Southern Adirondack Library System
Annual Report for Library Systems - 2018 (Public Library Systems 2018)

CURRENT YEAR   *PREVIOUS YEAR*

1. General System Information

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

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

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

		CURRENT YEAR	PREVIOUS YEAR
1.1	SEDCODE	521800700026	*521800700026*
1.2	Institution ID	800000038540	*800000038540*
1.3	System Name	Southern Adirondack Library System	*Southern Adirondack Library System*
1.4	Beginning Reporting Year	01/01/2018	*1/1/2017*
1.5	Ending Reporting Year	12/31/2018	*12/31/2017*
1.6	Street Address	22 Whitney Place	*22 Whitney Place*
1.7	City	Saratoga Springs	*Saratoga Springs*
1.8	Zip Code	12866	*12866*
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4596	*4596*
1.10	Mailing Address	22 Whitney Place	*22 Whitney Place*
1.11	City	Saratoga Springs	*Saratoga Springs*
1.12	Zip Code	12866	*12866*
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4596	*4596*
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(518) 584-7300	*(518) 584-7300*
1.15	Fax Number (enter 10 digits only)	(518) 587-5589	*(518) 587-5589*

1.16	System Home Page URL	www.sals.edu	*www.sals.edu*
1.17	URL of the system's complete Plan of Service	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*
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) 581-7300 Ext.205*
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	Erica Freudenberger	*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) The number of hours per work week used to compute	35	*35*

FTE for all budgeted positions.

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

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1	*1*
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0	*0*
2.10	Librarians - Filled Position(s) FTE	2	*2*
2.11	Librarians - Vacant Position(s) FTE	0	*0*
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1	*1*
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0	*0*
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	4.00	*4.00*
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	*0.00*
2.16	Total Other Professional Staff - Filled Position(s) FTE	6	*6*
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	*0*
2.18	Total Other Staff - Filled Position(s) FTE	4	*4*
2.19	Total Other Staff - Vacant Position(s) FTE	0	*0*
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	14.00	*14.00*
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	*0.00*

SALARY INFORMATION
2.22	Entry-Level Librarian	1	*1*

(certified) FTE

2.23	Entry-Level Librarian (certified) Current Annual Salary	$42,435		*$41,000*
2.24	System Director FTE	1		*1*
2.25	System Director Current Annual Salary	$126,772		*$122,485*

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

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

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9		*8*
3.26	Current number of <u>voting</u>	12		*12*

	positions on system 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, 2019, through December 31, 2019.

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	*Jordan*
3.31	Last Name	Hornstein	*Hornstein*
3.32	Institutional Affiliation	Pendragon Theatre	*Pendragon Theatre*
3.33	Professional Title	Actor and retired teacher	*Actor and Retired teacher*
3.34	Mailing Address	22 Greylock Road	*22 Greylock Road*
3.35	City	Long Lake	*Long Lake*
3.36	Zip Code (enter five digits only)	12847	*12847*
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(315) 354-5699	*(315) 354-5699*
3.38	E-mail Address	jjhornstein@frontiernet.net	*jjhornstein@frontiernet.net*
3.39	Term Begins - Month	June	*June*
3.40	Term Begins - Year (yyyy)	2015	*2015*

3.41	Term Expires - Month or N/A	May		*May*
3.42	Term Expires - Year (YYYY) or N/A	2020		*2020*
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		*06/16/2015*
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2015		*06/16/2015*
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. 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	Ms.		*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 Road*
7.	City	Schaghticoke		*Schaghticoke*
8.	Zip Code (enter five digits only)	12154		*12154*
9.	Term Begins - Month	June		*June*
10.	Term Begins - Year (yyyy)	2015		*2015*
11.	Term Expires - Month or N/A	May		*May*

No.	Field	Value	Value
	trustee who resigned their position).		
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2015	*06/16/2015*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2015	*06/16/2015*
16.	Is this a brand new trustee?	N	*N*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mrs.	*Mr.*
2.	First Name	Dale	*Paul*
3.	Last Name	Nemer	*Mays*
4.	Institutional Affiliation	Skidmore College	*Butler, Rowland, Mays Architects LLP*
5.	Professional Title	Assoc. Director of Admissions	*Architect*
6.	Mailing Address	15 Greenwood Avenue	*57 West High Street*
7.	City	Queensbury	*Ballston Spa*
8.	Zip Code (enter five digits only)	12804	*12020*
9.	Term Begins - Month	June	*June*
10.	Term Begins - Year (yyyy)	2016	*2013*
11.	Term Expires - Month or N/A	May	*May*
12.	Term Expires - Year (YYYY) or N/A	2021	*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	*Y*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/20/2016	*06/18/2013*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/21/2016	*07/03/2013*

#	Field		
6.	Mailing Address	PO Box 623, Route 8	*48 Dailey Lane*
7.	City	Lake Pleasant	*Buskirk*
8.	Zip Code (enter five digits only)	12108	*12028*
9.	Term Begins - Month	June	*June*
10.	Term Begins - Year (yyyy)	2017	*2017*
11.	Term Expires - Month or N/A	May	*May*
12.	Term Expires - Year (YYYY) or N/A	2022	*2022*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y	*Y*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/20/2017	*06/20/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/26/2017	*06/26/2017*
16.	Is this a brand new trustee?	N	*N*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.	*Ms.*
2.	First Name	Russell	*Sandra*
3.	Last Name	Wise	*Payne*
4.	Institutional Affiliation	NYS Development Disabilities	*NYS Police*
5.	Professional Title	Retired CFO	*Retired State Trooper*
6.	Mailing Address	1400 Crescent-Visher Ferry Rd., Apt. 820	*241 States Road*
7.	City	Clifton Park	*Stony Creek*
8.	Zip Code (enter five digits only)	12065	*12878*

No.	Field	Value 1	Value 2
9.	Term Begins - Month	June	*June*
10.	Term Begins - Year (yyyy)	2014	*2013*
11.	Term Expires - Month or N/A	May	*May*
12.	Term Expires - Year (YYYY) or N/A	2019	*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	*Y*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/17/2014	*07/01/2013*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/18/2014	*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	Ms.	*Mr.*
2.	First Name	Janet	*John*
3.	Last Name	Lindner	*Plantier*
4.	Institutional Affiliation	NYS Academy of Family Physicians	
5.	Professional Title	Project Coordinator	*Retired designer*
6.	Mailing Address	180 Circular Street	*74 Circular Street*
7.	City	Saratoga Sprigns	*Lake Luzerne*
8.	Zip Code (enter five digits only)	12866	*12846*
9.	Term Begins - Month	June	*June*
10.	Term Begins - Year (yyyy)	2018	*2015*
11.	Term Expires - Month or N/A	May	*May*
12.	Term Expires - Year (YYYY) or N/A	2023	*2020*

#	Question		
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y	*Y*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2018	*06/16/2015*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2018	*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.	*Ms.*
2.	First Name	Elaine	*Nancy*
3.	Last Name	Cowin	*Seifts*
4.	Institutional Affiliation	Warrensburg Central Schools	*Town of Lake Pleasant*
5.	Professional Title	Retired K-12 Library Media Specialist	*Principal Account Clerk/Budget Officer*
6.	Mailing Address	8 Robin Drive	*PO Box 623, Route 8*
7.	City	Warrensburg	*Lake Pleasant*
8.	Zip Code (enter five digits only)	12885	*12108*
9.	Term Begins - Month	June	*June*
10.	Term Begins - Year (yyyy)	2018	*2017*
11.	Term Expires - Month or N/A	May	*May*
12.	Term Expires - Year (YYYY) or N/A	2023	*2022*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y	*Y*

14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2018	06/20/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2018	06/26/2017
16.	Is this a brand new trustee?	Y	Y
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	Carol	Russell
3.	Last Name	Kuhr	Wise
4.	Institutional Affiliation	Granville, NY Schools	NYS Development Disabilities
5.	Professional Title	Retired Special Education Teacher	Retired CFO
6.	Mailing Address	307 North Street Road	1400 Crescent-Visher Ferry Rd., Apt. 820
7.	City	Argyle	Clifton Park
8.	Zip Code (enter five digits only)	12809	12065
9.	Term Begins - Month	June	June
10.	Term Begins - Year (yyyy)	2018	2014
11.	Term Expires - Month or N/A	May	May
12.	Term Expires - Year (YYYY) or N/A	2023	2019
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2018	06/17/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2018	06/18/2014
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	Mrs.	*Ms.*
2.	First Name	Christine	*Janet*
3.	Last Name	Connell	*Lindner*
4.	Institutional Affiliation	NYS	*NYS Academy of Family Physicians*
5.	Professional Title	Retired Technology Manager	*Project Coordinator*
6.	Mailing Address	33 Belanger Avenue	*180 Circular Street*
7.	City	Waterford	*Saratoga Springs*
8.	Zip Code (enter five digits only)	12188	*12866*
9.	Term Begins - Month	June	*January*
10.	Term Begins - Year (yyyy)	2015	*2018*
11.	Term Expires - Month or N/A	May	*May*
12.	Term Expires - Year (YYYY) or N/A	2020	*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	*N*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/16/2015	*01/25/2018*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2015	*01/26/2018*
16.	Is this a brand new trustee?	N	*Y*

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2019, through December

31, 2019. 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. 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   Krista   *Whitney*

3. Last Name   Conrick   *Jobmann*

4. Institutional Affiliation   WSWHE BOCES   *Southern Adirondack Independent Living*

5. Professional Title   Program Manager of Adult Education   *Outreach & Advocacy Coordinator*

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   *Krista*

3. Last Name   Hurd   *Conrick*

4. Institutional Affiliation   Round Lake Library   *WSWHE BOCES*

5. Professional Title   Director   *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   Erin   *Jennifer*

3. Last Name   Krivitski   *Hurd*

4. Institutional Affiliation   SUNY Adirondack   *WRLIS Library, Round Lake*

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

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	92	*99*
4.2	System Visits	291	*306*

CIRCULATION

4.3	Total Cataloged Book Circulation	234	*261*
4.4	Total Circulation of Other Materials	203	*137*
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	437	*398*

4.6	Use of Electronic Material	183,455	157,490
4.7	Successful Retrieval of Electronic Information	0	0
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	183,455	157,490
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	183,892	157,888
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	183,892	157,888

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	26,180	29,506
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)	26,180	29,506
4.16	Electronic Books	0	0
4.17	Local Electronic Collections	3	3
4.18	Total Number of NOVELNY Databases	16	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	3	3
4.20	Audio - Downloadable Units	0	0
4.21	Video - Downloadable Units	0	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0	0
4.23	Total Electronic Materials	19	19

Non-Electronic Materials

4.24	Audio - Physical Units	2	*3*
4.25	Video - Physical Units	2	*1*
4.26	Other Non-Electronic Materials	0	*0*
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	4	*4*
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	26,203	*29,529*

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*

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

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

i.	Electronic Resource Management	No	No
j.	Digital Collections Management	No	No
5.3	Identify ILS system vendor	Polaris	*Polaris*
5.4	How many member libraries fully participate in the ILS?	34	*34*
5.5	% of member libraries participating (calculated field)	100.00%	*100.00%*
5.6	How many member libraries participate in some ILS modules?	34	*34*

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	697,118	*693,870*
5.9	Number of new titles added by the system in the reporting year	3,652	*3,174*
5.10	Number of Central Library Aid titles added in the reporting year	526	*1,683*
5.11	Number of new titles added by the members in the reporting year	26,555	*34,790*
5.12	Total new titles (total questions 5.9 through 5.11)	30,733	*39,647*

UNION CATALOG OF RESOURCES

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

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

a.	Print	No	No
b.	Disc	No	No

c.	Online (virtual catalog)	Yes	Yes

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

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

5.16	Number of titles in the system's union catalog	695,221	*691,986*

5.17	Number of holdings in the system's union catalog	1,195,808	*1,208,141*

5.18	Number of new titles added in the last year	28,243	*29,787*

5.19	Number of holdings added in the last year	93,399	*96,269*

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	116,195	*50,699*

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	434	*766*
5.26	Total items received (borrowed)	688	*981*
5.27	Total requests provided (loaned) unfilled	69	*82*
5.28	Total requests received (borrowed) unfilled	22	*30*
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	1,213	*1,859*

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	No	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	*148*

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	8	*20*

5.35	Number of participants	17		*137*

Digitization

5.36	Number of sessions	0		*0*

5.37	Number of participants	0		*0*

Leadership

5.38	Number of sessions	7		*0*

5.39	Number of participants	97		*0*

Management & Supervisory

5.40	Number of sessions	9		*8*

5.41	Number of participants	45		*201*

Planning and Evaluation

5.42	Number of sessions	10		*5*

5.43	Number of participants	88		*58*

Awareness and Advocacy

5.44	Number of sessions	2		*7*

5.45	Number of participants	29		*60*

Trustee/Council Training

5.46	Number of sessions	33		*21*

5.47	Number of participants	313		*352*

Special Client Populations

5.48	Number of sessions	18		*4*

5.49	Number of participants	122		*61*

Children's Services/Birth to Kindergarten

5.50	Number of sessions	1		*2*

5.51	Number of participants	8		*36*

Children's Services/Elementary Grade Levels

5.52	Number of sessions	1		*2*

5.53	Number of participants	21		*25*

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	2		*1*

5.55	Number of participants	71		*11*

General Adult Services

5.56	Number of sessions	4		*5*
5.57	Number of participants	87		*113*
5.58	**Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.	N		*N*
1.	Topic	N/A		*N/A*
2.	Number of sessions	N/A		*N/A*
3.	Number of participants	N/A		*N/A*
5.59	**Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	95		*75*
5.60	**Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	898		*1,054*
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	3,145	*3,030*
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	1,501	*1,396*
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	34	*272*
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	2,602	*2,761*
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	192	*1,503*
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	2,925	*2,874*
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	115	*125*

5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	312		*470*
5.71	Number of contacts - Consulting with state and county correctional facilities	31		*132*
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	437		*547*
5.73	Number of contacts - Providing system and member library information to the media	40		*24*
5.74	Number of contacts - Providing website development and maintenance for member libraries	348		*639*
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)	11,682		*13,773*

REFERENCE SERVICES

5.78	Total Reference Transactions	246		*268*

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	2
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	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 | Th Mohawk Valley Library System/Southern Adirondack Library System Joint Automation Project charges the members of both systems fees relative to their percentage of total use, calculated based on circulation and holdings. | *Response has been entered.* |

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	Total County Funding	$0	*$0*
6.3	All Other Local Public Funds	$0	*$0*
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$0	*$0*

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$469	*$4,680*
6.6	Central Library Development Aid	$106,908	*$105,860*
6.7	Central Book Aid	$67,600	*$66,936*
6.8	Conservation/Preservation Grants	$0	*$0*
6.9	Construction for Public Libraries Aid	$12,406	*$111,647*
6.10	Coordinated Outreach Services Aid	$84,086	*$83,261*
6.11	Correctional Facilities Library Aid	$31,300	*$30,993*

6.12	County Jails Library Aid	$2,603	$3,302
6.14	Family Literacy Grants	$8,501	$8,426
6.18	Local Library Services Aid - Kept at System	$0	$0
6.19	Local Library Services Aid - Distributed to Members	$104,578	$103,552
6.20	Total LLSA (total questions 6.18 and 6.19)	$104,578	$103,552
6.21	Local Services Support Aid	$83,877	$82,998
6.22	Local Consolidated Systems Aid	$0	$0
6.26	Public Library System Basic Aid	$976,550	$966,970
6.27	Public Library System Supplementary Operational Aid	$143,624	$142,215
6.36	Special Legislative Grants and Member Items	$161,000	$108,000
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*
2.	Amount	N/A	*N/A*

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$0	*$0*

6.44	**Total State Aid Receipts** (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	$1,783,502	*$1,818,840*

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	**Total Federal Aid** (total questions 6.45 and 6.47)	$0	*$0*

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

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

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

1.	Contracting Agency	34 Member Libraries	*34 Member Libraries*
2.	Contracted Service	Joint Automation Project	*Joint Automation Project*
3.	Total Contract Amount	$443,825	*$421,585*

6.50	**Total Contracts** (total question #3 of Repeating Group #11 above)	$443,825	*$421,585*

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$500	*$550*
6.53	Income from Investments	$2,423	*$2,485*

Proceeds from Sale of Property

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

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

1.	Receipt category	County Aid Pass Thru	*Co. Aid Pass Thru*
2.	Amount	$89,140	*$88,500*
1.	Receipt category	Fines	*Youth Grant*
2.	Amount	$1,197	*$1,120*
1.	Receipt category	Prior Year Expense	*Fines*
2.	Amount	$42,734	*$1,244*
1.	Receipt category	Miscellaneous	*Prior Year Expense*
2.	Amount	$1,987	*$8,725*
1.	Receipt category	Insurance Dividend	*Miscellaneous*
2.	Amount	$864	*$1,994*

6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$135,922	*$101,583*
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$138,845	*$104,618*
6.59	**TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total**	$2,366,172	*$2,345,043*

6.60	**BUDGET LOANS**	$0		*$0*

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	$0		*$0*
6.62	Transfers from Other Funds	$0		*$0*
6.63	**Total Transfers** (total questions 6.61 and 6.62)	$0		*$0*
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	$2,558,012		*$2,599,883*
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)	$4,924,184		*$4,944,926*

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	$299,006		*$317,349*
7.2	Other Staff	$170,801		*$196,068*
7.3	**Total Salary and Wages Expenditures** (total questions 7.1 and 7.2)	$469,807		*$513,417*
7.4	Employee Benefits Expenditures	$282,350		*$288,146*
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$752,157		*$801,563*

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$9,153		*$48,009*

7.7	Electronic Materials Expenditures	$38,110	*$31,393*
7.8	Other Materials Expenditures	$0	*$0*
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$47,263	*$79,402*

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$104,578	*$103,552*
7.11	Central Library Aid (CLDA/CBA)	$136,447	*$105,860*
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$167,608	*$121,515*
7.16	Federal Aid	$0	*$0*
7.17	Other cash grants paid from system funds	$73,305	*$99,886*
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$481,938	*$430,813*
7.19	Book/Library Materials Grants	$0	*$0*
7.20	Other Non-Cash Grants	$176,912	*$108,553*
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$658,850	*$539,366*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0	*$0*
7.23	Other Vehicles	$0	*$0*
7.24	Computer Equipment	$1,828	*$4,434*
7.25	Furniture/Furnishings	$0	*$0*
7.26	Other Capital Expenditures	$117,036	*$111,029*
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$118,864	*$115,463*

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0	*$0*
7.29	From Other Funds (71OF)	$118,864	*$115,463*
7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$118,864	*$115,463*

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$0	*$0*
7.32	From Other Funds (72OF)	$46,231	*$29,044*
7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$46,231	*$29,044*
7.34	Other Building & Maintenance Expenses	$21,102	*$22,840*
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$67,333	*$51,884*

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$1,510	*$4,240*
7.37	Office and Library Supplies	$5,223	*$3,858*
7.38	Equipment	$0	
7.39	Telecommunications	$4,440	*$4,587*
7.40	Binding Expenses	$0	*$0*
7.41	Postage and Freight	$202,904	*$195,870*
7.42	Publicity and Printing	$1,478	*$1,446*
7.43	Travel	$30,816	*$29,303*
7.44	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$14,565	*$17,306*

7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$7,138	$6,106
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y	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 Pur
2.	Amount	$11,752	$8,682
1.	Expense category	Co Aid PT	Co Aid PT
2.	Amount	$89,140	$88,500

7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	$100,892	$97,182
7.48	**Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47)	$368,966	$359,898

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

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

1.	Contracting Agency (specify using the State note)	MVLS/SALS JA Project	MVLS/SALS JA Project
2.	Contracted Service (specify using the State note)	ILS	Automation
3.	Total Contract Amount	$449,437	$439,338

7.50	**Total Contracts** (total question #3 of Repeating Group #14 above)	$449,437	$439,338

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	$0	$0
7.52	From Other Funds (73OF)	$0	$0

7.53	**Total Capital Purposes Loans** (total questions 7.51 and 7.52)	$0	*$0*
7.54	Other Loans	$0	*$0*
7.55	**Total Debt Service** (total questions 7.53 and 7.54)	$0	*$0*
7.56	**TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)**	$2,462,870	*$2,386,914*

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	$0	*$0*
7.58	From Other Funds (76OF)	$0	*$0*
7.59	**Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)	$0	*$0*
7.60	**Total Transfers to Other Funds**	$0	*$0*
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$0	*$0*
7.62	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61)	$2,462,870	*$2,386,914*
7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2018)**	$2,461,314	*$2,558,012*
7.83	**GRAND TOTAL DISBURSEMENTS,**	$4,924,184	*$4,944,926*

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)	01/29/2019	*01/30/2018*
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2018-12/31/2018	*01/01/2017 - 12/31/2017*
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	$87,212	*$32,282*
1.	Name of bank or financial institution	Saratoga Nat'l Bank	*Saratoga Nat'l Bank*
2.	Amount of funds on deposit	$10,000	*$1,000*
1.	Name of bank or financial institution	Saratoga Nat'l Bank	*Saratoga Nat'l Bank*
2.	Amount of funds on deposit	$2,364,101	*$2,524,730*
7.87	**Total Bank Balance** (total question #2 of Repeating Group #15)	$2,461,313	*$2,558,012*
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N	*N*

8. Capital Fund Receipts

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

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for	$0	*$0*

Construction

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	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0		*$0*
8.6	**TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5)	$0		*$0*
8.7	**NONREVENUE RECEIPTS**	$0		*$0*
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$0		*$0*
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	$0		*$0*
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$0		*$0*

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1	Total Construction	$0		*$0*
9.2	Incidental Construction	$0		*$0*

9.3	Books and Library Materials	$0	*$0*
9.4	Total Other Disbursements	$0	*$0*
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0	*$0*
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$0	*$0*
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0	*$0*
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$0	*$0*
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2018, for Public Library Systems)**	$0	*$0*
9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$0	*$0*

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2019 - December 31, 2019

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$2,174,279	*$2,156,906*
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, 2019, must be the same as the December 31, 2018, closing	$2,461,314	*$2,558,012*

balance reported on Q7.63 of the 2018 annual report)

12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	$4,635,593	*$4,714,918*

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)	$2,387,642	*$2,445,445*
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, 2019)	$2,247,951	*$2,269,473*
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$4,635,593	*$4,714,918*

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, 2019, must be the same as the December 31, 2018, closing balance reported on Q9.9 of the 2018 annual report)	$0	*$0*
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$0	*$0*

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$0	*$0*
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2019)	$0	*$0*
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$0	*$0*

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(6) Commissioners Regulations 90.3 and 90.10 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.
Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(12)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of $350,000 for business library. (Included in Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(1)(m)

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

13.1.1	Total Full-Time Equivalents	3	*3*

	(FTE)		
13.1.2	Total Expenditure for Professional Salaries	$244,774	*$260,883*

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

13.1.3	Total Full-Time Equivalents (FTE)	3.75	*4*
13.1.4	Total Expenditure for Other Staff Salaries	$158,857	*$173,935*
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$245,329	*$261,351*
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	*Y*

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	*Consultant fees/professional fees*
2.	Provider of Services	Various	*Various*
3.	Expenditure	$14,565	*$17,305*

1.	Expenditure Category	Building and maintenance expenses	*Building and maintenance expenses*
2.	Provider of Services	Various	*Various*
3.	Expenditure	$67,333	*$29,044*

1.	Expenditure Category	Institutional membership dues	*Institutional membership dues*
2.	Provider of Services	ALA, CLDC, NYLA, PULISDO, NYCON	*ALA, CLDC, NYLA, PULISDO*
3.	Expenditure	$7,138	*$6,106*

1.	Expenditure Category	Delivery/courier	*Delivery/courier*
2.	Provider of Services	ALDS	*ALDS*
3.	Expenditure	$202,013	*$195,146*

1.	Expenditure Category	Telecommunications	*Telecommunications*
2.	Provider of Services	FirstLight	*FirstLight*
3.	Expenditure	$4,440	*$4,587*

1.	Expenditure Category	Telecommunications	*Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)*
2.	Provider of Services	Annese & Associates	*Polaris/Joint Automation Project*
3.	Expenditure	$21,216	*$76,500*

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)	
2.	Provider of Services	MVLS/SALS Joint Automation Project	
3.	Expenditure	$144,959	

1.	Expenditure Category	Commercial electronic content vendor contracts	
2.	Provider of Services	ProQuest via WALDO	
3.	Expenditure	$4,841	

13.1.7	**Total Expenditure - Purchased Services**	$466,505	*$328,688*

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 (exluding electronic content)	*Non-print resources (electronic content)*
2.	Expenditure	$811	*$31,393*

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*

2.	Expenditure	$13,488	*$5,928*
1.	Expenditure Category	Non-print resources (electronic content)	
2.	Expenditure	$7,935	
1.	Expenditure Category	Books and other print materials	
2.	Expenditure	$456	

13.1.9	**Total Expenditure - Supplies and Materials**	$22,690	*$37,321*
13.1.10	**Travel Expenditures:** 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	*System Staff Travel*
2.	Expenditure	$31,468	*$29,303*

13.1.11	**Total Expenditures - Travel**	$31,468	*$29,303*
13.1.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	Y	*N*

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

1.	Type of Item	Computer equipment	*N/A*
2.	Quantity	N/A	*N/A*
3.	Unit Cost	N/A	*N/A*
4.	Expenditure	$1,828	*N/A*

13.1.13	Total Expenditure - Equipment and Furnishings	$1,828	*$0*
13.1.14	**Local Library Services Aid Expenditures:** Indicate the total expenditures to member	$104,578	*$103,552*

libraries for Local Library
Services Aid.

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

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

1.	Recipient	Member Libraries		*Member Libraries*
2.	Allocation	$17,878		*$40,640*
3.	Project Description (no more than 300 words)	Library Services Seed Challenge Grant - Member libraries apply to receive funding for innovative programming in their library.		*Response has been entered.*

1.	Recipient	Member Libraries		*Member Libraries*
2.	Allocation	$55,427		*$59,246*
3.	Project Description (no more than 300 words)	Facilities Upgrade Challenge Grant - Member libraries apply to receive funding for small construction projects in their library.		*Response has been entered.*

13.1.16	Total Expenditures - Grants for Member Libraries	$73,305		*$99,886*
13.1.17	Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)	$1,349,334		*$1,294,919*
13.1.18	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$40,705		*$39,889*
13.1.19	**Total Allocation from 2018 - 2019 State Aid:**	$1,308,629		*$1,295,735*
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	$1,349,334		*$1,335,624*
13.1.21	**Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)**	$0		*$40,705*
13.1.22	**Final Narrative:** Provide a brief narrative, no more than	The Southern Adirondack Library System (SALS), working with its membership,		*Response has been entered.*

fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.

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 provide these services, support staff are required. Employee benefits, including health insurance costs for retirees, are necessary to ensure the best qualified staff to achieve all of the goals, activities, and objects stated in the Plan of Service. System Funds for Purchased Services are earmarked for consultants, building maintenance, institutional memberships, delivery, telecommunications, automation, and commercial electronic vendors. SALS contracts with a certified public accountant to provide a yearly cash audit that is available to the SALS Board of Trustees and its members. SALS pays institutional dues to the Capital District Library Council, State Association of Library Boards, the American Library Association, the Public Library Systems Directors Organization, and the New York Library Association. 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. For daily delivery service to its membership, SALS contracts with ALDS, Inc. In 2018, SALS also covered the costs of renewing member libraries' Meraki 5-year wireless licenses and support, ensuring patrons' equitable access to the internet. System Funds for Supplies and Materials are used to print advocacy materials, training tools, summer reading materials, and support information for the member libraries and their communities. System Funds for Travel Expenditures are used to provide continuing education to our system staff and trustees, who use the funds to attend conferences and bring back important tools and ideas to our member libraries. In accordance with New York State Education Law, SALS disburses LLSA to its membership. The SALS Board of Trustees provides opportunities for two Challenge Grants to its member libraries each year. The Construction Challenge Grant is provided to assist member libraries with smaller building projects, or to begin work in preparation for a State Construction Grant application. The Library Services Seed Grant provides funds for innovative programming in libraries, with an eye toward creating sustainable programs.

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Reference:	Education Law § 272, 273(1)(b)(2)		
	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	*Commercial electronic content vendor contracts*
2.	Provider of Services	OverDrive	*OverDrive*
3.	Expenditure	$3,000	*$12,000*

1.	Expenditure Category	Commercial electronic content vendor contracts	*Commercial electronic content vendor contracts*
2.	Provider of Services	HeritageQuest	*Ancestry.com*
3.	Expenditure	$34,299	*$30,937*

13.2.2	Total Expenditure - Purchased Services	37,299	*$42,937*

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	*Adult non-fiction and foreign language library materials - print*
2.	Quantity	N/A	*N/A*
3.	Unit Cost	N/A	*N/A*
4.	Expenditure	$762	*$23,999*
13.2.4	Total Expenditure - Supplies and Materials	$762	*$23,999*
13.2.5	**Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	Y	*N*

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

1.	Recipient	Crandall Public Library	*N/A*
2.	Allocation	$29,538	*N/A*
3.	Project Description (no more than 300 words)	The Southern Adirondack Library System transferred NYS Central Book Aid financial responsibilities to Crandall Public Library effective April 1, 2018. In the first quarter of 2018 the Southern Adirondack Library System disbursed $38,061.19 for Central Library Materials.	
13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$29,538	*$0*
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$67,599	*$66,936*
13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0	*$0*
13.2.9	**Total Allocation from 2018 - 2019 State Aid**	$67,599	*$66,936*
13.2.10	Total Available Before Expenditures (total 13.2.8 + 13.2.9)	67,599.00	*$66,936*
13.2.11	**Cash Balance at the End of the Current Fiscal Year**	$0	*$0*

(total 13.2.9 + 13.2.8 - 13.2.7)

13.2.12	**Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Adult nonfiction materials in all formats were purchased according to the collection development policy recommended by the Central Library Advisory Committee The Committee established a process to allocate library resources based on previous years data.	*Response has been entered.*

Central Library Development Aid

<div align="center">

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

</div>

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

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

13.3.1	Total Full-Time Equivalents (FTE)
13.3.2	Total Expenditure for Professional Salaries

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

13.3.3	Total Full-Time Equivalents (FTE)
13.3.4	Total Expenditures for Other Staff Salaries
13.3.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds).
13.3.6	**Purchased Services**: Did the system expend funds for purchased services? Enter Y 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, 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 supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	N	

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	**Total Expenditure - Supplies and Materials**	$0	*$0*

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

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

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

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

13.3.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	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	**Total Expenditure - Equipment and Furnishings**	$0	*$0*
13.3.14	**Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	Y	*Y*

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

1.	Recipient	Crandall Public Library	*Crandall Public Library*
2.	Allocation	$106,909	*$105,860*
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.	*Response has been entered.*
13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	$106,909	*$105,860*
13.3.16	**Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)**	$106,909	*$105,860*
13.3.17	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0	*$0*
13.3.18	**Total Allocation from 2018 - 2019 State Aid:**	$106,909	*$105,860*
13.3.19	Total Available Before Expenditures (total 13.3.17 + 13.3.18)	$106,909	*$105,860*
13.3.20	**Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)**	0.00	*$0*
13.3.21	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Pass through Central Library Development Aid to Southern Adirondack Library System's Central Library, Crandall Public Library.	

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1	Total Full-Time Equivalents (FTE)	1	*1*
13.4.2	Total Expenditure for Professional Salaries	$54,232	*$56,466*

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

13.4.3	Total Full-Time Equivalents (FTE)		
13.4.4	Total Expenditure for Other Staff Salaries		
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$29,854	*$26,795*
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	*N*

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	**Total Expenditure - Purchased Services**	$0	*$0*
13.4.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	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.

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

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

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

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

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

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

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

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

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

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

13.4.13	**Total Expenditure – Equipment and Furnishings**	$0	*$0*

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

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

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

13.4.15	Total Expenditure - Grants to Member Libraries	$0	*$0*
13.4.16	Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	$84,086	*$83,261*
13.4.17	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0	*$0*
13.4.18	**Total Allocation from 2018 - 2019 State Aid:**	$84,086	*$83,261*
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	$84,086	*$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.	In 2018, Outreach Coordinated Services focused on three initiatives: 1. Libraries Mean Business 2. Fresh Food Collective 3. Library Moon Walk Libraries Mean Business In 2016, SALS began its Libraries Mean Business initiative to support small businesses and entrepreneurs, supported by funds from the New York State Library's Adult Literacy Library Services Program. The initiative helps member libraries support local businesses in order to create thriving communities. SALS provides funding to member libraries so that member libraries: • Have staff become Notary Publics • Host a turn-key program to support small businesses & entrepreneurs • Promote the Libraries Mean Business e-book collection SALS has 21 Notary Publics in 16 libraries. Member libraries have hosted collaborated with local chambers of commerce, SCORE, and the Saratoga County Prosperity Partnership to provide workshops on social media and marketing; website development; and creating successful Etsy stores. The digital business collection has 113 titles, which were utilized 1,355 times in 2018. Fresh Food Collective SALS partnered with Comfort Food Community, a food pantry in Greenwich, to	*Response has been entered.*

launch the Fresh Food Collective, a farm-to-library food reclamation and distribution program. The partnership provided fresh, locally gleaned produce to three rural libraries with high incidents of food insecurity. During the three-month pilot program, 2,482 pounds of fruits and vegetables were shared with the Schuylerville, Granville, and Whitehall communities. Library Moon Walk SALS partnered with the Upper Hudson and Mohawk Valley Library Systems to apply to the National Network of Libraries of Medicine for a $19,000 grant to: • Provide training about authoritative health information to member library staff; • Create partnerships between member libraries and community health organizations; • Provide funding for member libraries to host health-related public programs; • Challenge residents in the Capital Region to be more active. The Library Moon Walk launched in October 2018, and continues through May 2019. More information about the initiative may be found at https://librarymoonwalk.sals.edu/ Adult Program Swap SALS partnered with the Upper Hudson and Mohawk Valley Library Systems to host, promote, and organize quarterly Adult Program Swaps, dedicated to discussing best practices for and ideas about adult programming at member libraries. Coordinated Outreach Services Advisory Committee The Coordinated Outreach Services Advisory Committee met quarterly to share information and collaborate. Krista Conrick (WSHWE BOCES) partnered with SALS's as an advisor on the American Library Association's New Americans Project. Erin Krivitski (SUNY Adirondack), partnered with SALS on the Notary Public training program for member libraries. Johanna MacKay (Skidmore College), collaborated to create quarterly Infomingles - professional networking events throughout the Capital Region for librarians. Adult Literacy Roundtable SALS convened multiple community stakeholders (Regional Adult Education Network, Saratoga Economic Opportunity Council, WSHWE BOCES, Literacy NY etc.) and member libraries with adult literacy programs for a roundtable discussion and landscape review of services in our region. SALS provides ongoing support by identifying potential funding opportunities, convening and facilitating networking opportunities, and consulting services. Outreach Conference SALS hosted the biannual State Outreach Coordinators conference in May 2018. The theme of the conference was Stronger Together: Diversity & Inclusion in Public Libraries.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference:	Education Law § 285(2)		

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

13.5.1	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N		*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		*Books and other print materials*
2.	Expenditure	$2,581		*$3,295*

13.5.4	**Total Expenditure - Supplies and Materials**	$2,581		*$3,295*
13.5.5	**Total Expenditure (total 13.5.2, and 13.5.4)**	2,581.00		*$3,295*
13.5.6	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance from the previous year.	$7		*$0*
13.5.7	**Total Allocation from 2018 - 2019 State Aid**	$2,603		*$3,302*

13.5.8	Total Available Before Expenditures (total 13.5.6 + 13.5.7)	$2,610	*$3,302*

13.5.9 Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5) $29   *$7*

13.5.10	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	SALS Plan of Service states that SALS will maintain its outreach to Hamilton, Saratoga, Warren, and Washington County Correctional Facilities.	*Response has been entered.*

State Correctional Aid

<p style="color:red; text-align:center;">THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY</p>

<p style="text-align:center;">STATE CORRECTIONAL FACILITIES AID</p>

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

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

13.6.1	Total Full-Time Equivalents (FTE)		
13.6.2	Total Expenditure for Professional Salaries		

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

13.6.3	Total Full-Time Equivalents (FTE)	.25	*0.5*
13.6.4	Total Expenditure for Other Staff Salaries	$11,944	*$22,133*
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$7,167	
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	N	*N*

<p style="color:red;">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.</p>

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

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

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	$4,845	*$8,860*

13.6.9	**Total Expenditure - Supplies and Materials**	$4,845	*$8,860*

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

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

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

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

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

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

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

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

13.6.13	**Total Expenditure - Equipment and Furnishings**	0.00	*$0*
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)	$23,956	*$30,993*
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 2018 - 2019 State Aid:**	$31,300	*$30,993*
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$31,300	*$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)**	$7,344	*$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 receive delivery, 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 <u>each element</u> 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	*Response has been entered.*

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.

14.2	Element 2: Special Client Groups - Results	Special Client Groups: Adult Literacy: Adult new learners found the resources needed in their local libraries. Member libraries networked with other community organizations that support Adult Literacy. The System provided workshops on how to implement adult literacy programs in member libraries. Special Client Groups - Coordinated Outreach: People residing in Hamilton, Saratoga, Warren and Washington Counties had equal access to library materials and services. Member library staff partnered with community groups organizations to provide people with the information and materials they need. "Libraries Mean Business" workshops across the system aimed to provide training and free resources to sole proprietors and small businesses. Particular attention was also paid to libraries' role in addressing health, with the launch of sessions related to poverty and food insecurity and other health and wellness issues. Special Client Groups - Correctional Facilities (State and Local): The inmate populations were given access to materials to meet their recreational and lifelong learning interests. Special Client Groups - Youth Services: Libraries received the training needed to provide services to the youth in their communities, received additional funds available through grants to provide services to communities. Special Client Groups - Early Literacy: Libraries received the training, information, and software needed to provide services to their early literacy communities. Specifically we: held a kick-off the Summer Reading Program to educate and provide resources to member libraries; provided access to BeanStack a web-based resource to assist libraries and their communities in providing childhood literacy; and provided continuing education opportunities throughout the year as a resource for libraries.	*Response has been entered.*
14.3	Element 3: Professional Development and Continuing Education - Results	Libraries operated effectively to meet their community needs. SALS operated effectively and professionally to meet its member library needs. Member library staff and trustees had access to continuing development and educational workshops, one-on-one training, state and national conferences. Members and	*Response has been entered.*

trustees received the information they needed as requested by working with consulting staff. SALS consultants provided Trustee Training at member libraries and the annual meeting; training for new directors; support for budget referendums; guidance on strategic planning; support for Friends of the Library groups; reorganization; personnel issues; and hiring new directors.

14.5	Element 5: Consulting and Development Services - Results	Member library staff and trustees received the information they needed through contact with the SALS consulting staff. The member libraries were connected to the Integrated Library System via an area-wide network. Member library automation needs were supported during all hours and emergencies as needed. Member libraries received support for hardware peripherals located within their libraries. Joint Automation and system staff maintained appropriate files, reports, and other software applications. Member library staff were kept up-to-date on handheld devices, downloadable services, technology developments through consulting, training, workshops and virtual workshops.	*Response has been entered.*
14.6	Element 6: Coordinated Services - Results	The member libraries participated in coordinated purchases of equipment, supplies, databases and an ILS to provide cost-effective services.	*Response has been entered.*
14.7	Element 7: Awareness and Advocacy - Results	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 2018 Advocacy Day in Albany and provided an advocacy guide with information about the representatives for each member library. The System promoted local, state and national advocacy issues through its weekly newsletter.	*Response has been entered.*
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	System and member library staff and trustees used the information they received among Member meetings and workshops, electronically (intranet, email, and blogs), and/or the delivery and by phone to make informed decisions about library and system services. The System uses a weekly newsletter to share information about programs, grants, initiatives and other opportunities for member libraries, as well as spotlighting the work being done by its member libraries. The System hosts a monthly Directors Council meeting to help facilitate communication among libraries, and to share work the System is doing on their behalf.	*Response has been entered.*
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	There were cost savings, broader access and better service to membership through cooperative, integrated library system, automation, and technology support with Mohawk Valley Library System and the	*Response has been entered.*

Capital District Library Council. SALS had a voice in the development of continuing education and technology advances by serving on the board and various committees of the Capital District Library Council. SALS had a voice in the development of library services and policies by serving on various statewide groups (PULISDO, Outreach Coordinators, Youth Services, Summer Reading Program). SALS partnered with the Mohawk Valley Library System and Upper Hudson Library System on programs for member libraries, focusing on adult literacy, leadership, adult services, programming and accessibility.

14.10	Element 10: Construction - Results	Communities had library buildings that were accessible to all members of the community. Communities had facilities that are energy-efficient and met their needs including adequate space, lighting, shelving, seating, restrooms, and technology. SALS granted funds to assist member libraries complete smaller construction projects, and to prepare for submitting State Construction applications.	*Response has been entered.*
14.11	Element 11: Central Library - Results	Crandall Public Library provided access to adult nonfiction materials in all formats for SALS member libraries to fulfill the role of Central Library as per requirements of NYS Education Law. Crandall Public Library provided in-depth information services to benefit member libraries and the population of the SALS service area. Crandall Public Library kept the membership and public informed about the availability of central library services.	*Response has been entered.*
14.12	Element 12: Direct Access - Results	The New York State Education Department approved SALS' Direct Access Plan. It is on file at SALS and its member libraries. SALS membership continues to lend accordance with the established Direct Access policies.	*Response has been entered.*
14.13	Element 13: Other Goal(s) - Results	N/A	*Response has been entered.*

15. Current system URL's

15.1	System Home Page URL	http://www.sals.edu/	*http://www.sals.edu/*
15.2	URL of Current List of Members	http://directory.sals.edu/	*http://directory.sals.edu/*
15.3	URL of Current Governing Bylaws	https://salsblog.sals.edu/about-us/trustees/bylaws/	*http://salsblog.sals.edu/about-us/trustees/bylaws/*
15.4	URL of Evaluation Form	https://salsblog.sals.edu/wp-content/uploads/SALSEVAL_2017_Survey.pdf	*http://salsblog.sals.edu/wp-content/uploads/SALSEVAL_2016_SurveyMonkey.pdf*
15.5	URL of Evaluation Results	https://www.surveymonkey.com/results/SM-	*https://www.surveymonkey.com/results/SM-*

			2VWYRJFWV/	*87R26Y9G8/*

15.6	URL of Central Library Plan	https://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*
15.7	URL of Direct Access Plan	https://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*

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	02/19/2019	*02/20/2018*

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).	04/02/2019	*05/16/2018*

Suggested Improvements

	Library System		*Southern Adirondack Library System*
	Name of Person Completing Form	Dianne Winter	*Dianne Winter*
	Phone Number and Extension (enter area code, telephone number and extension only):	5185847300	*(518) 584-7300*
	Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if	It would be nice to have the Save and Next buttons at both the top and bottom of each page. That would make navigating much faster.	

applicable please indicate the
question number each
comment/suggestion refers to.
Thank You!