

Annual Report For Public And Association Libraries - 2019

1. GENERAL LIBRARY INFORMATION

Library/Director Information

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

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

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.

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

- | | | |
|------|---|-------|
| 1.1 | Library ID Number | _____ |
| 1.2 | Library Name | _____ |
| 1.3 | Name Status (State use only) | _____ |
| 1.4 | Structure Status (State use only) | _____ |
| 1.5 | Community | _____ |
| 1.6 | Beginning Fiscal Reporting Year | _____ |
| 1.7 | Ending Fiscal Reporting Year | _____ |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | _____ |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | _____ |
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | _____ |
| 1.11 | Beginning <u>Local</u> Fiscal Year | _____ |
| 1.12 | Ending <u>Local</u> Fiscal Year | _____ |
| 1.13 | Address Status | _____ |
| 1.14 | Street Address | _____ |
| 1.15 | City | _____ |
| 1.16 | Zip Code | _____ |
| 1.17 | Mailing Address | _____ |
| 1.18 | City | _____ |

- 1.19 Zip Code _____
- 1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) _____
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) _____
- 1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) _____
- 1.23 Library Home Page URL (Enter N/A if no home page URL) _____
- 1.24 Population Chartered to Serve (per 2010 Census) _____
- 1.25 Indicate the type of library as stated in the library's charter (select one): _____
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): _____
- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. _____
- 1.28 Indicate the type of charter the library currently holds (select one): _____
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter _____
- 1.30 Date the library was last registered _____
- 1.31 Federal Employer Identification Number _____
- 1.32 County _____
- 1.33 School District _____
- 1.34 Town/City _____
- 1.35 Library System _____

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.36a President/CEO Name _____
- 1.36b President/CEO Phone Number _____
- 1.36c President/CEO Email _____

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager _____
- 1.38 Last Name of Library Director/Manager _____
- 1.39 NYS Public Librarian Certification Number _____
- 1.40 What is the highest education level of the library manager/director? _____
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? _____
- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. _____

- 1.43 E-mail Address of the Director/Manager _____
- 1.44 Fax Number of the Director/Manager _____
- 1.45 Is the library a member of the New York State and Local Retirement System? _____
- 1.46 Does the library charge fees for library cards to people residing outside the system's service area? _____
- 1.47 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.48. _____

Public Votes/Contracts

- 1. Name of municipality or district holding the public vote _____
- 2. Indicate the type of municipality or district holding the public vote _____
- 3. Date the vote was held (mm/dd/2019) _____
- 4. Was the vote successful? Y/N _____
- 5. What type of public vote was it? _____
- 6a. Most recent prior year approved appropriation from a public vote: _____
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: _____
- 6c. Total proposed appropriation (sum of 6a and 6b): _____

This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- 1.48 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2019) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.49. _____
- 1. Name of municipality or district holding the public vote _____
- 2. Indicate the type of municipality or district holding the public vote _____
- 3. Date the last successful vote was held (mm/dd/yyyy) _____
- 4. What type of public vote was it? _____
- 5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? _____
- 1.49 Does the reporting library 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 record for *each* contract. If no, go to question 1.50. _____

1. Name of contracting municipality or district _____
2. Is this a written contractual agreement? _____
3. Population of the geographic area served by this contract _____
4. Dollar amount of contract _____
5. Enter the appropriate code for range of services provided
(select one): _____

Unusual Circumstances

- 1.50 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. _____

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

- 2.1 Adult Fiction Books _____
- 2.2 Adult Non-fiction Books _____
- 2.3 **Total Adult Books (Total questions 2.1 & 2.2)** _____
- 2.4 Children's Fiction Books _____
- 2.5 Children's Non-fiction Books _____
- 2.6 **Total Children's Books (Total questions 2.4 & 2.5)** _____
- 2.7 **Total Cataloged Books (Total questions 2.3 & 2.6)** _____

Other Print Materials

- 2.8 Total Uncataloged Books _____

- 2.9 Total Print Serials _____
- 2.10 All Other Print Materials _____
- 2.11 **Total Other Print Materials (Total questions 2.8 through 2.10)** _____
- 2.12 **Total Print Materials (Total questions 2.7 and 2.11)** _____

ALL OTHER MATERIALS

Electronic Materials

- 2.13 Electronic Books _____
- 2.14 Local Electronic Collections _____
- 2.15 NOVEL_{NY} Electronic Collections _____
- 2.16 **Total Electronic Collections (Total questions 2.14 and 2.15)** _____
- 2.17 Audio - Downloadable Units _____
- 2.18 Video - Downloadable Units _____
- 2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) _____
- 2.20 **Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)** _____

Non-Electronic Materials

- 2.21 Audio - Physical Units _____
- 2.22 Video - Physical Units _____
- 2.23 Other Non-Electronic Materials (includes films, slides, etc.) _____
- 2.24 **Total Other Materials Holdings (Total questions 2.21 through 2.23)** _____

Serials/Additions to Holdings

- 2.25 **GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)** _____

CURRENT SERIAL SUBSCRIPTIONS

- 2.26 Current Print Serial Subscriptions _____

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

- 2.27 Cataloged Books _____
- 2.28 All Other Print Materials _____
- 2.29 Electronic Materials _____
- 2.30 All Other Materials _____
- 2.31 **Total Additions (Total questions 2.27 through 2.30)** _____

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) _____

3.2 Registered resident borrowers _____

3.3 Registered non-resident borrowers _____

Please report information on WRITTEN POLICIES as of 12/31/19.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4 Does the library have an open meeting policy? _____

3.5 Does the library have a policy protecting the confidentiality of library records? _____

3.6 Does the library have an Internet use policy? _____

3.7 Does the library have a disaster plan? _____

3.8 Does the library have a board-approved conflict of interest policy? _____

3.9 Does the library have a board-approved whistle blower policy? _____

3.10 Does the library have a board-approved sexual harassment prevention policy? _____

Please report information on ACCESSIBILITY as of 12/31/19.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? _____

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? _____

3.13 Does the library have large print books? _____

3.14 Does the library have assistive technology for people who are visually impaired or blind? _____

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA _____

refreshable Braille commonly referred to as a refreshable Braille display _____

screen magnification software, such as Zoomtext _____

electronic scanning and reading software, such as OpenBook _____

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and _____

Talking Book Library (The New York Public Library, New York)?

Library Sponsored Programs/Summer Reading Program

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

- 3.17 Adult Program Sessions _____
- 3.18 Young Adult Program Sessions _____
- 3.19 Children's Program Sessions _____
- 3.20 All Other Program Sessions _____
- 3.21 Total Number of Program Sessions (Total questions 3.17 through 3.20) _____
- 3.22 One-on-One Program Sessions _____
- 3.23 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? _____
- 3.24 Adult Program Attendance _____
- 3.25 Young Adult Program Attendance _____
- 3.26 Children's Program Attendance _____
- 3.27 All Other Program Attendance _____
- 3.28 Total Program Attendance (Total questions 3.24 through 3.27) _____
- 3.29 One-on-One Program Attendance _____

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (check all that apply):

- a. Program(s) for children _____
- b. Program(s) for young adults _____
- c. Program(s) for Adults _____
- d. Summer Reading at New York Libraries name and/or logo used _____
- e. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) _____
- f. N/A _____
- 3.31 Library outlets offering the summer reading program _____
- 3.32 Children registered for the library's summer reading program _____
- 3.33 Young adults registered for the library's summer reading _____

program

- 3.34 Adults registered for the library's summer reading program _____
- 3.35 **Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)** _____
- 3.36 Children's program sessions - Summer 2019 _____
- 3.37 Young adult program sessions - Summer 2019 _____
- 3.38 Adult program sessions - Summer 2019 _____
- 3.39 **Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)** _____
- 3.40 Children's program attendance - Summer 2019 _____
- 3.41 Young adult program attendance - Summer 2019 _____
- 3.42 Adult program attendance - Summer 2019 _____
- 3.43 **Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)** _____

COLLABORATORS

- 3.44 Public school district(s) and/or BOCES _____
- 3.45 Non-public school(s) _____
- 3.46 Childcare center(s) _____
- 3.47 Summer camp(s) _____
- 3.48 Municipality/Municipalities _____
- 3.49 Literacy provider(s) _____
- 3.50 Other (describe using the State note) _____
- 3.51 **Total Collaborators (total 3.44 through 3.50)** _____

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

EARLY LITERACY PROGRAMS

- 3.52 Did the library offer early literacy programs? (Enter Y for Yes, N for No) _____

Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

3.53 - Indicate types of programs offered (check all that apply)

- a. Focus on birth - school entry (kindergarten) _____
- b. Focus on parents & caregivers _____
- c. Combined audience _____
- d. N/A _____

3.54 - Number of sessions

- a. Focus on birth - school entry (kindergarten) _____
- b. Focus on parents & caregivers _____
- c. Combined audience _____
- d. N/A _____

3.55 **Total Sessions** _____

3.56 - Attendance at sessions

- a. Focus on birth - school entry (kindergarten) _____
- b. Focus on parents & caregivers _____

- c. Combined audience _____
- d. N/A _____
- 3.57 **Total Attendance** _____
- 3.58 - Collaborators (check all that apply):

 - a. Childcare center(s) _____
 - b. Public School District(s) and/or BOCES _____
 - c. Non-Public School(s) _____
 - d. Health care providers/agencies _____
 - e. Other (describe using the State note) _____

Please report information on ADULT LITERACY for the 2019 calendar year.

ADULT LITERACY

- 3.59 Did the library offer adult literacy programs? _____
- 3.60 Total group program sessions _____
- 3.61 Total one-on-one program sessions _____
- 3.62 Total group program attendance _____
- 3.63 Total one-on-one program attendance _____
- 3.64 - Collaborators (check all that apply)

 - a. Literacy NY (Literacy Volunteers of America) _____
 - b. Public School District(s) and/or BOCES _____
 - c. Non-Public Schools _____
 - d. Other (see instructions and describe using Note) _____

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- 3.65 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) _____
- 3.66 Children's program sessions _____
- 3.67 Young adult program sessions _____
- 3.68 Adult program sessions _____
- 3.69 **Total program sessions (total 3.68 + 3.69 + 3.70)** _____
- 3.70 One-on-one program sessions _____
- 3.71 Children's program attendance _____
- 3.72 Young adult program attendance _____
- 3.73 Adult program attendance _____
- 3.74 **Total program attendance (total 3.73 + 3.74 + 3.75)** _____
- 3.75 One-on-one program attendance _____
- 3.76 - Collaborators (check all that apply):

 - a. Literacy NY (Literacy Volunteers of America) _____
 - b. Public School District(s) and/or BOCES _____
 - c. Non-Public School(s) _____
 - d. Other (describe using the Note) _____

Please report information on DIGITAL LITERACY for the 2019 calendar year.

DIGITAL LITERACY

- 3.77 Did the library offer digital literacy programs? _____
- 3.78 Total group program sessions _____
- 3.79 Total one-on-one program sessions _____
- 3.80 Total group program attendance _____
- 3.81 Total one-on-one program attendance _____
- 3.82 Did your library offer teen-led activities during the 2019 calendar year? _____
- 3.83 Did your library offer teen-led activities during the 2018 calendar year? _____

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

- 4.1 Adult Fiction Books _____
- 4.2 Adult Non-fiction Books _____
- 4.3 **Total Adult Books (Total questions 4.1 & 4.2)** _____
- 4.4 Children's Fiction Books _____
- 4.5 Children's Non-fiction Books _____
- 4.6 **Total Children's Books (Total questions 4.4 & 4.5)** _____
- 4.7 **Total Cataloged Book Circulation (Total question 4.3 & 4.6)** _____

CIRCULATION OF OTHER MATERIALS

- 4.8 Circulation of Adult Other Materials _____
- 4.9 Circulation of Children's Other Materials _____
- 4.10 **Total Circulation of Other Materials (Total questions 4.8, 4.9)** _____
- 4.11 **Physical Item Circulation (Total questions 4.7 & 4.10)** _____

ELECTRONIC USE

- 4.12 Use of Electronic Material _____
- 4.13 Successful Retrieval of Electronic Information _____
- 4.14 **Electronic Content Use (Total questions 4.12 & 4.13)** _____
- 4.15 **Total Circulation of Materials (Total questions 4.11 & 4.12)** _____
- 4.16 **Total Collection Use (Total questions 4.13 & 4.15)** _____
- 4.17 **Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)** _____

REFERENCE TRANSACTIONS

- 4.18 Total Reference Transactions _____
- 4.19 Does the library offer virtual reference? _____

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED _____

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED _____

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2019.

SYSTEMS AND SERVICES

5.1 Automated circulation system? _____

5.2 Online public access catalog (OPAC)? _____

5.3 Electronic access to the OPAC from outside the library? _____

5.4 Annual number of visits to the library's web site _____

5.5 Does the library use Internet filtering software on any computer? _____

5.6 Does your library use social media? _____

5.7 Does the library file for E-rate benefits? _____

5.8 Is the library part of a consortium for E-rate benefits? _____

5.9 If yes, in which consortium are you participating? _____

5.10 Name of the person responsible for the library's Information Technology (IT) services _____

5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) _____

5.12 IT contact's email address _____

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. _____

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) _____

6.3 Vacant Library Director (certified) _____

6.4 Librarian (certified) _____

6.5 Vacant Librarian (certified) _____

6.6 Library Manager (not certified) _____

6.7 Vacant Library Manager (not certified) _____

6.8 Library Specialist/Paraprofessional (not certified) _____

- 6.9 Vacant Library Specialist/Paraprofessional (not certified) _____
- 6.10 Other Staff _____
- 6.11 Vacant Other Staff _____
- 6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** _____
- 6.13 **VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)** _____

SALARY INFORMATION

- 6.14 FTE - Entry Level Librarian (certified) _____
- 6.15 Salary - Entry Level Librarian (certified) _____
- 6.16 FTE - Library Director (certified) _____
- 6.17 Salary - Library Director (certified) _____
- 6.18 FTE - Library Manager (not certified) _____
- 6.19 Salary - Library Manager (not certified) _____

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. Please click [here](#) to read general instructions before completing this section.

- 7.1 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees. _____
- 7.2 2. Has a board-approved written long range plan of service. _____
- 7.3 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. _____
- 7.4 4. Has board-approved written policies for the operation of the library. _____
- 7.5 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. _____
- 7.6 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs. _____
- 7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions) _____
- 8. Maintains a facility to meet community needs, including adequate:
 - 7.8 8a. space _____
 - 7.9 8b. lighting _____
 - 7.10 8c. shelving _____
 - 7.11 8d. seating _____
 - 7.12 8e. restroom (see instructions) _____
- 9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:
 - 7.13 9a. telephone _____
 - 7.14 9b. photocopier (see instructions) _____
 - 7.15 9c. microcomputer or terminal _____

- 7.16 9d. printer _____
- 7.17 9e. Fax capability (see instructions) _____
- 7.18 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. _____
- 7.19 11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. _____

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. _____
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. _____
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. _____
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. _____
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. _____
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. _____
7. Is open the minimum standard number of public service hours for population served. (see instructions) _____
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
- 8a. space _____
- 8b. lighting _____
- 8c. shelving _____
- 8d. seating _____

- 8e. power infrastructure _____
- 8f. data infrastructure _____
- 8g. public restroom _____
- 9. Provides programming to address community needs, as outlined in the library's long-range plan of service. _____
- 10. Provides _____
- 10a. a circulation system that facilitates access to the local library collection and other library catalogs _____
- 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. _____
- 11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. _____
- 12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. _____
- 13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. _____
- 14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. _____

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

- 8.1 Main Library _____
- 8.2 Branches _____
- 8.3 Bookmobiles _____
- 8.4 Other Outlets _____
- 8.5 **TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)** _____

PUBLIC SERVICE HOURS - Report hours to two decimal places.

- 8.6 Minimum Weekly Total Hours - Main Library _____
- 8.7 Minimum Weekly Total Hours - Branch Libraries _____
- 8.8 Minimum Weekly Total Hours - Bookmobiles _____
- 8.9 **Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)** _____
- 8.10 Annual Total Hours - Main Library _____
- 8.11 Annual Total Hours - Branch Libraries _____

- 8.12 Annual Total Hours - Bookmobiles _____
- 8.13 Annual Hours Open - Total Hours Open (Total questions
8.10 through 8.12) _____

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section 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](#)

1. Outlet Name _____
2. Outlet Name Status _____
3. Street Address _____
4. Outlet Street Address Status _____
5. City _____
6. Zip Code _____
7. Phone (enter 10 digits only) _____
8. Fax Number (enter 10 digits only) _____
9. E-mail Address _____
10. Outlet URL _____
11. County _____
12. School District _____
13. Library System _____
14. Outlet Type Code (select one): _____
15. Public Service Hours Per Year for This Outlet _____
16. Number of Weeks This Outlet is Open _____
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? _____
18. Is the meeting space available for public use even when the outlet is closed? _____
19. Total number of non-library sponsored programs, meetings and/or events at this outlet _____
20. Enter the appropriate outlet code (select one): _____
21. Who owns this outlet building? _____
22. Who owns the land on which this outlet is built? _____
23. Indicate the year this outlet was initially constructed _____
24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more _____
25. Square footage of the outlet _____

- 26. Number of internet computers at this outlet used by general public _____
- 27. Number of uses (sessions) of public Internet computers per year _____
- 28. Type of connection on the outlet's public Internet computers _____
- 29. Maximum download speed of connection on the outlet's public Internet computers _____
- 30. Maximum upload speed of connection on the outlet's public Internet computers _____
- 31. Internet Provider _____
- 32. WiFi Access _____
- 33. Number of wireless sessions provided by the library wireless service per year _____
- 34. Does the outlet have interactive videoconferencing capability for public use? _____
- 35. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? _____
- 36. Is every public part of the outlet accessible to a person in a wheelchair? _____
- 37. Does your **outlet** have a Makerspace? _____
- 38. *LIBID* _____
- 39. *FSCSID* _____
- 40. *Number of Bookmobiles in the Bookmobile Outlet Record* _____
- 41. *Outlet Structure Status* _____

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

- 10.1 Total number of board meetings held during calendar year (January 1, 2019 to December 31, 2019) _____

NUMBER OF TRUSTEES AND TERMS

- 10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? _____
- 10.3 If yes, what is the range? _____
- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? _____
- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? _____
- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a _____

Note.

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? _____

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): _____

List Officers and Board Members as of February 1, 2020. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 First Name _____

10.10 Last Name _____

10.11 Mailing Address _____

10.12 City _____

10.13 Zip Code (5 digits only) _____

10.14 Phone (enter 10 digits only) _____

10.15 E-mail Address _____

10.16 Term Begins - Month _____

10.17 Term Begins - Year (yyyy) _____

10.18 Term Expires - Month _____

10.19 Term Expires - Year (yyyy) _____

10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. _____

10.21 The date the Oath of Office was taken (mm/dd/yyyy) _____

10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____

10.23 Is this a brand new trustee? _____

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to bibliostat@btol.com.

1. Status _____

2. First Name of Board Member _____

3. Last Name of Board Member _____

4. Mailing Address _____

5. City _____

6. Zip Code (5 digits only) _____

7. E-mail address _____

8. Office Held or Trustee _____

9. Term Begins - Month _____

10. Term Begins - Year (year) _____

- 11. Term Expires _____
- 12. Term Expires - Year (yyyy) _____
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. _____
- 14. The date the Oath of Office (mm/dd/yyyy) was taken _____
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____
- 16. Is this a brand new trustee? _____

- 1. Status _____
- 2. First Name of Board Member _____
- 3. Last Name of Board Member _____
- 4. Mailing Address _____
- 5. City _____
- 6. Zip Code (5 digits only) _____
- 7. E-mail address _____
- 8. Office Held or Trustee _____
- 9. Term Begins - Month _____
- 10. Term Begins - Year (year) _____
- 11. Term Expires _____
- 12. Term Expires - Year (yyyy) _____
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. _____
- 14. The date the Oath of Office (mm/dd/yyyy) was taken _____
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____
- 16. Is this a brand new trustee? _____

- 1. Status _____
- 2. First Name of Board Member _____
- 3. Last Name of Board Member _____
- 4. Mailing Address _____
- 5. City _____
- 6. Zip Code (5 digits only) _____
- 7. E-mail address _____
- 8. Office Held or Trustee _____
- 9. Term Begins - Month _____
- 10. Term Begins - Year (year) _____

- 11. Term Expires _____
- 12. Term Expires - Year (yyyy) _____
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. _____
- 14. The date the Oath of Office (mm/dd/yyyy) was taken _____
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____
- 16. Is this a brand new trustee? _____

- 1. Status _____
- 2. First Name of Board Member _____
- 3. Last Name of Board Member _____
- 4. Mailing Address _____
- 5. City _____
- 6. Zip Code (5 digits only) _____
- 7. E-mail address _____
- 8. Office Held or Trustee _____
- 9. Term Begins - Month _____
- 10. Term Begins - Year (year) _____
- 11. Term Expires _____
- 12. Term Expires - Year (yyyy) _____
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. _____
- 14. The date the Oath of Office (mm/dd/yyyy) was taken _____
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____
- 16. Is this a brand new trustee? _____

- 1. Status _____
- 2. First Name of Board Member _____
- 3. Last Name of Board Member _____
- 4. Mailing Address _____
- 5. City _____
- 6. Zip Code (5 digits only) _____
- 7. E-mail address _____
- 8. Office Held or Trustee _____
- 9. Term Begins - Month _____
- 10. Term Begins - Year (year) _____

- 11. Term Expires _____
- 12. Term Expires - Year (yyyy) _____
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. _____
- 14. The date the Oath of Office (mm/dd/yyyy) was taken _____
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____
- 16. Is this a brand new trustee? _____

- 1. Status _____
- 2. First Name of Board Member _____
- 3. Last Name of Board Member _____
- 4. Mailing Address _____
- 5. City _____
- 6. Zip Code (5 digits only) _____
- 7. E-mail address _____
- 8. Office Held or Trustee _____
- 9. Term Begins - Month _____
- 10. Term Begins - Year (year) _____
- 11. Term Expires _____
- 12. Term Expires - Year (yyyy) _____
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. _____
- 14. The date the Oath of Office (mm/dd/yyyy) was taken _____
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) _____
- 16. Is this a brand new trustee? _____

Trustee Education

- 1. Trustee Name _____
- 2. Has the trustee participated in trustee education in the last calendar year (2019)? _____

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. _____

1. Source of Funds _____

2. Name of funding County, Municipality or School District _____

3. Amount _____

4. Subject to public vote held in reporting year or in a previous reporting year(s). _____

5. Written Contractual Agreement _____

11.2 **TOTAL LOCAL PUBLIC FUNDS** _____

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) _____

11.4 Central Library Aid (CLDA and/or CBA) _____

11.5 Additional State Aid received from the System _____

11.6 Federal Aid received from the System _____

11.7 Other Cash Grants _____

11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) _____

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants _____

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA _____

11.11 Other Federal Aid _____

11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) _____

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** _____

OTHER RECEIPTS

11.14 Gifts and Endowments _____

11.15 Fund Raising _____

11.16 Income from Investments _____

11.17 Library Charges _____

- 11.18 Other _____
- 11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) _____
- 11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) _____
- 11.21 **BUDGET LOANS** _____

Transfers/Grant Total**TRANSFERS**

- 11.22 From Capital Fund (Same as Question 14.8) _____
- 11.23 From Other Funds _____
- 11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) _____
- 11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 12.40 of previous year if fiscal year has not changed) _____
- 11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41) _____

12. OPERATING FUND DISBURSEMENTS**Staff/Collection/Capital/Operation and Maintenance/Miscellaneous**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES**Salaries & Wages Paid from Library Funds**

- 12.1 Certified Librarians _____
- 12.2 Other Staff _____
- 12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) _____
- 12.4 **Employee Benefits Expenditures** _____
- 12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** _____

COLLECTION EXPENDITURES

- 12.6 Print Materials Expenditures _____
- 12.7 Electronic Materials Expenditures _____
- 12.8 Other Materials Expenditures _____
- 12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) _____

CAPITAL EXPENDITURES FROM OPERATING FUNDS

- 12.10 From Local Public Funds (71PF) _____

12.11 From Other Funds (71OF) _____

12.12 **Total Capital Expenditures** (Add Questions 12.10 and 12.11) _____

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) _____

12.14 From Other Funds (72OF) _____

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) _____

12.16 Other Disbursements for Operation & Maintenance of Buildings _____

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) _____

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies _____

12.19 Telecommunications _____

12.20 Binding Expenses _____

12.21 Postage and Freight _____

12.22 Professional & Consultant Fees _____

12.23 Equipment _____

12.24 Other Miscellaneous _____

12.25 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24) _____

Contracts/Debt Service/Transfers/Grand Total

12.26 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** _____

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27 From Local Public Funds (73PF) _____

12.28 From Other Funds (73OF) _____

12.29 **Total** (Add Questions 12.27 and 12.28) _____

Other Loans

12.30 Budget Loans (Principal and Interest) _____

12.31 Short-Term Loans _____

12.32 **Total Debt Service** (Add Questions 12.29, 12.30 and 12.31) _____

12.33 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) _____

TRANSFERS

Transfers to Capital Fund

12.34 From Local Public Funds (76PF) _____

- 12.35 From Other Funds (76OF) _____
- 12.36 **Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8) _____
- 12.37 **Transfer to Other Funds** _____
- 12.38 **TOTAL TRANSFERS** (Add Questions 12.36 and 12.37) _____
- 12.39 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38) _____
- 12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019 _____
- 12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) _____

ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). _____

FISCAL AUDIT

- 12.43 Last audit performed (mm/dd/yyyy) _____
- 12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) _____
- 12.45 Indicate type of audit (select one): _____

CAPITAL FUND

12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. _____

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

- 13.1 Revenues from Local Government Sources _____
- 13.2 All Other Revenues from Local Sources _____
- 13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) _____

STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received for Construction _____
- 13.5 Other State Aid _____
- 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) _____

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** _____

INTERFUND REVENUE

- 13.8 Transfer from Operating Fund (Same as Question 12.36) _____
- 13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) _____

13.10 NON-REVENUE RECEIPTS _____13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) _____13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019** (Same as Question 14.11 of previous year, if fiscal year has not changed) _____13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) _____**14. CAPITAL FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction _____

14.2 Incidental Construction _____

Other Disbursements

14.3 Purchase of Buildings _____

14.4 Interest _____

14.5 Collection Expenditures _____

14.6 **Total Other Disbursements** (Add Questions 14.3, 14.4 and 14.5) _____14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) _____14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) _____**14.9 NON-PROJECT EXPENDITURES** _____14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) _____14.11 **BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2019** _____14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) _____**15. CENTRAL LIBRARIES**

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1 **Total ALA-MLS** _____16.2 **Total Librarians** _____16.3 **All Other Paid Staff** _____

- 16.4 Total Paid Employees _____
- 16.5 State Government Revenue _____
- 16.6 Federal Government Revenue _____
- 16.7 Other Operating Revenue _____
- 16.8 Total Operating Revenue _____
- 16.9 Other Operating Expenditures _____
- 16.10 Total Operating Expenditures _____
- 16.11 Total Capital Expenditures _____
- 16.12 Print Materials _____
- 16.13 Total Registered Borrowers _____
- 16.14 Other Capital Revenue and Receipts _____
- 16.15 Total Number of Internet Terminals Used by the General Public _____
- 16.16 Total Uses (sessions) of Public Internet Computers Per Year _____
- 16.17 Total Wireless Sessions Provided by the Library Wireless Service Per Year _____
- 16.18 Total Capital Revenue _____

17. FOR NEW YORK STATE LIBRARY USE ONLY

- 17.1 LIB ID _____
- 17.2 Interlibrary Relationship Code _____
- 17.3 Legal Basis Code _____
- 17.4 Administrative Structure Code _____
- 17.5 FSCS Public Library Definition _____
- 17.6 Geographic Code _____
- 17.7 FSCS ID _____
- 17.8 SED CODE _____
- 17.9 INSTITUTION ID _____

SUGGESTED IMPROVEMENTS

Library Name: _____

Library System: _____

Name of Person Completing Form: _____

Phone Number: _____

I am satisfied that this resource (Collect) is meeting library needs: _____

Applying this resource (Collect) will help improve library services to the public: _____

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! _____