	99	120
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4.2	System Visits	306	298
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#### CIRCULATION

4.3	Total Cataloged Book Circulation	261	147
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4.4	Total Circulation of Other Materials	137	75
-----	--------------------------------------	-----	----

4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	398	222
-----	---	-----	-----

4.6	Use of Electronic Material	157,490	151,865
-----	----------------------------	---------	---------

4.7	Successful Retrieval of	0	0
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## Electronic Information

4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	157,490	151,865
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	157,888	152,087
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	157,888	152,087

**GENERAL SYSTEM HOLDINGS**

4.11	Total Cataloged Book Holdings	29,506	31,791
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)	29,506	
4.16	Electronic Books	0	
4.17	Local Electronic Collections	3	
4.18	Total Number of NOVELNY Databases	16	10
4.19	Total Electronic Collections (Total questions 4.16 + 4.17 )	3	
4.20	Audio - Downloadable Units	0	
4.21	Video - Downloadable Units	0	
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0	
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	19	

## Non-Electronic Materials

4.24	Audio - Physical Units	3	
------	------------------------	---	--

4.25	Video - Physical Units	1	
4.26	Other Non-Electronic Materials	0	0
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	4	
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	29,529	52,463

#### 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

#### TECHNOLOGY AND RESOURCE SHARING

##### INTEGRATED LIBRARY SYSTEM (ILS)

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

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

## Management

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	693,870	<i>668,125</i>
5.9	Number of new titles added by the system in the reporting year	3,174	<i>9,412</i>
5.10	Number of Central Library Aid titles added in the reporting year	1,683	<i>164</i>
5.11	Number of new titles added by the members in the reporting year	34,790	<i>26,559</i>
5.12	Total new titles (total questions 5.9 through 5.11)	39,647	<i>36,135</i>

## 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	34	<i>34</i>

records for) the union  
catalog?

- 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 691,986 666,209
- 5.17 Number of holdings in the system's union catalog 1,208,141 1,220,587
- 5.18 Number of new titles added in the last year 29,787 35,860
- 5.19 Number of holdings added in the last year 96,269 101,155

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

#### VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 50,699 34,965

#### SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 766 780

5.26	Total items received (borrowed)	981	927
5.27	Total requests provided (loaned) unfilled	82	90
5.28	Total requests received (borrowed) unfilled	30	35
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	1,859	1,832

**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 State 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	Yes	Yes
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
g.	Other (specify using the State note)	No	No
5.31	Number of stops (pick-up and delivery sites per week)	148	168

**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

**Technology**

5.34	Number of sessions	20	26
5.35	Number of participants	137	192

**Digitization**

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

**Leadership**

5.38	Number of sessions	0	0
5.39	Number of participants	0	0

**Management & Supervisory**

5.40	Number of sessions	8	3
5.41	Number of participants	201	41

**Planning and Evaluation**

5.42	Number of sessions	5	3
5.43	Number of participants	58	236

**Awareness and Advocacy**

5.44	Number of sessions	7	1
5.45	Number of participants	60	15

**Trustee/Council Training**

5.46	Number of sessions	21	30
5.47	Number of participants	352	613

**Special Client Populations**

5.48	Number of sessions	4	3
5.49	Number of participants	61	14

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

5.50	Number of sessions	2	3
5.51	Number of participants	36	47

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

5.52	Number of sessions	2	1
5.53	Number of participants	25	29

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

5.54	Number of sessions	1	1
5.55	Number of participants	11	29

**General Adult Services**

5.56	Number of sessions	5	0
5.57	Number of participants	113	0

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

1.	Topic	N/A	N/A
2.	Number of sessions	N/A	N/A
3.	Number of participants	N/A	N/A
5.59	<b>Grand Total Sessions</b> (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)	75	71
5.60	<b>Grand Total Participants</b> (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)	1,054	1,216
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

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

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

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

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

#### CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	3,030	302
------	--	-------	-----

**State:** Previous counts excluded phone calls and emails.

5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	1,396	537
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**State:** Previous counts excluded phone calls and emails.

5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	272	17
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**State:** Greater focus on ensuring libraries are operating in complete compliance with their charters.

5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	2,761	2,796
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5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	1,503	647
------	---	-------	-----

**State:** Change in personnel, so increased conversations with outgoing Youth Services staff member and a great deal of communication from new Youth Services staff member upon arrival.

5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	2,874	532
------	---	-------	-----

**State:** Previous counts excluded phone calls and emails.

5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	125	127
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5.70	Number of contacts - Consulting with member libraries and/or branches on	470	319
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personnel and management  
issues

5.71 Number of contacts - Consulting with state and county correctional facilities 132 151

5.72 Number of contacts - Providing information to local, county, and state legislators and their staffs 547 142

**State:** Increased focus on year-round advocacy.

5.73 Number of contacts - Providing system and member library information to the media 24 24

5.74 Number of contacts - Providing website development and maintenance for member libraries 639 621

5.75 Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group. N N

1. Topic N/A N/A

2. Number of contacts (all types) N/A N/A

5.76 **Total other contacts** (total of question #2 of Repeating Group #6) 0 0

5.77 **Total number of contacts** (total of questions 5.63 through 5.74 and 5.76) 13,773 6,215

#### REFERENCE SERVICES

5.78 Total Reference Transactions 268 261

#### SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a. Services for patrons with disabilities Yes Yes

b. Services for patrons who are educationally disadvantaged Yes Yes

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	Yes	Yes
f.	Services to patrons who are in institutions	Yes	Yes
g.	Services for unemployed and underemployed individuals	No	No
i.	N/A	No	No
5.80	Number of BOOKS BY MAIL loans	0	0
5.81	Number of member libraries with Job/Education Information Centers or collections	2	3
5.82	Number of State Correctional Facilities libraries served	2	2
5.83	Number of County Jails libraries served	4	4
5.84	Number of institutions served other than jails or correctional facilities	0	0
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N/A	N/A
1.	Service provided	N/A	N/A
2.	Number of facilities/institutions served	N/A	N/A
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y	Y
5.87	Description of fees	The Mohawk Valley Library System/Southern Adirondack Library System Joint Automation Project	Response has been entered.

charges the members of both systems fees based on circulation and holdings for providing the Polaris ILS. The 2017 fees were \$0.10 per holding and \$0.11 per circulation.

## 6. Operating Funds Receipts

### 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.	N	N
1.	County Name	N/A	N/A
2.	Amount	N/A	N/A
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N/A	N/A
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N/A	N/A
6.2	<b>Total County Funding</b>	\$0	\$0
6.3	All Other Local Public Funds	\$0	\$0
6.4	<b>Total Local Public Funds (total questions 6.2 and 6.3)</b>	\$0	\$0

### STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$4,680	\$4,659
6.6	Central Library Development Aid	\$105,860	\$105,803
6.7	Central Book Aid	\$66,936	\$66,900
6.8	Conservation/Preservation Grants	\$0	\$0
6.9	Construction for Public Libraries Aid	\$111,647	\$0
6.10	Coordinated Outreach Services Aid	\$83,261	\$83,216
6.11	Correctional Facilities Library Aid	\$30,993	\$30,976
6.12	County Jails Library Aid	\$3,302	\$3,309

6.14	Family Literacy Grants	\$8,426	\$8,386
6.18	Local Library Services Aid - Kept at System	\$0	\$0
6.19	Local Library Services Aid - Distributed to Members	\$103,552	\$103,327
6.20	Total LLSA (total questions 6.18 and 6.19)	\$103,552	\$103,327
6.21	Local Services Support Aid	\$82,998	\$82,998
6.22	Local Consolidated Systems Aid	\$0	\$0
6.26	Public Library System Basic Aid	\$966,970	\$966,450
6.27	Public Library System Supplementary Operational Aid	\$142,215	\$142,138
6.36	Special Legislative Grants and Member Items	\$108,000	\$250,000
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).	N	N

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

1.	Funding Source	N/A	N/A
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2.	Amount	N/A	N/A
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0	\$0
6.44	<b>Total State Aid Receipts</b> (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	\$1,818,840	\$1,848,162

**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	N

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

1.	Funding Source	N/A	N/A
2.	Amount	N/A	N/A
6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$0	\$0
6.48	<b>Total Federal Aid</b> (total questions 6.45 and 6.47)	\$0	\$0

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

6.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	Y	Y
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Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1.	Contracting Agency	34 Member Libraries	34 Member Libraries
2.	Contracted Service	Joint Automation Project	Joint Automation Project
3.	Total Contract Amount	\$421,585	\$454,142
6.50	<b>Total Contracts</b> (total question #3 of Repeating Group #11 above)	\$421,585	\$454,142

**MISCELLANEOUS RECEIPTS**

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and	\$550	\$350
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dollar amount using the state  
note)

6.53	Income from Investments	\$2,485	\$2,448
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	Co. Aid Pass Thru	<i>Co.Aid Pass Thru</i>
2.	Amount	\$88,500	<i>\$88,500</i>
1.	Receipt category	Youth Grant	<i>Youth Grant</i>
2.	Amount	\$1,120	<i>\$1,134</i>
1.	Receipt category	Fines	<i>Fines</i>
2.	Amount	\$1,244	<i>\$1,426</i>
1.	Receipt category	Prior Year Expense	<i>Prior Year expense</i>
2.	Amount	\$8,725	<i>\$7,471</i>
1.	Receipt category	Miscellaneous	<i>Miscellaneous</i>
2.	Amount	\$1,994	<i>\$3,165</i>
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$101,583	<i>\$101,696</i>
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$104,618	<i>\$104,494</i>
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)	\$2,345,043	<i>\$2,406,798</i>



6.60	<b>BUDGET LOANS</b>	\$0	\$0
<b>TRANSFERS</b>			
6.61	Transfers from Capital Fund (Same as question 9.6)	\$0	\$173,314
6.62	Transfers from Other Funds	\$0	\$0
6.63	<b>Total Transfers (total questions 6.61 and 6.62)</b>	\$0	\$173,314
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	\$2,599,883	\$2,349,127
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	\$4,944,926	\$4,929,239

## 7. Operating Fund Disbursements

### STAFF EXPENDITURES

#### Salaries

7.1	System Director and Librarians	\$317,349	\$266,728
7.2	Other Staff	\$196,068	\$200,501
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$513,417	\$467,229
7.4	Employee Benefits Expenditures	\$288,146	\$290,198
7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$801,563	\$757,427

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$48,009	\$33,965
7.7	Electronic Materials Expenditures	\$31,393	\$83,754

7.8	Other Materials Expenditures	\$0	\$0
7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	\$79,402	\$117,719

**GRANTS TO MEMBER LIBRARIES**

## Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$103,552	\$103,327
7.11	Central Library Aid (CLDA/CBA)	\$105,860	\$105,803

**State:** The System disburses the CBA money for print and electronic non-fiction materials in the amount of \$66,936 directly to the vendors. The Central Library Aid is passed through to the Central Library at \$105,860.

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$121,515	\$225,000
7.16	Federal Aid	\$0	\$0
7.17	Other cash grants paid from system funds	\$99,886	\$30,401
7.18	<b>Total Cash Grants</b> (total questions 7.10 through 7.17)	\$430,813	\$464,531
7.19	Book/Library Materials Grants	\$0	\$0
7.20	Other Non-Cash Grants	\$108,553	\$139,273
7.21	<b>Total Grants to Member Libraries</b> (total questions 7.18 through 7.20)	\$539,366	\$603,804

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0	\$0
7.23	Other Vehicles	\$0	\$0
7.24	Computer Equipment	\$4,434	\$6,245
7.25	Furniture/Furnishings	\$0	\$0
7.26	Other Capital Expenditures	\$111,029	\$0
7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$115,463	\$6,245

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0	\$0
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7.29	From Other Funds (71OF)	\$115,463	\$6,245
7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$115,463	\$6,245

#### 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)	\$29,044	\$19,862
7.33	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$29,044	\$19,862
7.34	Other Building & Maintenance Expenses	\$22,840	\$19,539
7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$51,884	\$39,401

#### MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$4,240	\$912
7.37	Office and Library Supplies	\$3,858	\$6,968
7.38	Telecommunications	\$4,587	\$4,766
7.39	Binding Expenses	\$0	\$0
7.40	Postage and Freight	\$195,870	\$188,798
7.41	Publicity and Printing	\$1,446	\$386
7.42	Travel	\$29,303	\$34,761
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$17,306	\$65,767

**State:** Robert Jeffords, Treasurer services. Paychex, payroll services. Jennifer Ferriss, early literacy program support

7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$6,106	\$4,046
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**State:** Library Trustees Association, NYLA, PULISDO, Saratoga County Chamber of Commerce, ALA

7.46 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 Mbr Lib Pur *Mbr.Lib.Purc*

2. Amount \$8,682 *\$3,303*

1. Expense category Co Aid PT *Co.Aid PT*

2. Amount \$88,500 *\$56,500*

7.47 **Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)** \$97,182 *\$59,803*

7.48 **Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)** \$359,898 *\$366,207*

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

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

**State:** We operated a Joint Automation Project with Mohawk Valley Library System

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 *N/A*

2. Contracted Service (specify using the State note) Automation *N/A*

**State:** Member Library Fees

3. Total Contract Amount \$439,338 *\$438,553*

7.50 **Total Contracts (total question #3 of Repeating Group #14 above)** \$439,338 *\$438,553*

#### DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51 From Local Public Funds (73PF) \$0 *\$0*

7.52 From Other Funds (73OF) \$0 *\$0*

7.53 **Total Capital Purposes Loans (total questions 7.51** *\$0*

and 7.52)

7.54	Other Loans	\$0	\$0
7.55	<b>Total Debt Service</b> (total questions 7.53 and 7.54)	\$0	\$0
7.56	<b>TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$2,386,914	\$2,329,356

**TRANSFERS**

## Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0	\$0
7.58	From Other Funds (76OF)	\$0	\$0
7.59	<b>Total Transfers to Capital Fund</b> (total questions 7.57 and 7.58; same as question 8.2)	\$0	\$0
7.60	<b>Total Transfers to Other Funds</b>	\$0	\$0
7.61	<b>Total Transfers</b> (total questions 7.59 and 7.60)	\$0	\$0
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	\$2,386,914	\$2,329,356
7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems - December 31, 2017)	\$2,558,012	\$2,599,883
7.83	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.62 and 7.63)	\$4,944,926	\$4,929,239

**FISCAL AUDIT**

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

7.84	Last audit performed (mm/dd/yyyy)	01/30/2018	2/7/2017
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2017 - 12/31/2017	01/01/2016-12/31/2016
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm	Private Accounting Firm

**ACCOUNT INFORMATION**

Complete one record for each financial account

1.	Name of bank or financial institution	Adirondack Trust Co.	Adirondack Trust Co.
2.	Amount of funds on deposit	\$32,282	\$53,569
1.	Name of bank or financial institution	Saratoga Nat'l Bank	Saratoga Nat'l Bank
2.	Amount of funds on deposit	\$1,000	\$1,000
1.	Name of bank or financial institution	Saratoga Nat'l Bank	Saratoga Nat'l Bank
2.	Amount of funds on deposit	\$2,524,730	\$2,545,314
7.87	<b>Total Bank Balance</b> (total question #2 of Repeating Group #15)	\$2,558,012	\$2,599,883
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N	Y

**8. Capital Fund Receipts**

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

**STATE AID FOR CAPITAL PROJECTS**

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

8.4	Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	N	N
1.	Contracting Agency	N/A	N/A
2.	Amount	N/A	N/A
8.5	<b>Total Aid and/or Grants</b> (total question #2 of Repeating Group #16 above)	\$0	\$0
8.6	<b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid</b> (total questions 8.1, 8.2, 8.3, and 8.5)	\$0	\$0
8.7	<b>NONREVENUE RECEIPTS</b>	\$0	\$0
8.8	<b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)	\$0	\$0
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2016.)	\$0	\$173,314
8.10	<b>TOTAL RECEIPTS AND CASH BALANCE</b> (total questions 8.8 and 8.9)	\$0	\$173,314
<b>9. Capital Fund Disbursements</b>			
<b>PROJECT EXPENDITURES</b>			
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	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$0	\$0
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0	\$173,314
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$0	\$0
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$0	\$173,314
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2017, for Public Library Systems)</b>	\$0	\$0
9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$0	\$173,314

## 12. Projected Annual Budget For Library Systems

### Public Library Systems Budget for January 1, 2018 - December 31, 2018

#### PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,156,906	\$2,158,490
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, 2018, must be the same as the December 31, 2017, closing balance reported on Q7.63 of the 2017 annual report)		\$2,599,883
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans,</b>	\$4,714,918	\$4,758,373



Transfers and Ending Balance  
(total questions 12.1 through  
12.4)

#### PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$2,445,445	\$2,652,013
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, 2018)	\$2,269,473	\$2,106,360
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$4,714,918	\$4,758,373

#### 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, 2018, must be the same as the December 31, 2017, closing balance reported on Q9.9 of the 2017 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,	\$0	\$0
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Transfer to Operating Fund  
and Nonproject Expenditures

12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2018)	\$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, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)**

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

**Statutory Reference (LLSA):** Education Law § 272, 273(5)  
Commissioners Regulations 90.3 and 90.9  
The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.

**Statutory Reference (LSSA):** Education Law § 272, 273(1)(f) (6)  
Commissioners Regulations 90.3 and 90.10  
The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

**Statutory Reference (LCSA):** Education Law § 272, 273(1)(f)(7)  
Commissioners Regulations 90.3  
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

**Statutory Reference (Supplemental):** Education Law § 273(12) (a)  
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

**BECPL Special Aid:** Education Law § 273(1)(l)  
Annual sum of \$50,000 for

a continuity of service  
project. (Included in Basic  
Aid Payment)

**Brooklyn Special Aid:** Education Law § 273(1)(k)  
Annual sum of \$350,000 for  
business library. (Included in  
Basic Aid Payment)

**Nassau Special Aid:** Education Law § 273(1)(m)

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

13.1.1	Total Full-Time Equivalents (FTE)	3	3
13.1.2	Total Expenditure for Professional Salaries	\$260,883	\$210,667

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)	4	3
13.1.4	Total Expenditure for Other Staff Salaries	\$173,935	\$179,407
13.1.5	<b>Employees Benefits:</b> Indicate the total expenditures for all system employee fringe benefits.	\$261,351	\$263,043
13.1.6	<b>Purchased Services:</b> 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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	Consultant fees/professional fees	<i>Consultant fees/professional fees</i>
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2.	Provider of Services	Various	<i>N/A</i>
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3.	Expenditure	\$17,305	<i>\$65,767</i>
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1.	Expenditure Category	Building and maintenance expenses	<i>Building and maintenance expenses</i>
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2.	Provider of Services	Various	<i>Various</i>
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3.	Expenditure	\$29,044	<i>\$39,400</i>
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1.	Expenditure Category	Institutional membership dues	<i>Institutional membership dues</i>
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2.	Provider of Services	ALA, CLDC, NYLA, PULISDO	<i>ALA, CDLC, NYLA, PULISDO</i>
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3.	Expenditure	\$6,106	\$4,046
1.	Expenditure Category	Delivery/courier	<i>Delivery/courier</i>
2.	Provider of Services	ALDS	<i>ALDS, Inc.</i>
3.	Expenditure	\$195,146	\$187,939
1.	Expenditure Category	Telecommunications	<i>Telecommunications</i>
2.	Provider of Services	FirstLight	<i>FirstLight</i>
3.	Expenditure	\$4,587	\$4,766
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	Polaris/Joint Automation Project	<i>Polaris/Joint Automation Project</i>
3.	Expenditure	\$76,500	\$76,500
13.1.7	<b>Total Expenditure - Purchased Services</b>	\$328,688	\$378,418
13.1.8	<b>Supplies and Materials:</b> Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	Y	Y

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

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

1.	Expenditure Category	Non-print resources (electronic content)	<i>Non-print resources (electronic content)</i>
2.	Expenditure	\$31,393	\$37,625
1.	Expenditure Category	Office/library supplies and postage	<i>Office/library supplies and postage</i>
2.	Expenditure	\$5,928	\$17,375
13.1.9	<b>Total Expenditure - Supplies and Materials</b>	\$37,321	\$55,000
13.1.10	<b>Travel Expenditures:</b> Did the system expend funds for travel? Enter Y for Yes, N for No.	Y	Y

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

1.	Type of Travel	System Staff Travel	<i>System Staff Travel</i>
2.	Expenditure	\$29,303	<i>\$34,761</i>
13.1.11	<b>Total Expenditures - Travel</b>	\$29,303	<i>\$34,761</i>
13.1.12	<b>Equipment and Furnishings:</b> 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	<i>N</i>

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

1.	Type of Item	N/A	<i>N/A</i>
2.	Quantity	N/A	<i>N/A</i>
3.	Unit Cost	N/A	<i>N/A</i>
4.	Expenditure	N/A	<i>N/A</i>
13.1.13	<b>Total Expenditure - Equipment and Furnishings</b>	\$0	<i>\$0</i>
13.1.14	<b>Local Library Services Aid Expenditures:</b> Indicate the total expenditures to member libraries for Local Library Services Aid.	\$103,552	<i>\$103,327</i>
13.1.15	<b>Grants to Member Libraries:</b> Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.	Y	<i>Y</i>

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

1.	Recipient	Member Libraries	<i>Member Libraries</i>
2.	Allocation	\$40,640	<i>\$14,000</i>
3.	Project Description (no more than 300 words)	Library Services Seed Challenge Grant - Member libraries apply to receive funding for a pilot program in their library.	<i>Response has been entered.</i>
1.	Recipient	Member Libraries	<i>Member libraries</i>
2.	Allocation	\$59,246	<i>\$16,401</i>
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant - Member libraries apply to receive funding for construction projects.	<i>Response has been entered.</i>
13.1.16	<b>Total Expenditures - Grants</b>	\$99,886	<i>\$30,401</i>

## for Member Libraries

13.1.17	<b>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)</b>	\$1,294,919	\$1,255,024
13.1.18	<b>Cash Balance at the Opening of the Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$39,889	\$0
13.1.19	<b>Total Allocation from 2017 - 2018 State Aid:</b>	\$1,295,735	\$1,294,913
13.1.20	<b>Total Available Before Expenditures (total 13.1.18 + 13.1.19)</b>	\$1,335,624	
13.1.21	<b>Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)</b>	\$40,705	\$39,889
13.1.22	<b>Final Narrative:</b> Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.	The Southern Adirondack Library System (SALS), working with its membership, developed a 2017-2021 Plan of Service. The member library staff and trustees determined clearly what services they needed from SALS to enable them to provide quality service to their respective communities. Funding, staffing, laws and regulations were also incorporated in the revised 2017-2021 Plan of Service. The services Administration, Central Library, Continuing Education and Consulting, Resource Sharing and Delivery, Integrated Automation System, and Technology are the foundation of the revised Plan of Service. In order to accomplish the above, support staff are required. Purchased Services with System Funds are earmarked for consultants, building maintenance, automation, delivery, telecommunications service, and institutional memberships. For daily delivery service to its membership, SALS contracts with ALDS, Inc. SALS contracts with a certified public accountant to provide a yearly cash audit that is available to the SALS Board of Trustees and its members. In accordance with New York State Education Law, SALS disburses LLSA to its membership. SALS pays institutional dues to the Capital District Library Council, State Association of Library Boards, the American Library Association, the Public Library Systems Directors Organization, and the New York Library Association. SALS prints advocacy materials, training tools, summer reading materials and support information for the member libraries and their communities. SALS provides continuing education, where funds are used to purchase materials and provide training opportunities for member library staff. SALS pays telecommunications costs, equipment maintenance, office and library supplies and postage, items necessary to support all system services, books and serials, equipment costs, as well as automotive fuel and maintenance. Travel expenditures enable staff and Board to visit with member libraries and attend	Response has been entered.

conferences. Employee benefits, including health insurance costs for retirees, are necessary to ensure the best qualified staff to achieve all of the goals, activities and objects stated in the Plan of Service.

### CENTRAL BOOK AID (CBA)

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

**Reference:** Commissioners Regulations 90.4  
Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.  
Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

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

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

Y

Y

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	OverDrive	<i>OverDrive</i>
3.	Expenditure	\$12,000	<i>\$12,000</i>
1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	Ancestry.com	<i>Ancestry.com</i>
3.	Expenditure	\$30,937	<i>\$34,129</i>
13.2.2	<b>Total Expenditure - Purchased Services</b>	\$42,937	<i>\$46,129</i>

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

Y

Y

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

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

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print	<i>Adult non-fiction and foreign language library materials - print</i>
2.	Quantity	N/A	<i>N/A</i>
3.	Unit Cost	N/A	<i>N/A</i>
4.	Expenditure	\$23,999	<i>\$20,771</i>
13.2.4	<b>Total Expenditure - Supplies and Materials</b>	\$23,999	<i>\$20,771</i>
13.2.5	<b>Grants to Central/Co-Central Libraries:</b> Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	N	<i>N</i>

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>N/A</i>
2.	Allocation	N/A	<i>N/A</i>
3.	Project Description (no more than 300 words)		
13.2.6	<b>Total Expenditure - Grants to Central/Co-Central Libraries</b>	\$0	<i>\$0</i>
13.2.7	<b>Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)</b>	\$66,936	<i>\$66,900</i>
13.2.8	<b>Cash Balance at the Opening of the Current Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	<i>\$0</i>
13.2.9	<b>Total Allocation from 2017 - 2018 State Aid</b>	\$66,936	<i>\$66,900</i>
13.2.10	<b>Total Available Before Expenditures (total 13.2.8 + 13.2.9)</b>	\$66,936	
13.2.11	<b>Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)</b>	\$0	<i>\$0</i>
13.2.12	<b>Final Narrative:</b> Provide a brief narrative, no more than	Adult nonfiction materials in all formats were purchased according to the collection development	<i>Response has been entered.</i>



five hundred (500) words, describing the major activities carried out with these State Aid Funds.

policy recommended by the Central Library Advisory Committee The Committee established a process to allocate library resources based on previous years data.

## CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

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

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

13.3.1 Total Full-Time Equivalents (FTE) 0

13.3.2 Total Expenditure for Professional Salaries \$0

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

13.3.3 Total Full-Time Equivalents (FTE) 0

13.3.4 Total Expenditures for Other Staff Salaries \$0

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

13.3.6 **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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1. Expenditure Category N/A N/A

2. Provider of Services N/A N/A

3. Expenditure N/A N/A

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

13.3.8 **Supplies and Materials:** Did the system expend funds for N

supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

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

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

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

1.	Type of travel	N/A	N/A
2.	Expenditure	N/A	N/A
13.3.11	<b>Total Expenditures - Travel</b>	\$0	\$0
13.3.12	<b>Equipment and Furnishings:</b> 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
13.3.13	<b>Total Expenditure - Equipment and Furnishings</b>	\$0	\$0
13.3.14	<b>Grants to Central/Co-Central Libraries:</b> Did the system expend funds for grants to central/co-central	Y	Y

libraries? Enter Y for Yes, N for No.

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

1.	Recipient	Crandall Public Library	<i>Crandall Public Library</i>
2.	Allocation	\$105,860	<i>\$105,803</i>
3.	Project Description (no more than 300 words)	Pass through Central Library Development Aid to Southern Adirondack Library System's Central Library, Crandall Public Library.	<i>Response has been entered.</i>
13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	\$105,860	<i>\$105,803</i>
13.3.16	<b>Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)</b>	\$105,860	<i>\$105,803</i>
13.3.17	<b>Cash Balance at the Opening of the Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	<i>\$0</i>
13.3.18	<b>Total Allocation from 2017 - 2018 State Aid:</b>	\$105,860	<i>\$105,803</i>
13.3.19	<b>Total Available Before Expenditures (total 13.3.17 + 13.3.18)</b>	\$105,860	
13.3.20	<b>Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)</b>	\$0	<i>\$0</i>
13.3.21	<b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.		<i>Response has been entered.</i>

#### COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1	Total Full-Time Equivalents (FTE)	1	<i>1</i>
13.4.2	Total Expenditure for Professional Salaries	\$56,466	<i>\$56,061</i>

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)		0
13.4.4	Total Expenditure for Other Staff Salaries		\$0
13.4.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits.	\$26,795	\$27,155
13.4.6	<b>Purchased Services:</b> Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	N

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

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

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

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

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

1.	Expenditure Category	N/A	N/A
2.	Expenditure	N/A	N/A
13.4.9	<b>Total Expenditure - Supplies and Materials</b>	\$0	\$0
13.4.10	<b>Travel Expenditures:</b> 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	<b>Total Expenditure - Travel</b>	\$0	\$0

13.4.12	<b>Equipment and Furnishings:</b> Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N	N
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If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

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

13.4.13	<b>Total Expenditure - Equipment and Furnishings</b>	\$0	\$0
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13.4.14	Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.	N	N
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If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

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

13.4.15	<b>Total Expenditure - Grants to Member Libraries</b>	\$0	\$0
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13.4.16	<b>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)</b>	\$83,261	\$83,216
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13.4.17	<b>Cash Balance at the Opening of the Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	\$0
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13.4.18 **Total Allocation from 2017 - 2018 State Aid:** \$83,261 \$83,216

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$83,261

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

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Member library staff and trustees will get the information they need in order to: provide materials to new adult learners, provide equal access to library services and materials to members and their communities. SALS co-operates with agencies in our service area, member libraries collaboration with local organizations, and seeks the input of the Advisory Council in serving the eight target groups for outreach services. *Response has been entered.*

#### SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

**Statutory Reference:** Education Law § 285(2)

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

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

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

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

1. Expenditure Category N/A N/A

2. Provider of Services N/A N/A

3. Expenditure N/A N/A

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

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

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

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

1.	Expenditure Category	Books and other print materials	<i>Books and other print materials</i>
2.	Expenditure	\$3,295	\$3,309
13.5.4	<b>Total Expenditure - Supplies and Materials</b>	\$3,295	\$3,309
13.5.5	<b>Total Expenditure (total 13.5.2, and 13.5.4)</b>	\$3,295	\$3,309
13.5.6	<b>Cash Balance at the Opening of the Fiscal Year:</b> NOTE: The opening balance must be the same as the closing balance from the previous year.	\$0	\$0
13.5.7	<b>Total Allocation from 2017 - 2018 State Aid</b>	\$3,302	\$3,309
13.5.8	<b>Total Available Before Expenditures (total 13.5.6 + 13.5.7)</b>	\$3,302	
13.5.9	<b>Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)</b>	\$7	\$0
13.5.10	<b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	SALS Plan of Service states that SALS will maintain its outreach to Hamilton, Saratoga, Warren, and Washington County Correctional Facilities.	<i>Response has been entered.</i>

### THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

#### STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)

**Reference:** Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per inmate. Please see the State Corrections Program Guidelines at [www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm) for more information.

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

13.6.1	Total Full-Time Equivalents (FTE)	0
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13.6.2	Total Expenditure for Professional Salaries	\$0
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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)	0.5	0.48
13.6.4	Total Expenditure for Other Staff Salaries	\$22,133	\$21,094
13.6.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits.		\$0
13.6.6	<b>Purchased Services:</b> 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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	N/A	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A
13.6.7	<b>Total Expenditure - Purchased Services</b>	\$0	\$0
13.6.8	<b>Supplies and Materials:</b> Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	Y	Y

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

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	Books and other print materials
2.	Expenditure	\$8,860	\$9,882
13.6.9	<b>Total Expenditure - Supplies and Materials</b>	\$8,860	\$9,882
13.6.10	<b>Travel Expenditures:</b> Did the system expend funds for travel? Enter Y for Yes, N for No.	N	N

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

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



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

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

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 \$0

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)** \$30,993 \$30,976

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

13.6.16 **Total Allocation from 2017 - 2018 State Aid:** \$30,993 \$30,976

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$30,993

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$0 \$0

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 will receive delivery, continuing education, interlibrary loan, consulting services and materials budgets to support their inmate populations. *Response has been entered.*

## 14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2017).

- 14.1 Element 1: Resource Sharing - Results
- Resource Sharing - Integrated Library System: Library staff in member libraries received training to use POLARIS. The SALS training and Joint Automation Staff received the training necessary to keep the system and network running. All libraries are installing CASSIE, and some are investigating self-check and RFID technologies. Resource Sharing - Delivery: The public, staff, and trustees received the information they required in a timely fashion. Libraries were offered daily delivery to meet their public's need for information. 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 (eContent, genealogical, etc.) 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
- Special Client Groups: Adult Literacy: Adult new learners found the resources needed in their local libraries. Member libraries networked with other community organizations that support Adult Literacy. The System provided workshops on how to implement adult literacy programs in member libraries and how to run a hi/low book club for adult learners. Special Client Groups - Coordinated Outreach: People residing in Hamilton, Saratoga, Warren and Washington Counties had equal library materials and services. Member library staff partnered with community groups organizations to provide people with the information and materials they need. Special Client Groups - Correctional Facilities (State and Local): The inmate populations were given access to materials to meet their recreational and lifelong learning interests. *Response has been entered.* Special Client Groups - Youth Services: Libraries received the training needed to provide services to the youth in their communities, received additional funds available through grants to provide services to communities. Special Client Groups - Early Literacy: Libraries received the training, information, and software needed to provide services to their early literacy communities. Specifically we: held a kick-off the Summer Reading Program to educate and provide resources to member libraries; provided access to BeanStack a web-based resource to assist libraries and their communities in providing childhood literacy; held an event with WSWHE BOCES to promote early literacy in the community; and provided continuing education opportunities throughout the year as a resource for libraries.
- 14.3 Element 3: Professional Development and Continuing Education - Results
- Libraries operated effectively to meet their community needs. SALS operated effectively and professionally to meet its member library needs. Member library staff and trustees had access to continuing development and educational workshops, one-on-one training, state and national conferences. Members and trustees received the information they needed as requested by working with consulting staff. SALS consultants provided *Response has been entered.*

Trustee Training at member libraries and the annual meeting; training for new directors; support for budget referendums; guidance on strategic planning; support for Friends of the Library groups; reorganization; personnel issues; and hiring new directors.

- |      |   |  |                                   |
|------|---|--|-----------------------------------|
| 14.5 | Element 5: Consulting and Development Services - Results                          | <p>Member library staff and trustees received the information they needed through contact with the SALS consulting staff. The member libraries were connected to the Integrated Library System via an area-wide network. Member library automation needs were supported during all hours and emergencies as needed. Member libraries received support for hardware peripherals located within their libraries. Joint Automation and system staff maintained appropriate files, reports, and other software applications. Member library staff were kept up-to-date on handheld devices, downloadable services, technology developments through consulting, training, workshops and virtual workshops.</p>  | <i>Response has been entered.</i> |
| 14.6 | Element 6: Coordinated Services - Results   | <p>The member libraries participated in coordinated purchases of equipment, supplies, databases and an ILS to provide cost-effective services.</p>   | <i>Response has been entered.</i> |
| 14.7 | Element 7: Awareness and Advocacy - Results                                       | <p>System and member libraries received the funds necessary to provide library services to the residents of the four counties. System and member library personnel attended the 2017 Advocacy Day in Albany and provided an advocacy guide with information about the representatives for each member library. The System director and staff attended National Legislative Day in Washington, DC. The System promoted local, state and national advocacy issues through its weekly newsletter.</p>   | <i>Response has been entered.</i> |
| 14.8 | Element 8: Communication among Member Libraries and/or Branch Libraries - Results | <p>System and member library staff and trustees used the information they received among Member meetings and workshops, electronically (intranet, email, and blogs), and/or the delivery and by phone to make informed decisions about library and system services. The System uses a weekly newsletter to share information about programs, grants, initiatives and other opportunities for member libraries, as well as spotlighting the work being done by its member libraries.</p>  | <i>Response has been entered.</i> |
| 14.9 | Element 9: Cooperative Efforts with Other Library Systems - Results               | <p>There were cost savings, broader access and better service to membership through cooperative, integrated library system, automation, and technology support with Mohawk Valley Library System and the 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.</p> | <i>Response has been entered.</i> |

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.	<i>Response has been entered.</i>
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.	<i>Response has been entered.</i>
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.	<i>Response has been entered.</i>
14.13	Element 13: Other Goal(s) - Results	N/A	<i>Response has been entered.</i>

## 15. Current system URL's

15.1	System Home Page URL	<a href="http://www.sals.edu/">http://www.sals.edu/</a>	<a href="http://www.sals.edu/">http://www.sals.edu/</a>
15.2	URL of Current List of Members	<a href="http://directory.sals.edu/">http://directory.sals.edu/</a>	<a href="http://directory.sals.edu/">http://directory.sals.edu/</a>
15.3	URL of Current Governing Bylaws	<a href="http://salsblog.sals.edu/about-us/trustees/bylaws/">http://salsblog.sals.edu/about-us/trustees/bylaws/</a>	<a href="http://salsblog.sals.edu/about-us/trustees/bylaws/">http://salsblog.sals.edu/about-us/trustees/bylaws/</a>
15.4	URL of Evaluation Form	<a href="http://salsblog.sals.edu/wp-content/uploads/SALSEVAL_2016_SurveyMonkey.pdf">http://salsblog.sals.edu/wp-content/uploads/SALSEVAL_2016_SurveyMonkey.pdf</a>	<a href="http://salsblog.sals.edu/wp-content/uploads/SurveyMonkey_79215420.pdf">http://salsblog.sals.edu/wp-content/uploads/SurveyMonkey_79215420.pdf</a>
15.5	URL of Evaluation Results	<a href="https://www.surveymonkey.com/results/SM-87R26Y9G8/">https://www.surveymonkey.com/results/SM-87R26Y9G8/</a>	<a href="https://www.surveymonkey.com/results/SM-KYV7PWPF/">https://www.surveymonkey.com/results/SM-KYV7PWPF/</a>
15.6	URL of Central Library Plan	<a href="http://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2016-2021.pdf">http://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2016-2021.pdf</a>	<a href="http://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2016-2021.pdf">http://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2016-2021.pdf</a>
15.7	URL of Direct Access Plan	<a href="http://salsblog.sals.edu/wp-content/uploads/Southern-Adirondack-Library-System-90-3-revision-2016.pdf">http://salsblog.sals.edu/wp-content/uploads/Southern-Adirondack-Library-System-90-3-revision-2016.pdf</a>	<a href="http://salsblog.sals.edu/wp-content/uploads/Southern-Adirondack-Library-System-90-3-revision-2016.pdf">http://salsblog.sals.edu/wp-content/uploads/Southern-Adirondack-Library-System-90-3-revision-2016.pdf</a>

## 16. Assurance and Contact Information

### CONTACT INFORMATION

16.1	Contact name (person completing report)	Dianne Winter	Jill Martz
16.2	Contact telephone number (enter 10 digits only and hit	(518) 584-7300	(518) 584-7300

the Tab key)

16.3 Contact e-mail address dwinter@sals.edu *jmartz@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) 02/20/2018 *1/17/2017*

#### 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). 05/16/2018 *06/08/2017*

#### Suggested Improvements

Library System Southern Adirondack Library System *Southern Adirondack Library System*

Name of Person Completing Form Dianne Winter *Jill Martz*

Phone Number and Extension (enter area code, telephone number and extension only): (518) 584-7300 *(518) 584-7300*

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!