Southern Adirondack Library System
Annual Report for Library Systems - 2023 (Public Library Systems 2023)

	CURRENT YEAR	*PREVIOUS YEAR*

1. General System Information

System / Director Information

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

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

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

		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	01/01/2023	*01/01/2022*
1.5	Ending Reporting Year	12/31/2023	*12/31/2022*
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	https://salsblog.sals.edu/wp-content/uploads/SALS-2022-2026-Plan-of-Service.pdf	*https://salsblog.sals.edu/wp-content/uploads/SALS-2022-2026-Plan-of-Service.pdf*
1.18	Population Chartered to Serve (2020 Census)	367,655	*367,655*
1.19	Area Chartered to Serve (square miles)	4,226	*4,226*
1.20	Federal Employer Identification Number	141437196	*141437196*
1.21	County	Saratoga	*Saratoga*
1.22	County (Counties) Served	Saratoga, Warren, Washington, Hamilton	*Saratoga, Warren, Washington, Hamilton*
1.23	School District	Saratoga Springs City School District	*Saratoga Springs City School District*
1.24	First Name of System Director	Sara	*Sara*
1.25	Last Name of System Director	Dallas	*Dallas*
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	9597	*9597*
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(518) 581-7300 Ext.205	*(518) 581-7300 Ext.205*
1.32	E-Mail Address of the System Director	sdallas@sals.edu	*sdallas@sals.edu*

1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(518) 587-5589	*(518) 587-5589*
1.34	Name of Outreach Coordinator	Erica Freudenberger	*Erica Freudenberger*

Contracts / Unusual Circumstances

1.48	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	N	*N*
1.	Name of Contracting Municipality or District	N/A	*N/A*
2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A	*N/A*
3.	Population of the geographic area served by this contract	N/A	*N/A*
4.	Dollar amount of contract	N/A	*N/A*
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A	*N/A*
1.49	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note.	N	*N*

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

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

2. Personnel Information

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

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

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1	*1*
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0	*0*
2.10	Certified Librarians - Filled Position(s) FTE	2	*2*
2.11	Certified 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*

Note: The director's salary is reported.

2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	*0.00*
2.16	Total Other Professional Staff - Filled Position(s) FTE	6	*5*
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	*0*
2.18	Total Other Staff - Filled Position(s) FTE	3.43	*3.5*
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)	13.43	*12.50*
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	*0.00*

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A	*N/A*
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A	*N/A*
2.24	System Director FTE	1	*1*
2.25	System Director Current Annual Salary	$150,544	*$143,375*

3. System Membership, Outlets and Governance

Service Outlets / Meetings / System Council

PUBLIC SERVICE OUTLETS

#	Item		
3.9	Number of member libraries. Do not include branches.	34	*34*
3.15	Main Library/System Headquarters	1	*1*
3.16	Indicate the year the system building was initially constructed	1963	*1963*
3.17	Indicate the year the system building underwent a major renovation costing $25,000 or more	2017	*2017*
3.18	Square footage of the system building	8,537	*8,537*
3.19	Branches of the Library System	0	*0*
3.20	Bookmobiles	0	*0*
3.21	Reading Centers	0	*0*
3.22	Other Outlets	6	*6*

Note: 4 jails, 2 prisons

#	Item		
3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	7	*7*
3.24	Name of Central Library/Co-Central Libraries	Crandall Public Library	*Crandall Public Library*

BOARD/COUNCIL MEETINGS

#	Item		
3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9	*9*
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	12	*12*

Note: There are 12 voting positions and 12 trustees listed.

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

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

#	Item		
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*

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 2-17 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. If you use the spreadsheet option the president will need to be added as it was in a separate group in the previous year reports. Complete this form and email it to collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

#	Item		
1.	Status	Filled	*Filled*
2.	First Name	Russell	*Linda*
3.	Last Name	Wise	*Borden*
4.	Institutional Affiliation	N/A	*N/A*
5.	Professional Title	Retired NYS budget/examiner/financial officer	*Retired Teacher*
6.	Mailing Address	1400 Crescent-Visher Ferry Rd., Apt. 820	*2809 Valley Falls Rd*
7.	City	Halfmoon	*Schaghticoke*
8.	Zip Code (enter five digits only)	12065	*12154*
9.	Office Held or Trustee	President	
10.	Term Begins - Month	June	*June*
11.	Term Begins - Year (yyyy)	2019	*2020*
12.	Term Expires - Month or N/A	May	*May*
13.	Term Expires - Year (YYYY) or N/A	2024	*2025*
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/18/2019	*06/16/2020*
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/19/2019	*06/16/2020*
17.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name	Linda	*Christine*
3.	Last Name	Borden	*Connell*

#	Field	Value 1	Value 2
8.	Zip Code (enter five digits only)	12834	*12808*
9.	Office Held or Trustee	Trustee	
10.	Term Begins - Month	June	*June*
11.	Term Begins - Year (yyyy)	2022	*2021*
12.	Term Expires - Month or N/A	May	*May*
13.	Term Expires - Year (YYYY) or N/A	2027	*2026*
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/07/2022	*06/04/2021*
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2022	*06/15/2021*
17.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	
2.	First Name	Sue	
3.	Last Name	Beck	
4.	Institutional Affiliation	N/A	
5.	Professional Title	Retired Nurse	
6.	Mailing Address	11 Shaw Hill Road	
7.	City	Adirondack	
8.	Zip Code (enter five digits only)	12808	
9.	Office Held or Trustee	Trustee	
10.	Term Begins - Month	June	
11.	Term Begins - Year (yyyy)	2021	
12.	Term Expires - Month or N/A	May	
13.	Term Expires - Year (YYYY) or N/A	2026	
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/04/2021	
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/15/2021	
17.	Is this a brand new trustee?	N	

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

3.29	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, 2024, through December 31, 2024. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

#	Field	Value 1	Value 2
1.	Status	Filled	*Filled*
2.	First Name	Jennifer	*Jennifer*
3.	Last Name	Hurd	*Hurd*
4.	Institutional Affiliation	Round Lake Library	*Round Lake Library*
5.	Professional Title	Director	*Director*
1.	Status	Filled	*Filled*
2.	First Name	Mary	*Roseann*
3.	Last Name	Beranek	*Anzalone*

4.	Institutional Affiliation	Comfort Food Community	*Tri-County Literacy*
5.	Professional Title	Food Recovery Coordinator	*Executive Director*
1.	Status	Filled	*Filled*
2.	First Name	Laura	*Laura*
3.	Last Name	Scott	*Scott*
4.	Institutional Affiliation	SUNY Adirondack Community College	*SUNY Adirondack Community College*
5.	Professional Title	Continuing Education	*Continuing Education*
1.	Status	Filled	*Filled*
2.	First Name	Johanna	*Johanna*
3.	Last Name	MacKay	*MacKay*
4.	Institutional Affiliation	Lucy Scribner Library, Skidmore College	*Lucy Scribner Library, Skidmore College*
5.	Professional Title	Instructional Design Librarian	*Instructional Design Librarian*
1.	Status	Filled	*Filled*
2.	First Name	Sabrina	*Haley*
3.	Last Name	Herlick	*Graves*
4.	Institutional Affiliation	Adirondack Health Institute	*haley@comfortfoodcommunity.org*
5.	Professional Title	Director of RCORP Implementation Grant	*Community Engagement Manager*

4. Public Library System Transactions and Collections

Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	154	*135*
4.2	System Visits	584	*558*

CIRCULATION

4.3	Total Cataloged Book Circulation	24	*51*
4.4	Total Circulation of Other Materials	2	*5*
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	26	*56*
4.6	Use of Electronic Material	0	*0*
4.7	Successful Retrieval of Electronic Information	0	*0*
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	0	*0*
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	26	*56*
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	26	*56*

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	23,501	*24,363*
4.12	Uncataloged Book Holdings	10	*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)	23,511	*24,363*
4.16	Electronic Books	0	*0*

4.17	Local Electronic Collections	2	*2*
Note: Ancestry and Heritage			
4.18	Total Number of NOVELny Databases	15	*15*
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	2	*2*
4.20	Audio - Downloadable Units	0	*0*
4.21	Video - Downloadable Units	0	*0*
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0	*0*
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	17	*17*
Holdings Continued			
Non-Electronic Materials			
4.24	Audio - Physical Units	6	*4*
4.25	Video - Physical Units	1	*1*
4.26	Other Non-Electronic Materials	0	*0*
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	7	*5*
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	23,535	*24,385*
ROTATING COLLECTIONS/BOOK LOANS			
4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	N	*N*
4.30	Number of collections	0	*0*
4.31	Average number of items per collection	0	*0*

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y	*Y*
5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):			
a.	Circulation	Yes	Yes
b.	Public Access Catalog	Yes	Yes
c.	Cataloging	Yes	Yes
d.	Acquisitions	Yes	Yes
e.	Inventory	Yes	Yes
f.	Serials Control	Yes	Yes
g.	Media Booking	No	No
h.	Community Information	No	No
i.	Electronic Resource Management	No	No
j.	Digital Collections Management	No	No
5.3	Identify ILS system vendor	Polaris	*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	733,559	*732,307*
5.9	Number of new titles added by the system in the reporting year	8,760	*3,067*
Note: eMagazines added to collection in 2023			
5.10	Number of Central Library Aid titles added in the reporting year	257	*1,582*
5.11	Number of new titles added by the members in the reporting year	24,337	*25,770*
5.12	Total new titles (total questions 5.9 through 5.11)	33,354	*30,419*

Catalog

UNION CATALOG OF RESOURCES
For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be either print, disc, or online (virtual) format.
5.13 In what format(s) is the union catalog available? (Check all that apply):

a.	Print	No	No
b.	Disc	No	No
c.	Online (virtual catalog)	Yes	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	34	*34*
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	Y	*Y*
5.16	Number of titles in the system's union catalog	725,209	*725,004*
5.17	Number of holdings in the system's union catalog	1,192,632	*1,213,079*
5.18	Number of new titles added in the last year	23,231	*25,312*
5.19	Number of holdings added in the last year	82,735	*86,081*

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

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

UNION LIST OF SERIALS

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	189,554	*128,974*

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	317	*183*
Note: Yes. Provided and Received are the same number in 2023. Just coincidence.			
5.26	Total items received (borrowed)	317	*193*
Note: Yes. Provided and Received are the same number in 2023. Just coincidence.			
5.27	Total requests provided (loaned) unfilled	0	*0*
5.28	Total requests received (borrowed) unfilled	0	*0*
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	634	*376*

DELIVERY

5.30 Indicate delivery methods used by the system (check all that apply):
Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
g.	Other (specify using the note)	No	No
5.31	Number of stops (pick-up and delivery sites per week)	152	*152*

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

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

Continuing Education Cont.

Technology

5.34	Number of sessions	12	*21*
5.35	Number of participants	426	*275*

Digitization

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

Leadership

5.38	Number of sessions	31	*5*
5.39	Number of participants	225	*30*

Management & Supervisory

5.40	Number of sessions	8	*17*
5.41	Number of participants	60	*210*

Planning and Evaluation

5.42	Number of sessions	1	*1*
5.43	Number of participants	28	*10*

Awareness and Advocacy

5.44	Number of sessions	9	*7*
5.45	Number of participants	171	*71*

Trustee/Council Training

5.46	Number of sessions	11	*2*
5.47	Number of participants	408	*851*

Special Client Populations

5.48	Number of sessions	11	*4*
5.49	Number of participants	87	*44*

Children's Services/Birth to Kindergarten

5.50	Number of sessions	0	*0*
5.51	Number of participants	0	*0*

Children's Services/Elementary Grade Levels

5.52	Number of sessions	1	*3*
5.53	Number of participants	273	*82*

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	2	*3*
5.55	Number of participants	231	*71*

General Adult Services

5.56	Number of sessions	2	*1*
5.57	Number of participants	61	*42*

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)	88	*64*
5.60	**Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	1,970	*1,686*
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y	*Y*

Coordinated Services / Consulting / Reference

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

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

REFERENCE SERVICES

5.76	Total Reference Transactions	2,813	*432*

Note: System Director and System Services Support Coordinator counted transactions in 2023 and not in years prior.

Special Clients / Fees

SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)

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

a.	Services for patrons with disabilities	No	No
b.	Services for patrons who are educationally disadvantaged	No	No
c.	Services for patrons who are aged	No	No
d.	Services for patrons who are geographically isolated	Yes	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	No	No
f.	Services to patrons who are in institutions	Yes	Yes
g.	Services for unemployed and underemployed individuals	No	No
i.	N/A	No	No
5.78	Number of BOOKS BY MAIL loans	0	*0*
5.79	Number of member libraries with Job/Education Information Centers or collections	2	*2*
5.80	Number of State Correctional Facilities libraries served	2	*2*
5.81	Number of County Jails libraries served	4	*4*
5.82	Number of institutions served other than jails or correctional facilities	0	*0*
5.83	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N	*N*
1.	Service provided	N/A	*N/A*
2.	Number of facilities/institutions served	N/A	*N/A*
5.84	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85.	Y	*Y*
5.85	Description of fees	The Mohawk Valley Library System / Southern Adirondack Library System Joint Automation Project charges the members of both systems fees relative to their percentage of total use, calculation based on circulation and holdings.	*Response has been entered.*

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y	*Y*
1.	County Name	Saratoga	*Saratoga*
2.	Amount	$35,000	*$15,000*
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N	*N*
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y	*Y*
6.2	Total County Funding	$35,000	*$15,000*
6.3	All Other Local Public Funds	$0	*$0*
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$35,000	*$15,000*

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	$181,185	*$180,787*
6.8	Conservation/Preservation Grants	$0	*$0*
6.9	Construction for Public Libraries Aid	$34,319	*$0*
6.10	Coordinated Outreach Services Aid	$100,383	*$101,453*
6.11	Correctional Facilities Library Aid	$31,712	*$31,642*
6.12	County Jails Library Aid	$3,094	*$3,029*

6.18	Local Library Services Aid - Kept at System	$0	*$0*
6.19	Local Library Services Aid - Distributed to Members	$110,912	*$109,847*

Note: 6.19 includes the final 10% from NYS FY2022-2023 received in June 2023 ($11,070) and 90% of FY2023-2024 LLSA funding received in July 2023 ($99,842). In July 2023, SALS disbursed the full 100% of NYS FY23-24 LLSA ($110,938) to its member libraries even though SALS didn't receive the final 10% of LLSA FY23-24 until 2024 ($11,094).

6.20	Total LLSA (total questions 6.18 and 6.19)	$110,912	*$109,847*
6.21	Local Services Support Aid	$88,309	*$87,505*
6.22	Local Consolidated Systems Aid	$0	*$0*
6.26	Public Library System Basic Aid	$1,011,582	*$1,009,356*
6.27	Public Library System Supplementary Operational Aid	$147,941	*$147,615*

State Aid

6.36	Special Legislative Grants and Member Items	$0	*$50,000*
6.37	The New York Public Library - The Research Libraries	$0	*$0*
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	$0	*$0*
6.39	The New York Public Library, City University of New York	$0	*$0*
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	$0	*$0*
6.41	The New York Public Library, Science, Industry and Business Library	$0	*$0*
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	Y	*Y*

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

1.	Funding Source	NYS Love Your Library Fund	*NYS*
2.	Amount	$6,000	*$4,246*
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$6,000	*$4,246*
6.44	**Total State Aid Receipts** (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	$1,715,437	*$1,725,480*

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	0,	*$0*

Note: ,

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.	Y	*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	ARPA	*N/A*

Note: Federal funds were provided to Capital District Library Council (CDLC). CDLC disbursed funds to SALS.

2.	Amount	$17,000	*N/A*

Federal Aid / Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$17,000	*$0*
6.48	**Total Federal Aid** (total questions 6.45 and 6.47)	$17,000	*$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	Member Libraries	*34 Member Libraries*
2.	Contracted Service	Technology Services	*Joint Automation Project*

Note: MVLS/SALS Joint Automation Project supports and provides access to an automated integrated library system (ILS), provides technical support, training, and resources. They also provide coordinated purchase of computer equipment and support for hardware. They provide consultation services on member technology needs, as well.

3.	Total Contract Amount	$470,587	*$510,195*
6.50	**Total Contracts** (total question #3 of Repeating Group #11 above)	$470,587	*$510,195*

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$1,209	*$951*
6.53	Income from Investments	$54,089	*$993*

Note: Higher interest rates in 2023 from several Certificates of Deposits yielded much higher income from investments in 2023.

Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	$0	*$0*
6.55	Equipment	$1,792	*$0*

Note: SALS was no longer getting much use out of its Honda Pilot. After considering expenses for upkeep, the vehicle was sold.

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	*County Aid Pass Thru*

Note: Warren County $55,000; Hamilton County $11,500

2.	Amount	$66,500	*$68,779*
1.	Receipt category	Library Charges	*Fines*

Note: Warren County $55,000; Hamilton County $11,500

2.	Amount	$663	*$375*
1.	Receipt category	Refunds	*Prior Year Expenses*

Note: Warren County $55,000; Hamilton County $11,500

2.	Amount	$56	*$4,688*
1.	Receipt category	Grants	*Insurance Dividend*

Note: Warren County $55,000; Hamilton County $11,500

2.	Amount	$61,000	*$1,757*
1.	Receipt category	Dividends	

Note: Warren County $55,000; Hamilton County $11,500

2.	Amount	$1,867	
1.	Receipt category	Rental of Real Property	

Note: Warren County $55,000; Hamilton County $11,500

2.	Amount	$600	
1.	Receipt category	Other: receipts that total less than $1,000	

Note: Warren County $55,000; Hamilton County $11,500

2.	Amount	$684	
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$131,370	*$75,599*
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$188,460	*$77,543*
6.59	**TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	$2,426,484	*$2,328,218*
6.60	**BUDGET LOANS**	$0	*$0*

Transfers / Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	$0	*$0*
6.62	Transfers from Other Funds	0,	*$0*

Note: ,

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, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.)	$2,214,293	*$2,284,944*

6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)	$4,640,777	*$4,613,162*

7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

STAFF EXPENDITURES
Salaries

7.1	System Director and Certified Librarians	$372,289	*$353,049*
7.2	Other Staff	$183,979	*$170,959*
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$556,268	*$524,008*
7.4	Employee Benefits Expenditures	$256,566	*$312,566*
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$812,834	*$836,574*

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$563	*$491*
7.7	Electronic Materials Expenditures	$57,436	*$42,998*
7.8	Other Materials Expenditures	$0	*$0*
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$57,999	*$43,489*

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$110,938	*$110,696*

Note: The figures provided for each SALS library on the Local Library Services Aid (LLSA) Charts by Public Library System at https://www.nysl.nysed.gov/ actually total $110,938 so that was amount disbursed. The NYS chart calculated the total of all member libraries as $110,936.

7.11	Central Library Services Aid (CLSA)	$181,185	*$180,787*
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$6,813	*$105,000*

Note: 2023 Love Your Library Aid $6,000; 2022 unexpended Love Your Library Aid $813

7.16	Federal Aid	$0	*$0*
7.17	Other cash grants paid from system funds	$76,331	*$42,910*
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$375,267	*$439,393*
7.19	Book/Library Materials Grants	$13,338	*$11,629*
7.20	Other Non-Cash Grants	$271,951	*$182,314*
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$660,556	*$633,336*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0	*$0*
7.23	Other Vehicles	$0	*$0*
7.24	Computer Equipment	$36,294	*$4,908*
7.25	Furniture/Furnishings	$0	*$0*
7.26	Other Capital Expenditures	$0	*$0*
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$36,294	*$4,908*

Capital Cont. / Operation and Maintenance / Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$5,041	*$0*
7.29	From Other Funds (71OF)	$31,253	*$4,908*

Note: Funding was part of an AARP OATS grant received on 1/26/2023.

7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$36,294	*$4,908*

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$8,224	*$0*
7.32	From Other Funds (72OF)	$0	*$10,513*

7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$8,224	*$10,513*
7.34	Other Building & Maintenance Expenses	$39,623	*$43,601*
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$47,847	*$54,114*

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$485	*$1,612*
7.37	Office and Library Supplies	$4,190	*$4,717*
7.38	Equipment	$810	*$1,310*
7.39	Telecommunications	$10,290	*$9,194*
7.40	Publicity and Printing	$1,720	*$0*
7.41	Travel	$14,026	*$12,922*
7.42	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$19,167	*$17,775*

Note: Paychex: payroll services; Robert Jeffords: SALS Treasurer; UHY: auditing services

7.43	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$9,324	*$10,388*

Note: NYLA, PULISDO, BJ's Wholesale Club, CDLC, EDUCAUSE, Association for Rural & Small Libraries, ALA, NYCON, Freedom to Read Foundation, BCALA, APALA

7.44	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? 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	Ret Benefits	*Other*

Note: Retiree benefits: (NYSHIP costs and Medicare reimbursements)

2.	Amount	$110,115	*$44*
1.	Expense category	Postage	*Software*

Note: Retiree benefits: (NYSHIP costs and Medicare reimbursements)

2.	Amount	$683	*$2,924*
1.	Expense category	Software	*Mbr Lib Purc*

Note: Retiree benefits: (NYSHIP costs and Medicare reimbursements)

2.	Amount	$3,342	*$10,219*
1.	Expense category	MARC Records	

Note: Retiree benefits: (NYSHIP costs and Medicare reimbursements)

2.	Amount	$2,628	
1.	Expense category	Delivery	

Note: Retiree benefits: (NYSHIP costs and Medicare reimbursements)

2.	Amount	$264,701	
1.	Expense category	Rentals	

Note: Retiree benefits: (NYSHIP costs and Medicare reimbursements)

2.	Amount	$5,555	

Miscellaneous Cont. / Contracts / Debt Service

7.45	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	$387,024	*$13,187*
7.46	**Total Miscellaneous Expenses** (total questions 7.36 through 7.44 and 7.46)	$447,036	*$312,649*

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

7.47	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)	Member Libraries	*MVLS/SALS JA Project*

Note: MVLS/SALS Joint Automation Project

2.	Contracted Service (specify using the State note)	Tech Service	*ILS*

Note: MVLS/SALS Joint Automation Project provides ILS and Technology Services to SALS member libraries

3.	Total Contract Amount	$480,558	*$445,020*

1.	Contracting Agency (specify using the State note)	Hamilton County Member Libraries	*Hamilton County*
Note: MVLS/SALS Joint Automation Project			
2.	Contracted Service (specify using the State note)	PassThru Aid	*Pass thru*
Note: MVLS/SALS Joint Automation Project provides ILS and Technology Services to SALS member libraries			
3.	Total Contract Amount	$11,500	*$11,500*
1.	Contracting Agency (specify using the State note)	Warren County Member Libraries	*Warren County*
Note: MVLS/SALS Joint Automation Project			
2.	Contracted Service (specify using the State note)	PassThru Aid	*Pass thru*
Note: MVLS/SALS Joint Automation Project provides ILS and Technology Services to SALS member libraries			
3.	Total Contract Amount	$55,000	*$55,000*
7.48	**Total Contracts** (total question #3 of Repeating Group #14 above)	$547,058	*$513,799*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.49	From Local Public Funds (73PF)	$0	*$0*
7.50	From Other Funds (73OF)	$0	*$0*
7.51	**Total Capital Purposes Loans** (total questions 7.49 and 7.50)	$0	*$0*

Transfers

Other Loans

7.52	Other Loans	$0	*$0*
7.53	**Total Debt Service** (total questions 7.51 and 7.52)	$0	*$0*
7.54	**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, 7.46, 7.48, and 7.53)**	$2,609,624	*$2,398,869*

TRANSFERS

Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	$0	*$0*
7.56	From Other Funds (76OF)	$0	*$0*
7.57	**Total Transfers to Capital Fund** (total questions 7.55 and 7.56; same as question 8.2)	$0	*$0*
7.58	**Total Transfers to Other Funds**	$0	*$0*
7.59	**Total Transfers** (total questions 7.57 and 7.58)	$0	*$0*
7.60	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.54 and 7.59)	$2,609,624	*$2,398,869*

Cash Balance / Grand Total / Audit / Bank Balance

7.61	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2023)**	$2,031,153	*$2,214,293*
7.82	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.60 and 7.61)	$4,640,777	*$4,613,162*

FISCAL AUDIT

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

7.83	Last audit performed (mm/dd/yyyy)	01/25/2024	*01/20/2023*
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2023-12/31/2023	*01/01/2022-12/31/2022*
7.85	Indicate type of audit (select one from drop-down):	Private Accounting Firm	*Private Accounting Firm*

ACCOUNT INFORMATION
Complete one record for each financial account

1.	Name of bank or financial institution	Adirondack Trust Company	*Adirondack Trust Company*
2.	Amount of funds on deposit	$74,119	*$66,343*

1.	Name of bank or financial institution	Saratoga National Bank	*Saratoga National Bank*
2.	Amount of funds on deposit	$1,956,934	*$1,000*
1.	Name of bank or financial institution	Petty Cash-SALS	*Saratoga National Bank*
2.	Amount of funds on deposit	$100	*$705,872*
7.86	**Total Bank Balance** (total question #2 of Repeating Group #15)	$2,031,153	*$2,273,215*
7.87	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N	*N*

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

8.1	**Total Revenue From Local Sources**	$0	*$0*
8.2	**Transfer From Operating Fund** (same as question 7.57)	$0	*$0*

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$0	*$0*

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

Note: ,

1.	Contracting Agency	N/A	*N/A*
2.	Amount	N/A	*N/A*

Totals / Cash Balance

8.5	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0	*$0*
8.6	**TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5)	$0	*$0*
8.7	**NONREVENUE RECEIPTS**	$0	*$0*
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$0	*$0*
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.)	$0	*$0*

Grand Total

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

9. Capital Fund Disbursements

Project Expenditures / Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	$0	*$0*
9.2	Incidental Construction	$0	*$0*
9.3	Books and Library Materials	$0	*$0*
9.4	Total Other Disbursements	$0	*$0*
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0	*$0*
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$0	*$0*
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0	*$0*
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$0	*$0*

9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2023, for Public Library Systems)**	$0	*$0*

Grand Total

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

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2024 - December 31, 2024

PROJECTED OPERATING FUND - RECEIPTS

12.1 **Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)**	$2,538,692	*$2,502,629*
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, 2024 must be the same as the December 31, 2023, closing balance reported on Q7.61 of the 2023 annual report)	$2,031,153	*$2,214,293*
12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)**	$4,569,845	*$4,716,922*

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)**	$2,538,692	*$2,502,629*
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, 2024)	$2,031,153	*$2,214,293*
12.9 **Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)**	$4,569,845	*$4,716,922*

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, 2024, must be the same as the December 31, 2023, closing balance reported on Q9.9 of the 2023 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, 2024)	$0	*$0*
12.16 **Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)**	$0	*$0*

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

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

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

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

13.1.1	**Total Full-Time Equivalents (FTE)**	2.99	*3*
13.1.2	**Total Expenditure for Professional Salaries**	$297,666	*$281,979*

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)**	2.79	*3.18*
13.1.4	**Total Expenditure for Other Staff Salaries**	$172,746	*$158,475*
13.1.5	**Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.**	$222,198	*$278,064*
13.1.6	**Purchased Services: Did the system expend funds for purchased services?**	Y	*Y*

Enter Y for Yes, N for No.

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

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

1.	**Expenditure Category**	**Other (specify using Note field)**	*Consultant fees/professional fees*
Note: Benefits to retirees (health insurance)			
2.	**Provider of Services**	**NYSHIP/Medicare**	*Various*
3.	**Expenditure**	**$110,115**	*$19,600*
1.	**Expenditure Category**	**Building and maintenance expenses**	*Building and maintenance expenses*
Note: Benefits to retirees (health insurance)			
2.	**Provider of Services**	**Various**	*Various*
3.	**Expenditure**	**$48,656**	*$55,424*
1.	**Expenditure Category**	**Institutional membership dues**	*Institutional membership dues*
Note: Benefits to retirees (health insurance)			
2.	**Provider of Services**	**Various**	*Various*
3.	**Expenditure**	**$9,324**	*$10,388*
1.	**Expenditure Category**	**Consultant fees/professional fees**	*Delivery/courier*
Note: Benefits to retirees (health insurance)			
2.	**Provider of Services**	**Various**	*Arnoff Moving & Delivery*
3.	**Expenditure**	**$21,888**	*$237,269*
1.	**Expenditure Category**	**Delivery/courier**	*Telecommunications*
Note: Benefits to retirees (health insurance)			
2.	**Provider of Services**	**Arnoff Moving & Storage**	*First Light*
3.	**Expenditure**	**$261,169**	*$9,194*
1.	**Expenditure Category**	**Telecommunications**	*Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)*
Note: Benefits to retirees (health insurance)			
2.	**Provider of Services**	**FirstLight**	*MVLS/SALS JA Project*
3.	**Expenditure**	**$10,290**	*$147,093*

1.	Expenditure Category	**Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)**	*Commercial electronic content vendor contracts*
	Note: Benefits to retirees (health insurance)		
2.	Provider of Services	**MVLS/SALS JA Project**	*WALDO Lyrasis Heritage Quest*
3.	Expenditure	**$143,873**	*$5,487*
1.	Expenditure Category	**Commercial electronic content vendor contracts**	*Other (specify using Note field)*
	Note: Benefits to retirees (health insurance)		
2.	Provider of Services	**Various**	*Marriott*
3.	Expenditure	**$15,599**	*$1,000*
1.	Expenditure Category	**Other (specify using Note field)**	*Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)*
	Note: Benefits to retirees (health insurance)		
2.	Provider of Services	**Various**	*SkyRiver Technology Solutions*
3.	Expenditure	**$35,923**	*$14,243*
1.	Expenditure Category	**Other (specify using Note field)**	*Other (specify using Note field)*
	Note: Benefits to retirees (health insurance)		
2.	Provider of Services	**Various**	*Various*
3.	Expenditure	**$5,555**	*$5,440*
1.	Expenditure Category	**Other (specify using Note field)**	*Other (specify using Note field)*
	Note: Benefits to retirees (health insurance)		
2.	Provider of Services	**Various**	*Various*
3.	Expenditure	**$485**	*$1,590*

13.1.7	**Total Expenditure - Purchased Services**	**$662,877**	*$506,728*

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

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

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

1.	Expenditure Category	**Other (specify using Note field)**	*Other (specify using Note field)*
	Note: Software		
2.	Expenditure	**$3,342**	*$2,924*
	Note: Intuit, Survey Monkey, Zoom, Adobe Creative Cloud, SimpleIn&Out, Smore, Axcrypt		
1.	Expenditure Category	**Other (specify using Note field)**	*Office/library supplies and postage*
	Note: Software		
2.	Expenditure	**$44,267**	*$19,672*
	Note: Intuit, Survey Monkey, Zoom, Adobe Creative Cloud, SimpleIn&Out, Smore, Axcrypt		
1.	Expenditure Category	**Other (specify using Note field)**	*Books and other print materials*
	Note: Software		
2.	Expenditure	**$2,628**	*$491*
	Note: Intuit, Survey Monkey, Zoom, Adobe Creative Cloud, SimpleIn&Out, Smore, Axcrypt		

		Office/library supplies and postage	Non-print resources (electronic content)
1.	Expenditure Category	Office/library supplies and postage	*Non-print resources (electronic content)*

Note: Software

| 2. | Expenditure | $4,873 | *$7,757* |

Note: Intuit, Survey Monkey, Zoom, Adobe Creative Cloud, SimpleIn&Out, Smore, Axcrypt

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

Note: Software

| 2. | Expenditure | $1,720 | |

Note: Intuit, Survey Monkey, Zoom, Adobe Creative Cloud, SimpleIn&Out, Smore, Axcrypt

| 1. | Expenditure Category | Books and other print materials | |

Note: Software

| 2. | Expenditure | $563 | |

Note: Intuit, Survey Monkey, Zoom, Adobe Creative Cloud, SimpleIn&Out, Smore, Axcrypt

| 1. | Expenditure Category | Non-print resources (electronic content) | |

Note: Software

| 2. | Expenditure | $22,436 | |

Note: Intuit, Survey Monkey, Zoom, Adobe Creative Cloud, SimpleIn&Out, Smore, Axcrypt

| 13.1.9 | **Total Expenditure - Supplies and Materials** | $79,829 | *$30,844* |
| 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	$5,673	*$1,013*
1.	Type of Travel	Other (specify using Note field)	*Other (specify using Note field)*
2.	Expenditure	$3,301	*$1,102*
1.	Type of Travel	Other (specify using Note field)	
2.	Expenditure	$5,052	

| 13.1.11 | **Total Expenditures - Travel** | $14,026 | *$2,115* |
| 13.1.12 | Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. | N | *N* |

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

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

13.1.13	**Total Expenditure - Equipment and Furnishings**	$0	*$0*
13.1.14	Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.	$110,938	*$110,696*
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 | Ballston Spa Public Library | *Bolton Free Library* |
| 2. | Allocation | $3,792 | *$5,000* |

3.	Project Description (no more than 300 words)	Ballston Spa Public Library plans to continue to work with architect, Paul Mays from Butler Rowland Mays. The goal of the project is for the architect to create schematic level HVAC and structural layouts and architectural details to the existing conceptual design in order to facilitate existing hazardous material mitigation scoping and overall project budgeting.	*Response has been entered.*
1.	Recipient	Bolton Free Library	*Ballston Spa Public Library*
2.	Allocation	$4,820	*$5,000*
3.	Project Description (no more than 300 words)	Following a major renovation of our Circulation Desk, this project will relocate cold air returns and heat ducts. Once completed the Library's air duct system will be thoroughly cleaned to significantly improve indoor air quality.	*Response has been entered.*
1.	Recipient	Clifton Park-Halfmoon Public Library	*Cambridge Public Library*
2.	Allocation	$3,792	*$5,000*
3.	Project Description (no more than 300 words)	The project will create a multi-purpose room to provide a dedicated Sensory Space for patrons that may find the library unpredictable, loud or visually overwhelming. Features of the Sensory Space will be: painted light warm color; lights will be on dimmer switches; coverings will be placed over the LED lights; an interactive sensory wall featuring wall tiles; soft seating. Bins with age/ability appropriate activities will be available for children and adults. When not in use as a designed sensory space, the room will be available for use as a study room, with a round table and chairs. The soft seating will also be available for patrons using the room as a study room.	*Response has been entered.*
1.	Recipient	Easton Library	*Clifton Park-Halfmoon Public Library*
2.	Allocation	$3,792	*$5,000*
3.	Project Description (no more than 300 words)	The Easton Library project is to retain an architecture and planning firm to provide professional planning and grant writing services relating to Phase I of a Plan for Library Expansion. In particular, the services will include an evaluation of the library's physical condition and make recommendations regarding needed changes to the building layout and arrangement of spaces, improved design opportunities, options for the addition of site amenities and outdoor program spaces, and a potential addition. The services will include an objective professional review of the library and collection of public input for identification of the needs most prioritized by the community.	*Response has been entered.*
1.	Recipient	Town of Indian Lake Library	*Crandall Public Library*
2.	Allocation	$5,000	*$4,250*

3.	Project Description (no more than 300 words)	The goal of the project is replace a left-opening front door with an ADA compliant door that opens to the right and has a push paddle opener for patrons who require that assistance.	*Response has been entered.*
1.	Recipient	Mechanicville Public Library	*Pember Library and Museum*
2.	Allocation	$5,000	*$4,000*
3.	Project Description (no more than 300 words)	The project will the boiler within the library with a more energy efficient boiler, lessening our footprint on the environment.	*Response has been entered.*
1.	Recipient	Bancroft Public Library	*Greenwich Free Library*
2.	Allocation	$2,429	*$5,000*
3.	Project Description (no more than 300 words)	The project is to replace old fluorescent lighting in the library's community room with LED lighting.	*Response has been entered.*
1.	Recipient	Stillwater Public Library	*Schuylerville Public Library*
2.	Allocation	$3,792	*$5,000*
3.	Project Description (no more than 300 words)	The project is to create a teen space in the new library building. This will include increasing accessibility by 100%, increase comfort seating for this age group from 8-16, develop a theme for the room that will be vibrant, chosen by the teens.	*Response has been entered.*
1.	Recipient	Stony Creek Library	*Waterford Public Library*
2.	Allocation	$5,000	*$4,660*
3.	Project Description (no more than 300 words)	The project is to replace flooring in the library. Stained flooring, loose carpet and thresholds will be removed.	*Response has been entered.*
1.	Recipient	Richards Library	
2.	Allocation	$3,792	
3.	Project Description (no more than 300 words)	The project goal is to hire the services of Butler Rowland Mays Architects, LLC, to create one long-range plan, bringing together conclusions, concerns, recommendations, and dreams from existing conditions surveys conducted the past few years, a New York Energy Study, and a current walk through of the library.	
1.	Recipient	Waterford Public Library	
2.	Allocation	$3,792	
3.	Project Description (no more than 300 words)	As part of the larger goal of replacing the roof on the library, this project will we request funding to help offset costs associated with project management by our Architect Daniel Wilson of Thaler, Wilson & Reilly.	
1.	Recipient	Whitehall Public Library	
2.	Allocation	$5,000	
3.	Project Description (no more than 300 words)	The project's goal is to create a physical, work-focused space for business, clerical efficiency, training, and added professionalism to both the appearance and function of the library.	

13.1.16 **Total Expenditures - Grants for Member Libraries**	$50,001	*$42,910*
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)**	$1,610,281	*$1,411,811*
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.**	$261,346	*$317,361*
13.1.19 **Total Allocation from 2023 - 2024 State Aid:**	$1,358,787	*$1,355,796*
13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)**	$1,620,133	*$1,673,157*
13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)**	$9,852	*$261,346*

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

In 2023 the Southern Adirondack Library System (SALS) operated under the guidance of its 2022-2026 Plan of Service. The services of Administration, Central Library Continuing Education and Consulting, Resource Sharing and Delivery, Integrated Automation System, and Technology are the foundation of the current Plan of Service. System staff are needed to provide these services. Employee benefits, including health insurance costs for retirees, are necessary to ensure the best-qualified staff achieve all of the goals, activities, and objectives stated in the Plan of Service. System funds for Purchased Services are earmarked for consultants, building maintenance, institutional memberships, delivery, telecommunications, automation, and commercial electronic vendors. SALS contracts with a Treasurer for monthly financial oversight and a certified public accountant to complete an annual cash audit available to the SALS Board of Trustees and its members. SALS pays institutional dues to the Capital District Library Council, the Public Library Systems Directors Organization, the New York Library Association, and the New York Council of Nonprofits. For daily delivery service to its membership, SALS contracts with Arnoff Moving & Storage. SALS pays telecommunications costs necessary to support all system services. SALS partners with the Mohawk Valley Library System to fund the MVLS/SALS Joint Automation project to provide automation services to our member libraries. System funds for supplies and materials are used to purchase software, MARC records, and e-content to support the member libraries and their communities. In accordance with New York State Education Law, SALS disburses LLSA to its membership.

Response has been entered.

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

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

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

13.2.1 **Total Full-Time Equivalents (FTE)**

13.2.2   Total Expenditure for Professional Salaries

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

13.2.3   Total Full-Time Equivalents (FTE)

13.2.4   Total Expenditures for Other Staff Salaries

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

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

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

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

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

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

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

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

13.2.11	**Total Expenditures - Travel**	**$0**	*$0*

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

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

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

13.2.13	**Total Expenditure - Equipment and Furnishings**	**$0**	*$0*

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

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

1.	**Recipient**	**Crandall Public Library**	*Crandall Public Library*
2.	**Allocation**	**$181,185**	*$180,787*
3.	**Project Description (no more than 300 words)**	**Funds provided enable the Central Library to acquire and make widely available library materials and information in multiple formats based upon its collection development policy and to provide reference and information services, and recommendations from the Central Library Advisory Committee's process to allocate library resources based upon on the previous year's data.**	*Response has been entered.*

13.2.15 Total Expenditure - Grants to Central/Co-Central Libraries	$181,185	*$180,787*
13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)	$181,185	*$180,787*
13.2.17 Cash Balance at the Opening of the Fiscal Year **NOTE: The opening balance must be the same as the closing balance of the previous year.**	0.00	*0.00*
13.2.18 Total Allocation from 2023 - 2024 State Aid:	$181,185	*$180,787*
13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18)	$181,185	*$180,787*
13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)	0.00	*0.00*
13.2.21 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	**Funds were transferred as pass through aid to support the services Crandall Public Library provides to the 34 member libraries. These transferred funds also enable the Central Library to purchase adult nonfiction materials in all formats according to the collection development policy recommended by the Central Library Advisory Committee.**	*Response has been entered.*

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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)	2.96	*1*
13.4.2	Total Expenditure for Professional Salaries	$70,804	*$71,070*

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.	$29,579	*$29,092*
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	*N*

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

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

1.	Expenditure Category	N/A	*N/A*
2.	Provider of Services	N/A	*N/A*
3.	Expenditure	N/A	*N/A*
13.4.7	**Total Expenditure - Purchased Services**	$0	*$0*
13.4.8	**Supplies and Materials:** Did the system expend funds for 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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	N/A	*N/A*
2.	Expenditure	N/A	*N/A*
13.4.9	Total Expenditure - Supplies and Materials	0	*0*
13.4.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category.	N	*N*

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

1.	Type of Travel	N/A	*N/A*
2.	Expenditure	N/A	*N/A*
13.4.11	**Total Expenditure - Travel**	$0	*$0*

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

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

1.	Type of item	N/A	*N/A*
2.	Quantity	N/A	*N/A*
3.	Unit Cost	N/A	*N/A*
4.	Expenditure	N/A	*N/A*
13.4.13	**Total Expenditure - Equipment and Furnishings**	$0	*$0*
13.4.14	Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.	N	*N*

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

1.	Recipient	N/A	*N/A*
2.	Allocation	N/A	*N/A*
3.	Description of Project		
13.4.15	Total Expenditure - Grants to Member Libraries	$0	*$0*
13.4.16	Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	$100,383	*$100,162*
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 2023 - 2024 State Aid:**	$100,383	*$100,162*
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	$100,383	*$100,162*
13.4.20	**Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)**	$0	*$0*

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

SALS continues its Libraries Mean Business initiative, supporting Notaries Public in our member libraries. In 2023, 20 Notaries Public in member libraries notarized more than 1,231 documents. We continue to build the Libraries Mean Business collection in Overdrive to provide ongoing resources and support to our region's entrepreneurs, small businesses, employers, and job seekers. We added 57 titles, growing the collection to 291, which circulated 2,434 times in 2023. By creating a collection that is accessible remotely 24/7, small businesses and entrepreneurs can find the help they need when they need it. SALS partners with Comfort Food Community, a food pantry in Greenwich, and Capital Roots Squash Hunger program in Troy to continue the Farm-2-Library initiative, designed to meet the wrap-around needs of adult literacy learners while addressing the UN Sustainable Development goals of zero hunger, good health & wellbeing, reduced inequalities, sustainable cities & communities, life on land, climate action, and partnerships for the goals. The initiative addresses the challenge of food waste by gleaning produce from local farms and distributing it through five small, rural libraries in communities with food insecurity and food access challenges. In 2023, participating libraries shared more than 50,000 pounds of fresh fruit and vegetables with more than 19,000 people in the Argyle, Cambridge, Corinth, Easton, Glens Falls, Granville, Greenwich, Hadley/Luzerne, Salem, Schuylerville, Stillwater, Waterford, and Whitehall communities. SALS continues to promote adult literacy programs in member libraries by collaborating with the Tri-County Literacy Center and purchasing a Newsela subscription to support the work of adult literacy tutors in our region. The Coordinated Outreach Services Advisory Committee met four times in 2023. The quarterly meetings provide an opportunity to build relationships and deepen collaborations. SALS offers ongoing support by identifying potential funding opportunities, convening and facilitating networking opportunities, and consulting services. In 2023, SALS partnered with AARP's Senior Planet to launch the Older Adults Technology Services program to help bridge the digital divide and build confidence in accessing, using, and navigating technology and the internet for older adults. The program includes training library staff to lead programs focused on the needs of older adults. The nine participating libraries held 108 technology-related programs that 483 participants enjoyed. The program will continue through the first half of 2024. To address the ongoing challenges of the opioid epidemic, SALS partnered with the Adirondack Health Institute and the Saratoga County Department of Health to make Narcan Emergency boxes available to our member libraries. In 2023, all eleven Saratoga County libraries and six libraries in Washington and Warren counties had Naloxboxes installed. Each Naloxbox contains two Narcan kits available to the public to take as needed. SALS partnered with OASAS to provide fentanyl and xylazine testing strips to member libraries to help with harm reduction.

Response has been entered.

Note: ,

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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

13.5.1 Total Full-Time Equivalents (FTE)

13.5.2 Total Expenditure for Professional Salaries

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

13.5.3 Total Full-Time Equivalents (FTE)

13.5.4 Total Expenditures for Other Staff Salaries

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

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

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

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

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

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

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

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

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

1.	Expenditure Category	Books and other print materials	*Books and other print materials*
2.	Expenditure	$5,000	*$1,604*

13.5.9	**Total Expenditure - Supplies and Materials**	$5,000	*$1,604*
13.5.10	**Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)**	5,000.00	*1,604.00*
13.5.11	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance from the previous year.	$2,045	*$620*
13.5.12	**Total Allocation from 2023 - 2024 State Aid**	$3,094	*$3,029*
13.5.13	Total Available Before Expenditures (total 13.5.11 + 13.5.12)	$5,139	*$3,649*
13.5.14	**Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)**	$139	*$2,045*
13.5.15	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	SALS Plan of Service states that SALS will maintain its outreach to Hamilton, Saratoga, Warren, and Washington County Jails.	*Response has been entered.*

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

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

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

13.6.1	Total Full-Time Equivalents (FTE)	.04

13.6.2	Total Expenditure for Professional Salaries	$3,820	

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)	.21	*.25*
13.6.4	Total Expenditure for Other Staff Salaries	$11,233	*$12,484*
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$4,789	*$5,411*
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	*N*

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

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

1.	Expenditure Category	Delivery/courier	*Delivery/courier*
2.	Provider of Services	Arnoff Delivery Services	*Arnoff Moving & Delivery*
3.	Expenditure	$3,532	*$3,107*
1.	Expenditure Category	Other (specify using Note field)	
2.	Provider of Services	NYLA	
3.	Expenditure	$290	

13.6.7	**Total Expenditure - Purchased Services**	3,822	*3,107*
13.6.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Books and other print materials	*Books and other print materials*
2.	Expenditure	$8,338	*$10,025*

13.6.9	**Total Expenditure - Supplies and Materials**	$8,338	*$10,025*
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	*0.00*
13.6.14	Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)	$32,002	*$31,027*
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.	$6,396	*$5,781*
13.6.16	**Total Allocation from 2023 - 2024 State Aid:**	$31,712	*$31,642*
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$38,108	*$37,423*
13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$6,106	*$6,396*

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. After not having a librarian on staff for most of the year, Washington Correctional Facility now has one. While books were not purchased in 2022, SALS paid for the new librarian to attend the New York Library Association conference in 2023.

Response has been entered.

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of <u>each element</u> for Year 2 (2023).

14.1   Element 1: Resource Sharing - Results

Library staff in member libraries received training, primarily virtually this year, to use POLARIS. The SALS training and Joint Automation Staff received the training and support necessary to keep the system and network running. All libraries have installed CASSIE, and some are investigating self-check and RFID technologies. Resource Sharing - Delivery: Libraries were offered daily delivery to meet their public's need for information. Resource Sharing -Interlibrary Loan: The public and member library staff know how to access and reserve materials via the Integrated Library System. The member library staffs have the skills they need to request materials that are owned regionally through the Capital District Library Council and New York State Library. The Crandall Public Library searched and requested materials owned outside of the region for the member library staff and the public. Resource Sharing - Digital Collections Access: System purchased materials were accessible to the residents in our region through the ILS, or through the SALS, central library or member library websites using library cards.

Response has been entered.

14.2	Element 2: Special Client Groups - Results	Adult Literacy: Adult new learners found the resources needed in their local libraries. Member libraries networked with community organizations that support Adult Literacy. The Tri-County Literacy Center, provided tutors for adult learners in Saratoga, Warren, and Washington counties. Addressed the digital divide through a partnership with AARP's Senior Planet Older Adults Technology Services Program. 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 group organizations to provide people with the information and materials they need. Particular attention was paid to libraries' role in addressing health, focusing on poverty, food insecurity, food access, harm reduction response to the opioid epidemic, and other health and wellness issues. SALS shared 50,000 pounds (about twice the weight of a school bus) of food with more than 19,000 people (about the seating capacity of Madison Square Garden) through the Farm-2-Library program in 2023. Correctional Facilities (State and Local): The inmate populations were given access to materials to meet their recreational and lifelong learning interests. Youth Services: Libraries received the training needed to provide services to the youth in their communities, and received additional funds available through grants to provide services to communities. Early Literacy: libraries received the training, information, and software needed to provide services to their early literacy communities. Specifically, we held a kick-off the Summer Reading Program to educate and provide resources to member libraries; provided access to virtual conferences with a focus on youth services, provided access to webinars that focused on teen services. We provided an in-personal conference for teen services librarians.	*Response has been entered.*
14.3	Element 3: Professional Development and Training - Results	Libraries operated effectively to meet their community needs. SALS operated effectively and professionally to meet its member libraries' needs. Member library staff and trustees through virtual platforms had access to continuing professional development and educational workshops, one-on-one training, and state and national conferences. Over the year SALS consultants held 88 sessions for 1,970 attendees . Consultants offered two new director trainings, hosted one tech-after-lunch sessions, Adult Program Swaps, interactive sessions for financial, marketing and human resource professionals, launched the member-driven Rural Library Roundtable, hosted training on OverDrive Marketplace, Polaris, and READsquared.	*Response has been entered.*

14.4   Element 4: Consulting and Development Services - Results

Member library staff and trustees received the information they needed through contact with the SALS consulting staff. The member libraries were connected to the Integrated Library System via an area-wide network. Member library automation needs were supported during all hours and emergencies as needed. Member libraries received support for hardware peripherals located within their libraries. Joint Automation and system staff maintained appropriate files, reports, and other software applications. Member library staff were kept up-to-date on handheld devices, downloadable services, technology developments through consulting, training, workshops and virtual workshops. Member library staff reported satisfaction with Consulting and Development Services in the annual satisfaction survey.

Response has been entered.

14.5   Element 5: Coordinated Services for Members - Results

The member libraries participated in coordinated purchases of equipment, supplies, databases and an ILS to provide cost-effective services.

Response has been entered.

14.6   Element 6: Awareness and Advocacy - Results

System and member libraries received the funds necessary to provide library services to the residents of the four counties. System trustees and member library personnel attended the Federal and New York State 2023 Advocacy Day and System staff provided an advocacy guide within formation about the representatives for each member library. The System promoted local, state, and national advocacy issues through its weekly newsletter.

Response has been entered.

14.7   Element 7: 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.

14.8	Element 8: Collaborative Efforts with Other Library Systems - Results	There were cost savings, broader access and better service to membership through cooperative, integrated library system, automation, and technology support with Mohawk Valley Library System and the Capital District Library Council. SALS had a voice in the development of continuing education and technology advances by serving on the board and various committees of the Capital District Library Council. SALS had a voice in the development of library services and policies by serving on various statewide groups (PULISDO, Outreach Coordinators, Youth Services, Summer Reading Program). SALS partnered with the Mohawk Valley, Upper Hudson, Mid-York, Clinton Essex Franklin, North Country, Finger Lakes, and CCLS library systems on programs for member libraries, focusing on adult literacy, leadership, adult services, programming, accessibility, and diversity, equity and inclusion.	*Response has been entered.*
14.9	Element 9: Other - Results		
14.10	Element 10: Construction - Results	Communities had library buildings that were accessible to all members of the community. Communities had facilities that are energy-efficient and met their needs including adequate space, lighting, shelving, seating, restrooms, and technology. System staff assisted member libraries through the State Aid for Library Construction application process. SALS granted funds to assist member libraries in completing smaller construction projects, and preparing for State Aid for Library Construction applications.	*Response has been entered.*
14.11	Element 11: 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 DirectAccess policies.	*Response has been entered.*
14.12	Element 12: Other Goal(s) - Results	N/A	*Response has been entered.*

15. Current system URL's

15.1	System Home Page URL	https://www.sals.edu/	*https://www.sals.edu/*
15.2	URL of Current List of Members	https://script.google.com/macros/s/AKfycbwYSnP3Q3o4DfndoN6Xx0k]ZAZ8K9wY3491u1...	*https://script.google.com/macros/s/AKfycbwYSnP3Q3o4DfndoN6Xx0k]ZAZ8K9wY3491u1...*
15.3	URL of Current Governing Bylaws	https://salsblog.sals.edu/about-us/trustees/bylaws/	*https://salsblog.sals.edu/about-us/trustees/bylaws/*
15.4	URL of Evaluation Form	https://salsblog.sals.edu/wp-content/uploads/SatisfactionSurvey2023.pdf	
15.5	URL of Evaluation Results	https://salsblog.sals.edu/wp-content/uploads/SatisfactionSurveyResults2023.pdf	
15.6	URL of Central Library Plan	https://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2022-2026.pdf	*https://salsblog.sals.edu/wp-content/uploads/Central-Library-Plan-of-Service-2022-2026.pdf*
15.7	URL of Direct Access Plan	https://salsblog.sals.edu/wp-content/uploads/SALS-2022-2026-Plan-of-Service.pdf	*https://salsblog.sals.edu/wp-content/uploads/SALS-2022-2026-Plan-of-Service.pdf*

16. Assurance and Contact Information
CONTACT INFORMATION

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

ASSURANCE

| 16.4 | The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) | 2/20/2024 | *3/21/2023* |

APPROVAL (for New York State Library use only/not a required field)

| 16.5 | The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy). | 03/19/2024 | |

Suggested Improvements

Library System	Southern Adirondack Library System	*Southern Adirondack Library System*
Name of Person Completing Form	Pamela Delsignore	*Pamela DelSignore*
Phone Number and Extension (enter area code, telephone number and extension only):	5185847300 x201	*5185847300 x 201*
Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!	None	