Division of Library Development

New York State Library

New York State Education Department

ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES – 2025

INSTRUCTIONS

Part 1 – GENERAL LIBRARY INFORMATION

Please Note: Federally required questions are marked in red below. New questions are optional for the first year.

Outline of Major Changes

Some questions in Part 1 are pre–filled and others are pre–filled and locked. Review the data and update, correct, or annotate, if needed. Report all information in Part 1 as of December 31, 2025, except for questions related to the *current* library director/manager (questions 1.36 through 1.42).

1.1 **Library ID Number** – This question is pre–filled and locked. The ten–digit ID number assigned to the library by the Division of Library Development.

1.2 **Library Name** – This question is pre–filled and locked. The *legal* name of the public library as indicated on the library's charter.

1.3 **Name status –** This question is pre–filled and locked. 00 indicates no change, 06 indicates an official name change and 14 indicates a preferred spelling for the library name.

1.4 **Structure status –** This question is pre–filled and locked. 00 indicates no change from previous year, 01 indicates a library that has been absorbed by another library, 02 indicates a new library, 03 indicates a closed library, 04 indicates an outlet that has become an independent library, 05 indicates two libraries merged into one, 08 indicates a previously closed library that has reopened, 09 indicates a library that was previously omitted from the survey, 10 indicates a library that is being removed from the survey and 13 indicates a library that has been in existence and is now being added to the survey for the first time.

1.5 **Community** – This question is pre–filled and locked with the name of the village, town, or city in which the main library building is located.

1.6 –1.7 **Beginning Fiscal Reporting Year** and **Ending Fiscal Reporting Year** – These questions are pre–filled and locked.

1.8–1.10 **Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? –** If the library's fiscal year has changed please answer this question accordingly and contact your library system.

1.11–1.12 **Beginning Local Fiscal Year** and **Ending Local Fiscal Year** – Beginning Local Fiscal Year (operating year) and Ending Local Fiscal Year (operating year) – Enter the beginning and ending dates of the library's local fiscal year, even if they are the same as the fiscal reporting year indicated in Questions 1.6 and 1.7. (For example, a school district library's local fiscal year may be July 1 – June 30, but the library's fiscal reporting year for this Annual Report may be January 1 – December 31; a village library's local fiscal year may be June 1 – May 31, but the library's fiscal reporting year for this Annual Report may be January 1 – December 31.)

1.13 **Street Address Status** – This question is pre–filled. 00 indicates no change, 07 indicates that the library has moved to a new location and 15 indicates a preferred street address. If the street address or mailing address has changed, enter the change as a Note.

1.14 –1.16 **Street Address** – These questions are pre–filled and locked. If the street address has changed, enter the change as a Note in question 1.13.

1.17–1.19 **Mailing Address** – These questions are pre–filled and locked from data entered in the previous year. If the mailing address has changed, enter the change as a Note in question 1.17.

1.20 **Telephone Number** – the phone number of the library, including area code. Enter 10 digits only; do not enter spaces and/or punctuation. If the library does not have a telephone number, enter M (Missing).

1.21 **E–Mail Address to Contact the Library** – the general e–mail address for sending electronic mail messages to the library (for example: circ@mail.nysed.gov). If the library does not have an e–mail address, enter M (Missing).

1.22 **Library Home Page URL** – the Internet's World Wide Web address of the library's Home Page. If the library does not have a Home Page URL, enter M (Missing).

1.23–1.25 Population Chartered to Serve (2020 Census), Type of Library, Area Chartered to Serve – These questions are pre–filled and locked. This information is on file at Library Development and is based on the most current documents in the library's charter file. This information will be updated by the New York State Library if the library underwent a charter amendment during the reporting period. Libraries with questions about the chartered service area or the 2020 population figure that appears on this report should contact their library system.

Note: Populations are based on official population counts from the 2020 Census. The 2020 populations for library chartered service areas not contiguous with political boundaries are agreed upon by Library Development, the system, and the library.

1.26 Legal Service Area Boundary Change – This question is pre–filled and locked. This information will be updated by the New York State Library if the library underwent a charter amendment during the reporting period.

Note: Legal library service areas are established only through Regents approved charters and charter amendments.

1.27 –1.29 **Library Charter** – These questions are pre–filled and locked.

- the type of charter the library currently holds (if the library does not have a charter please enter N/A and explain in a Note);
- the date this charter was granted;
- the date the library was last registered (if the library has not been registered, enter N/A on question 1.30).

1.30 **Federal Employer Identification Number** – This question is pre–filled and locked. The nine–digit number assigned by the Internal Revenue Service to the library, as an employer (not the municipality's number) for the purposes of reporting taxes withheld.

1.31 County – This question is pre–filled and locked with the name of the county in which the main library building (only) is located. Do *not* enter the counties within the library's chartered service area.

1.32 **School District** – This question is pre–filled and locked with the name of the school district where the main library building (only) is located. Do *not* enter the school districts within the library's chartered service area.

1.33 **Town** – Enter only the name of the town or city in which the main library building is located. Do not enter the towns within the library's chartered service area.

1.34 **Library System** – This question is pre–filled and locked with the name of the public library system of which the library is a member.

1.36 – 1.40 **Library Director/Manager** – enter the *current* director's name and New York State Public Librarian Certification number, even if the director was appointed after December 31, 2025. A library serving a population of 7,500 or more is required to have a New York State certified public librarian as library director. *Please do not enter school library media specialist certification numbers.* Library Directors who do *not* have public library certification should enter N/A on question 1.38.

1.41 **Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 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.** – Please indicate if all staff working in the budgeted Librarian (certified) positions reported in Question 6.6 have active NYS Public Librarian Certificates. If a Public Librarian Certificate was issued after December 2009, professional development is required every 5 years in order to maintain one's certificate. If a certificate is not renewed the status will become "inactive." The status of public librarian certificates can be checked on the State Library's website.

1.42 **E–Mail Address of the Library Director/Manager** – the library e–mail address for contacting the Director/Manager directly. Enter even if the same as question 1.21.

1.43 **Library Fees** – indicate whether the library charges fees for library cards to people residing outside the system's service area.

1.44 **Library Budget Subject to Vote (Calendar Year 2025)** – Indicate whether all or part of the library's budget was subject to public vote held during Calendar Year 2025. If yes, complete one record for the public vote from each funding source. If no, go to question 1.45. Chapter 414 of the New York State Laws of 1995 (same as Ed. Law § 259.1) provides public libraries in New York State (including Association Libraries) with the ability to place a funding proposition on a municipal (county, city, town or village) ballot.

1.45 **Library Budget Subject to Vote (Prior Year)** – Indicate whether all or part of the library's budget was subject to public vote held during a prior year (prior to calendar year 2025). The vote could have taken place years ago but the library is still receiving funds based on that vote. The funds will remain the same until the library requests a vote for an increase in funding and the vote passes. Do not complete if you answered "Yes" to Q1.44 UNLESS the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.46 **Contractual Agreement** – indicate whether the library has a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library. Answer Y for Yes if the contractual agreement is negotiated directly by the library *or* by the library system on behalf of the library. If yes, complete one record for *each* agreement. If no, go to question 1.49.

1.47 **Report of Unusual Circumstances** – explain any situation or circumstance that affected the statistics reported. Annotate using the *Note*.

Part 2 – LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1–2.25) 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). 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 online. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

Questions 2.1 through 2.21 – **TOTAL HOLDINGS**

General Information:

- For each category of holdings, report the total number held at the end of the fiscal year.
- Holdings for each category *equal* previous year holdings *plus* current year additions *minus* current year withdrawals.
- In each category, holdings reported must be less than or equal to last year's holdings plus this year's additions.
- Items packaged together as a unit (*e.g.,* two compact discs, two films, two videocassettes, a kit or a set of 25 slides) and which are generally checked out as a unit are counted as *one* physical item.
- Government documents (publications bearing a federal, state, foreign government, or world organization imprint) are not a separate category but should included within each specific category.
- Documents that are fully cataloged and inter–shelved with books are counted as Cataloged Book Holdings in the appropriate category.
- Serials bearing a government imprint but are treated as part of the serials collection are counted as Serials.
- Documents held in vertical files with other ephemera are counted with All Other Print Materials.
- Government documents held in a separate documents section of the library are also counted with All Other Print Materials.

2.1–2.7 **Cataloged Books**

- Books are non–serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose–leaf format. Do not include unbound sheet music.
- Must be cataloged *and* available for use.
- Include foreign language books and books on rental shelves in the appropriate category – Adult or Children's Fiction or Nonfiction.
- Include Young Adult books with the Adult collection.
- Include non–serial government documents.
- Do *not* include bound serials in Book Holdings.
- Report the number of physical units, including duplicates. Include duplicate copies of titles and the number of volumes in sets of books.
- A volume is a physical unit of any printed, typewritten, handwritten, photocopied, or processed work contained in one binding or portfolio, hardbound or paperbound, which is cataloged *and* available for use.

- For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2–volume set) and checked out as a unit are counted as one physical unit.

Questions 2.8 through 2.12 **Other Print Materials**

2.8 **Uncataloged Books** – report uncataloged hard cover and paperback books.

2.9 Total Print Serials

- Volumes are a unit established by the publisher. Enter the number of volumes held, including duplicate copies of volumes, regardless of whether the material is bound, unbound or on microform.
- Do not count serials in electronic format here.
- Do not include print serials that are not retained by the library.

2.10 All Other Print Materials

- Include print library materials which do not meet the definition of a book or serial, and which are not counted in other categories of holdings.
- Do not include print materials that are not retained by the library.
- Report vertical file materials. Also, report similar items not individually cataloged, and any other materials requiring special handling not reported in any other category. Count vertical files by file; count individual items in each vertical file only if they are cataloged.

2.13 Audio – Physical Units

- These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio–CD–ROMs), audioreels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.
- Report the number of units, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.
- "NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase."

2.14 Video Physical Units

- These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD–ROM. Do not include downloadable electronic video files.
- Report the number of units, including duplicates. Items packaged together as a unit (*e.g.*, two videocassettes or DVDs for one movie) and checked out as a unit are counted as one physical unit.
- "NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase."

2.15 Other Circulating Physical Items

Report a single figure that includes the following: all circulating physical items other than print books, physical audio units, physical video units, and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as wi–fi hotspots, sewing machines, cake pans, tools, etc. Enter Vox and Wonderbooks here.

Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

2.16 Total Other Physical Materials

All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Audio – physical units, Video – physical units, and Other Circulating Physical Items.

2.17 Grand Total Holdings

Grand Total Holdings = Total Print Materials (question 2.12) + Total Physical Items in Collection (question 2.16)

Questions 2.18 through 2.21 Additions to Holdings

- For each category of material in the library's collection, report the *gross total number* of volumes or physical items added to the library's holdings during the fiscal year.
- Do *not* subtract the number of withdrawals/discards from the number of additions.
- Include additions to uncataloged books and current print serials within Additions to Holdings – All Other Print Materials.

Part 3 – LIBRARY PROGRAMS, POLICIES, AND SERVICES.

Report all information on questions 3.1 through 3.32 as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2025 *calendar* year.

3.1 Library Visits

- If annual counts are available, please report them. Otherwise, provide an annual *estimate* based on a count taken during "a typical week." If you have a "typical week" count, multiply the count by 52 weeks to report the annual count.
- A "typical week" is a week in which the library is open its regular hours, is neither unusually slow nor unusually busy, and containing no holidays/special events. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. Please report all figures for the same week, if possible. It is recommended that libraries take a count during a typical week in October.
- Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, program sessions, and those persons requiring no staff services. This is an annual attendance total.

3.2 **Registered Resident Borrowers** – Count the total number of individual borrowers, registered by the library as library cardholders that reside in the library's chartered service area. **Multiply by 2.77 if registration method is by household or family.**

3.3 **Registered Non–Resident Borrowers** – Report the total number of individual borrowers, registered by the library as cardholders, that do not reside in the library's chartered service area. Include here individuals that reside in areas the library has contracted to serve.

Questions 3.4 through 3.8 **Written Policies** – Indicate whether Board–approved written policies are on file at the library. Answers are prefilled with the prior year's answers. If a change is made, add a note of explanation.

3.4 **Open Meeting Policy** – Is there a Board–approved Open Meeting Policy? All public and association libraries are subject to the open meetings law (Education Law, Section 260–a).

3.5 **Internet Use Policy** – Chapter 357 of the Laws of 2000 requires that the Board of Trustees of a public, free association or Indian library, which provides public access to the Internet, establish a policy governing patron use of computer terminals that access the Internet. The law provides that a verification of such policy shall be included in the annual report submitted to the State Education Department.

3.6 **Conflict of interest Policy** – Is there a Board–approved Conflict of Interest Policy? All public and association libraries are subject to Not–for–Profit Corporation Law, Section 715–a.

3.7 **Whistle Blower Policy** – Is there a Board–approved Whistle Blower Policy? All public and association libraries with twenty or more employees AND an annual revenue in excess of one million dollars in the previous fiscal year are subject to Not–for–Profit Corporation Law, Section 715–b.

3.8 **Sexual Harassment Prevention Policy** – Is there a Board–approved Sexual Harassment Prevention Policy? Every employer is required to adopt a sexual harassment prevention policy and provide sexual harassment prevention training according to Labor Law, Section 201–G (guidance).

Questions 3.11 through 3.15 **Accessibility** – Indicate whether the library provides services to persons who cannot visit the library, and whether the library has assistive devices for the deaf and hearing impaired and blind and visually impaired.

Questions 3.17a through 3.77 **Live Program Sessions**

- Staff and/or volunteers presenting or assisting with a session should not be counted as attendees. If different age groups attend a program, report statistics based on intended primary audience.
- A "collaborator" is an organization that provides space and/or services for a specific program series or session.
- For questions 3.17a through 3.28, count *all* program sessions and program attendance regardless of topic.
- For questions 3.17a through 3.28, include Live, virtual program sessions and program attendance regardless of topic. NOTE: Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real time.
- For questions 3.33 through 3.77, count *only* programs and program attendance for each type of program (Summer Reading, Early Literacy, English Speakers of Other Languages and Digital Literacy).
- All programs counted in Questions 3.33 through 3.77 (Summer Reading, Early Literacy, English Speakers of Other Languages and Digital Literacy) are also included in the figures reported in questions 3.17a through 3.28 including live, virtual program sessions and program attendance.

Live Program Sessions

A live program session is any planned event which introduces attendees to library services or which provides information to participants.
Program sessions may cover the use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE:

- All program sessions that are sponsored or cosponsored by the library. For a program session to be

sponsored or co–sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.

- Examples of live programs include live story hours, film or movie showings, puppet shows, lectures, or concerts.
- Both in–person on–site and in–person off–site program sessions. For example, include a story time at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live–streamed virtual (live) program sessions that are sponsored or co–sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE:

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Recorded (prerecorded) presentations of program content. For example, exclude any recording of program content (such as a pre– recorded story time) that cannot be viewed live as it unfolds. These should be counted in Total Number of Prerecorded Program Presentations (Q3.29).
- Programming that is shared on the library's website or social media that is not sponsored or co–sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one–to–one basis, rather than to a group, such as one–to–one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
- Passive or self–directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.
- Take & Make kits that are not part of a live program such as a story hour. Report Take & Make kits that are left out for patrons to pick up under Q3.31, One–on–One Program Sessions, and Q3.32 One–on–One Program Attendance. Count each kit prepared as one session, and each kit picked up as one attendee.

Number of Sessions Targeted at Children Ages 0–5 (question 3.17a)

- A program session targeted at children ages 0–5 is any planned event for which the primary audience is infants, toddlers, or preschool–age children. Examples of these types of program sessions include, but are not limited to, story hours, Every Child Ready to Read programs, musical or sing–along events, and puppet shows. Include program sessions aimed at children ages 0–5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

- This figure is a subset of the Total Number of Live Program Sessions. See Live Program Session definition for more information about counting program sessions.

Attendance at Sessions Targeted at Children Ages 0–5 (questions 3.17b)

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

Number of Sessions Targeted at Children Ages 6–11 (question 3.18a)

- A program session targeted at children ages 6–11 is any planned event for which the primary audience is elementary–school–age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6–11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

- This figure is a subset of the Total Number of Live Program Sessions. See Live Program Session definition for more information about counting program sessions.

Attendance at Sessions Targeted at Children Ages 6–11 (questions 3.18b)

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

Number of Sessions Targeted at Young Adults Ages 12–18 (question 3.19a)

- A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

- This figure is a subset of the Total Number of Live Program Sessions. See Live Program Session definition for more information about counting program sessions. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

Attendance at Sessions Targeted at Young Adults Ages 12–18 (questions 3.19b)

- The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

- This figure is a subset of the Total Attendance at Live Programs.

- See Total Attendance at Live Programs for more information about counting program session attendance.

Number of Sessions Targeted at Adults Age 19 or Older (question 3.20a)

- A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover the use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

- Count all programs, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

- Note: Exclude library activities delivered on a one–to–one basis, rather than to a group, such as one–to– one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Attendance at Sessions Targeted at Adults Age 19 or Older (questions 3.20b)

- The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

- This figure is a subset of the Total Attendance at Live Programs. See Total Attendance at Live Programs for more information about counting program session attendance.

Number of General Interest Program Sessions (question 3.21a)

- A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all–age, all–library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements.
- Each program session should only be counted in one age category **based on its primary target audience**; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non–adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

- This figure is a subset of the Total Number of Live Program Sessions. See Live Program Session definition for more information about counting program sessions.

Attendance of General Interest Program Sessions (questions 3.21b)

- The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

- This figure is a subset of the Total Attendance at Live Programs. See Total Attendance at Live Programs for more information about counting program session attendance.

Total Number of Live Programs Categorized by Age (question 3.22)

- This is a total count of the number of live (synchronous) program sessions categorized by age during the reporting period. See the Live Program Sessions definition for more detail about what counts as a program session. If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight program sessions. Include in–person onsite, in–person offsite, and virtual synchronous program sessions. Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in–person and virtual attendance options should be counted as a single program session.

- This is the sum of: Number of Live Program Sessions Targeted at Children Ages 0–5, Number of Live Program Sessions Targeted at Children Ages 6–11, Number of Live Program Sessions Targeted at Young Adults Ages 12–18, Number of Live Program Sessions Targeted at Adults Age 19 or Older, and Number of Live General Interest Program Sessions. Separately, it is also the sum of: Number of Live Onsite Program Sessions, Number of Live Offsite Program Sessions, and Number of Live Virtual Program Sessions.

Total Attendance at Live Programs Categorized by Age (question 3.23)

- This is a total count of the audience at all program sessions during the reporting period. See the Live

Program Sessions definition for more detail about what counts as a program session. Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance). For program sessions with both in–person and virtual attendance, combine attendee counts across formats or platforms.

- This is the sum of: Attendance at Live Programs Targeted at Children Ages 0–5, Attendance at Live Programs Targeted at Children Ages 6–11, Attendance at Live Programs Targeted at Young Adults Ages 12–18, Attendance at Live Programs Targeted at Adults Age 19 or Older, and Attendance at Live General Interest Programs. Separately, it is also the sum of: Live Onsite Program Attendance, Live Offsite Program Attendance, and Live Virtual Program Attendance

Total Live Onsite Program Sessions (question 3.24a)

- An onsite program session is any planned event that includes an in–person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in–person program sessions that also have a virtual attendance option and count them as a single program session.
- This figure is a subset of the Total Number of Live Program Sessions. See Live Program Session definition for more information about counting program sessions.

Total Live Onsite Program Attendance (question 3.24b)

- The count of attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in–person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Live Virtual Program Attendance.
- This figure is a subset of the Total Attendance at Live Programs. See Total Attendance at Live Programs for more information about counting program session attendance.

Total Live Offsite Program Sessions (question 3.25a)

- An offsite program session is any planned event that includes an in–person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in–person program sessions that also have a virtual attendance option and count them as a single program session.

- This figure is a subset of the Total Number of Program Sessions. See Live Program Session definition for more information about counting program sessions.

Total Live Offsite Program Attendance (question 3.25b)

- The count of attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.
- This figure is a subset of the Total Attendance at Live Programs. See Total Attendance at Live Programs for more information about counting program session attendance.

Total Live Virtual Program Sessions (question 3.26a)

- A live virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in–person component; these should be counted under Number Live Onsite Program Sessions or Number of Live Offsite Program Sessions.
- This figure is a subset of the Total Number of Live Program Sessions. See Live Program Session definition for more information about counting program sessions.

Total Live Virtual Program Attendance (question 3.26b)

- The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non–staff participants during the session. For virtual program sessions that are also recorded for later, on–demand, prerecorded viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Prerecorded Program Presentations (Q3.30). For program sessions that also have an in–person component, exclude in–person attendance; this should be counted under Live Onsite Program Attendance (Q3.24b) or Live Offsite Program Attendance (Q3.25b).
- This figure is a subset of the Total Attendance at Live Programs. See Total Attendance at Live Programs for more information about counting program session attendance.

Total Live Onsite Program Sessions (question 3.27)

Note: this is the same sum as Question 3.22; these totals must match.

Total Live Onsite Program Sessions (question 3.28)

Note: this is the same sum as Question 3.23; these totals must match.

Total Prerecorded Programs (question 3.29)

Prerecorded program presentations are recorded videos or audio of program content that are posted online for downloading or on–demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.

Total Views of Prerecorded Programs within 30 Days (question 3.30)

Report the count of views or plays of prerecorded program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For other platforms, count unique views or plays of each audio or video recording.

One–on–One Program Sessions (question 3.31)

- Count library activities that are delivered on a one–to–one basis, rather than to a group, such as one– to–one literacy tutoring, services to homebound (such as delivering an item to someone's home), homework assistance, and mentoring activities. Count notary and interpreter services here.
- Scheduled computer assistance for an individual (whether scheduled with one person or set up as a walk–in time for computer assistance) may be counted as a one–on–one session; if one walk–in time is scheduled and library staff meet with 5 individuals separately it may be counted as 5 sessions with a total of 5 attendees. Computer assistance questions that arise during non–scheduled times should be counted as reference questions regardless of how much time is spent with the individual.
- For Take & Makes: Count each kit prepared as one session, and each kit picked up as one attendee.
- One–on–one sessions with zero attendees should not be reported.

Attendance at One–on–One Program Sessions (question 3.32)

- Count attendance for library activities that are delivered on a one–to–one basis, rather than to a group, such as one–to–one literacy tutoring, services to homebound (such as delivering an item to someone's home), homework assistance, and mentoring activities.
- Scheduled computer assistance for an individual (whether scheduled with one person or set up as a walk–in time for computer assistance) may be counted as a one–on– one session; if one walk– in time is scheduled and library staff meet with 5 individuals separately it may be counted as 5 sessions with a total of 5 attendees. If one walk–in time is scheduled but individual brings along an additional person, count as 1 session with 2 attendees. Computer assistance questions that arise during non– scheduled times should be counted as reference questions regardless of how much time is spent with the individual.
- NOTE: it is permissible to enter more than 2 attendees for a one–to–one program, but this should be a rare exception and if this was happening regularly this should be entered as a regular program, not a one–to–one.

Teen-Led Activities (question 3.33)

Teen–led programs are library programs where teens take the lead in all or many of the aspects of the program. Libraries should strive to involve teens in every step of the programming process, including the design of the program, marketing, hosting the program and program evaluation. Programs should be facilitated by teens, and teens should be allowed to modify and adapt programs as needed to meet their needs. Teen–led programs may also involve peer–to–peer learning activities, should encourage involvement of diverse and underserved teen groups from the community, and should be driven by teens' needs and interests. Note that data is requested for the last two years.

Group Presentations/Information Tables (question 3.34)

- Please include only those presentations/community events at which library staff, trustees or volunteers were present and providing information to people about the library. Do not include unstaffed displays or exhibits.

Summer Reading Program (questions 3.35 – 3.55)

- A summer reading program is any summer reading program sponsored by the library for children and/or young adults, *and/or adults,* regardless of whether the library uses the New York State Summer Reading Program theme(s). Adult programs are programs only for adult audiences.
- When reporting library outlets, include the main library, branches, bookmobiles and any other designated library outlets.

- Count each child, young adult, or adult as registered if an official library form has been completed or if the participant has been placed on an official library list designated as registration for the summer reading program.
- Count the number of sessions for the library's summer reading program *only*; count each session in a series of programs (*i.e.,* a six–week series as six sessions).
- Count attendance at *each* session in a series of programs; count each person in the entire audience regardless of the primary audience.
- Report the number of collaborators by type on questions 3.48 – 3.55.

Early Literacy Programs (questions 3.56 – 3.62)

- Early Literacy Programs are programs for children aged birth through five years, and/or parents or caregivers of children, aged birth through five years. These programs provide literacy–based activities for children, and/or teach parents or caregivers techniques to promote literacy–based activities. Children, parents and/or caregivers may not necessarily attend the same sessions.
- Early Literacy Program participants are designated in two groups: Birth – school entry (Kindergarten), and parents or caregivers.
- Combined Audience Programs are programs aimed at *both* children aged birth through five years *and* parents or caregivers of children aged birth through five years.
- Count the number of sessions for the library's early literacy program only; count each session in a series of programs (*i.e.*, a six–week series as six sessions).
- Count attendance at *each* session in a series of programs; count each person in the entire audience regardless of the primary audience.
- Indicate all types of collaborators contributing to the Early Literacy Program(s).

Adult Literacy Programs (questions 3.63 – 3.66)

- Enter workforce development programs with a target audience of non–adult literacy students under questions 3.20a and 3.20b as Adult Program Sessions
- Adult Literacy Programs include tutor and student training in use of the library and its resources such as computers, library materials, job information, test resources, data bases, workforce development (literacy instruction, resume preparation, job search assistance, GED test preparation, citizenship preparation) and all other types of literacy assistance for adults.
- Count the number of sessions for the library's adult literacy programs as defined above. Programs may be for groups or may be for one–on–one sessions.
- Partners may include, in addition to those named, public and private agencies which help adults in need of literacy and workforce development assistance.

Programs for English Speakers of Other Languages (ESOL) (questions 3.67 – 3.74)

- Programs for English Speakers of Other Languages (ESOL) are any programs that help speakers of other languages to learn English. Programs may be for groups or may be one–on–one sessions.
- Count the number of sessions for the library's ESOL program *only*; count each session in a series of programs (*i.e.*, a six–week series as six sessions).
- Count attendance at *each* session in a series of programs; count each person in the entire audience regardless of the primary audience.
- Indicate all types of collaborators contributing to the ESOL Program(s).

Digital Literacy (questions 3.75 - 3.77)

The American Library Association defines digital literacy as the ability to use information and communication techniques to find, evaluate, create, and communicate information, requiring both cognitive and technical skills. A few examples of public library digital literacy programs to

report in this section include:

- Programs which teach basic computer skills.
- Programs which teach how to create email accounts and other items using social media software. Programs which teach use of online applications and job search resources.
- Programs may be for groups or may be one–on–one sessions.

Part 4 – LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal library usage is *not* considered part of circulation.)

Questions 4.1 – 4.11 and 4.16 – 4.17 **Circulation and Interlibrary Loan**

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non–book materials should be reported in the appropriate category – Adult or Children's Other Materials. Include non–traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials (4.8a and 4.9a).
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, *i.e.*, from main library to a branch, are *not* counted as circulation.
- Items packaged together as a unit and checked out as a unit are counted once for each loan of the unit (*e.g.,* two compact discs, two films, two videocassettes, a kit or a set of 25 slides).

Questions 4.8-4.9

- 4.8a Circulation of Adult Other Materials - Non-Audio/Visual: Circulation of all physical items for adults other than print books, physical audio units, physical video units, and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

- 4.8b Circulation of Adult Other Materials - Audio/Visual: Circulation of physical audio and physical video units. Include CDs and DVDS here.

- 4.9a Circulation of Children's Other Materials - Non-Audio/Visual: The total annual circulation of all children's materials in all physical formats to all users, including renewals. Include circulation of other physical items for children (e.g., kits, games, technology). If possible, do not include materials for teens/young adults.

- 4.9b Circulation of Children's Other Materials - Audio/Visual: Circulation of physical audio and physical video units for children. Include children's CDs and DVDs here.

Question 4.14 **Reference**

- Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.
- A reference transaction includes information and referral service as well as scheduled and unscheduled individual instruction and assistance in using information sources (including web sites and computer–assisted instruction). Count Readers Advisory questions as reference transactions.
- Information sources include
    - printed and non–printed material;
    - machine–readable databases (including computer–assisted instruction);
    - the library's own catalogs and other holdings records;
    - other libraries and institutions through communication or referral; and
    - persons both inside and outside the library.
- The request may come from an adult, a young adult, or child
    - in person,
    - by phone,
    - by fax,
    - by mail,
    - by electronic mail, or
    - by virtual reference.
- When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.
- If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.
- NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, “Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?”
- If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

4.15 **Does the Library offer virtual reference?** – Virtual reference is a method by which a library may provide reference service online. The reference transaction is a remote computer–mediated communication which also includes delivery of reference information from library staff to users who cannot access or do not want face–to–face communication. Virtual reference service is most often an extension of a library's existing reference service program. Examples are LibAnswers, TextALibrarian, etc. E-mail reference should not be included here, but rather in 4.14.

Questions 4.16 – 4.17 **Interlibrary Loan**

- Library materials, or copies of the materials, made available by one library to another upon request, including “patron placed” interlibrary loan requests.
- Report data as an annual figure.
- The libraries involved in interlibrary loan are *not* under the same library administration.
- Do *not* count transactions among outlets (*i.e.*, branches and bookmobiles) of the same library.
- Photocopied materials mailed or transmitted to fill an interlibrary loan request are included within the count.

- Do not count bulk loans from the systems or rotating collections as interlibrary loans.

Total Materials Received (Borrowed) (question 4.16) – Library materials, or copies of the materials, borrowed by the reporting library to fill a *specific* title, author, or subject request (i.e., loans received from other libraries, systems, agencies or suppliers). Materials received (borrowed) are also counted as circulation by the reporting library when charged out for use outside the library by the reporting library's patrons.

Total Materials Provided (Loaned) (question 4.17) – Library materials, or copies of the materials, loaned by the reporting library to the system, other libraries, other systems or agencies to fill a *specific* title, author, or subject request. Materials provided (loaned) are *not* counted as circulation by the reporting library.

- "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity.

4.18 – 4.20 **E–Rate and Consortium** – E–rate benefits are administered by USAC's (Universal Service Administrative Co.) Schools and Libraries Programs. Check yes if you have applied for and received E–rate benefits. Check yes if you are receiving e–rate benefits through participation in a consortium with other e–rate eligible libraries (usually through your library system) and note the consortium.

PART 5 – ELECTRONIC USE

These are new questions added by IMLS that must be answered for the 2025 report. No new data gathering should be needed by libraries to answer these questions. For all questions: Answer *Missing* if the answer is unknown.

Questions 5.1-5.3 Electronic Books

E–books are the digital equivalent of printed books that may be accessed online from an electronic device. E–books also include e–comics. Do not consider resources available for free in the public domain when answering the following questions.

Question 5.1

Answer Yes if library paid for any number of e–books, even if the purchases were facilitated by the Library System or other consortia. Answer Yes/No/Missing (unknown).

Question 5.2

Answer Yes/No/Missing (Unknown)

Question 5.3

Pre-filled and locked.

Questions 5.4-5.6 Electronic Serials

E–serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

Question 5.4

Answer Yes if library paid for any number of e–serials, even if the purchases were facilitated by the Library System or other consortia. Answer Yes/No/Missing (unknown).

Question 5.5

Answer Yes/No/Missing (Unknown)

Question 5.6

Pre-filled and locked.

Questions 5.7-5.9 **Electronic Audio**

E–audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

Question 5.7

Answer Yes if library paid for any amount of e–audio, even if the purchases were facilitated by the Library System or other consortia. Answer Yes/No/Missing (unknown).

Question 5.8

Answer Yes/No/Missing (Unknown)

Question 5.9

Pre-filled and locked.

Questions 5.10-5.12 **Electronic Video**

E–videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and CloudLibrary. Do not consider resources available for free in the public domain when answering the following questions.

Question 5.10

Answer Yes if library paid for any amount of e–video, even if the purchases were facilitated by the Library System or other consortia. Answer Yes/No/Missing (unknown).

Question 5.11

Answer Yes/No/Missing (Unknown)

Question 5.12

Pre-filled and locked.

Questions 5.13–5.15 **Research Databases**

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

Question 5.13

Answer Yes if library paid for any amount of research databases, even if the purchases were facilitated by the Library System or other consortia. Answer Yes/No/Missing (unknown).

Questions 5.14-5.15

Answer Yes/No/Missing (Unknown)

Questions 5.16–5.18 **Online Learning Platforms**

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

Question 5.16

Answer Yes if library paid for any number of online learning platforms, even if the purchases were facilitated by the Library System or other consortia. Answer Yes/No/Missing (unknown).

Question 5.17

Answer Yes/No/Missing (Unknown)

Question 5.18

Pre-filled and locked.

Questions 5.19–5.22 **E–Material Circulation**

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e–books, e–serials, e–audio, and e–video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 **The total circulation of e–books during the reporting period**.

- E–books are the digital equivalent of printed books that may be accessed online from an electronic device. E–books also include e–comics.

5.20 **The total circulation of e–serials during the reporting period.**

- E–serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

5.21 **The total circulation of e–audio during the reporting period.**

- E–audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from

an electronic device.

5.22 **The total circulation of e–videos during the reporting period.**

- E–videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.

Part 6 – STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 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.

6.1 **FTE (Full–Time Equivalent) Calculation** – Record the number of hours per week used to compute FTE for all budgeted positions. This should be no more than 40 hours per week.

6.2 – 6.3 & 6.6 - 6.7 **Library Director (Certified); Librarian** – Positions counted in this series require a New York State Public Librarian's Certificate, whether conditional or professional. For question 6.2, do not list an interim or acting director. List only an official director who has been appointed by the Board.

6.4 – 6.5 & 6.8 – 6.9 **Library Manager (Not Certified); Library Specialist/Paraprofessional**

- In questions 6.4-6.5 count under "Library Manager" the position of library director where the incumbent does not hold a N.Y.S. Public Librarian's Certificate.
- In questions 6.8-6.9 count under "Library Specialist/Paraprofessional" the position with the title of librarian where the incumbent does not hold a N.Y.S. Public Librarian's Certificate and does paid work that usually requires a certified librarian with professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

6.6 **Librarian (certified)** – Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

6.10 – 6.11 **Other Staff** – Count all other paid staff positions not previously counted on questions 6.2 – 6.9.

6.14 – 6.17 **Salary Information Library Director or Library Manager** – Libraries must report FTE and salary for Library Director (certified) or Library Manager (not certified), not both. Report the FTE (based on the number of hours reported in question 6.1) and the current annual salary as of the end of the fiscal year for this position, even if vacant. If a position is vacant, indicate the FTE and annual salary that the employee would earn if the position were filled. If there is no set "annual" salary figure for any position, then multiply the hourly salary by the number of hours worked per week by 52 weeks (i.e., salary x number of hours worked per week x 52 weeks). FTE should not be greater than one. The number of hours worked per week should not be greater than 40.

6.18 – 6.19 **Salary Information Librarian** – Report the librarian FTE (based on the number of hours reported on question 6.1) and the current annual salary as of the end of the fiscal year for this position, even if vacant. If a position is vacant, indicate the FTE and annual salary that the employee would earn at

the entry level, as if the position were filled. If there is no set "annual" salary figure for any position, then multiply the hourly salary by the number of hours worked per week by 52 weeks (i.e., salary x number of hours worked per week x 52 weeks). FTE should not be greater than one. The number of hours worked per week should not be greater than 40.

Part 7 – MINIMUM PUBLIC LIBRARY STANDARDS

Questions 7.1–7.14 **Minimum Public Library Standards**

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2025**. Helpful information for meeting minimum public library standards is available on the State Library's website.
NOTE: In the survey, minimum standard #4 includes a list of policies that are included in a proposed regulatory amendment. Please answer y/n to indicate if your library had those policies as of December 31, 2025.

1 The Library 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 The Library has a community–based, board–approved, written long–range plan of service developed by the library board of trustees and staff.
3 The Library 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 The Library 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 The Library 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 The Library 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 The Library is open the following scheduled hours:

Population	Minimum Weekly Hours Open
Up to 500	12
500 – 2,499	20
2,500 – 4,999	25
5,000 – 14,999	35
15,000 – 24,999	40
25,000 – 99,999	55
100,000 and above	60

8 The Library maintains a facility that addresses community needs, as outlined in the library's long–range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom.
9 The Library provides programming to address community needs, as outlined in the library's long–range plan of service.
10 The Library provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information.
11 The Library 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 The Library employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.

13 The Library 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 The Library 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.

Part 8 – PUBLIC SERVICE INFORMATION

Questions 8.1 – 8.5 **Public Service Outlets**

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general instructions before completing this section. Questions 8.1–8.4 are pre–filled with prior year answers but not locked to allow updating.

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

8.1 Main Library

- A main library may be a single outlet library *or* the library that is the operational center of a multiple outlet library.
- Usually, all processing is centralized in the main library. The principal collections and administrative services are also usually housed in the main library.
- Each library may report either no main library ("0") or one main library ("1"); libraries may *not* report more than one main library. Where two or more libraries are considered "main" for local purposes, one main library and one or more branches should be reported on the annual report.
- Where there are several co–equal outlets and no principal collection, report all such outlets as branches, not main libraries.

8.2 Branches

- A branch library is an auxiliary unit of an administrative entity (or main library) which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.
- Do *not* include the main library.

8.3 Bookmobiles

- A bookmobile is a traveling branch library.
- It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

8.4 Other Outlets

Examples are outlets in senior citizen centers, daycare centers, jails, or other organizations or institutions with designated space and with frequently changed collections of books and other library materials.

Questions 8.6 – 8.13 **Public Service Hours**

- All libraries should be open for public service on a 52–week basis. Libraries must be open at fixed times per Commissioner's Regulations and are required to be open a minimum number of hours every week based on the size of the population served (see Minimum Standard 7). These rules do not require any library to be open on legal holidays or Sundays.
- Report to two decimal places.
- Report for the Main Library, branches, and bookmobiles (regardless of whether or not all facilities are open at the same time).
- For each bookmobile count only the hours during which the bookmobile is open to the public.

8.6 – 8.9 **Minimum Weekly Total Hours**

- Report the *minimum* weekly total *scheduled* public service hours for the reporting period.
- A "minimum week" is a week in which the library is open its fewest regularly scheduled hours and contains no holidays/special events. Include seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period.
- Extensive hours closed to the public due to natural disasters or other events should be *excluded* from the Minimum Weekly Total Hours even if the staff is scheduled to work.

8.10 – 8.13 **Annual Total Hours**

- Report the total annual public service hours for the reporting period.
- Annual Total Hours must equal the sum of question 15 for all outlets listed on Part 9. Minor variations in scheduled public service hours need not be noted.
- Extensive hours closed to the public due to natural disasters or other events should be excluded from the Annual Total Hours even if the staff is scheduled to work.
- If the library does not have branches (multiple outlets), Q8.13 Annual Hours Open should equal Q9.14, Public Service Hours Per Year for this Outlet.

Part 9 – SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre–filled with prior year answers but not locked to allow updating.

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.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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 Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that

Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 10–13, and 20–23 should be locked.

- Report complete information for *each* of the library's main libraries, branch libraries or bookmobiles (do *not* abbreviate).
- Question 2 **Name status–** is a locked field for New York State Library use only.
- Question 3 **Street Address–** This field is pre–filled and locked. If the outlet's street address has changed please enter it as a Note.
- Question 4 **Address status –** is pre–filled with 00 (no change). Choose from 00 (no change), 07 (moved to a new location) or 15 (preferred street address).
- Questions 5 – 9 For bookmobiles, report the address as that of the outlet that operates the bookmobile service.
- Provide information for each main library, branch, or bookmobile reported on questions 8.1, 8.2, and 8.3 *only*. Note that each bookmobile must have its own outlet record.
- Do *not* enter Outlet information for Other Outlets (question 8.4).
- Provide information for each main library, branch, or bookmobile reported on questions 8.1, 8.2, and 8.3 *only*. Note that each bookmobile must have its own outlet record.
- Do *not* enter Outlet information for Other Outlets (question 8.4).
- Question 9 **Outlet URL –** for the main library, this should be the same URL entered on question 1.22.
- Question 11 **School District** – Complete this field which asks for the name of the school district in which the outlet is located.
- Question 12 **Library System** – The name of the public library system of which the library is a member.
- Question 13 **Outlet Type Codes: CE** – Main Library; **BR** – Branch Library; **BS** – Bookmobile
- Question 14 **Public Service Hours per Year for This Outlet** – This is the number of annual public service hours for this outlet *only*. Include the *actual* hours open for public service. For bookmobiles, count only the hours during which the bookmobile is open to the public. Minor variations in public service hours need not be included. **Extensive hours closed to the public due to natural disasters or other events should be excluded from the count even if the staff is scheduled to work.**
- Question 15 **Number of Weeks This Outlet is Open** – This is the number of weeks during the year that this outlet is open to the public. Include the number of weeks open for public service. For bookmobiles, count only the weeks during which the bookmobile is open to the public. The count should be based on the number of weeks that the library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count even if the staff is scheduled to work. Do not calculate the number of weeks based on total number of service hours per year at this outlet by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the outlet was open less than half its scheduled hours, round down.
- Question 16 **Total Number of Meeting Spaces Available to the Public** - A meeting space is a room or area designated by your library for the purpose of holding meetings, whether in-person or virtual. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms. Count the total number of meeting spaces available to members of the public, including all reservable and non-reservable meeting spaces. Count meeting spaces available for public use, even if they are also used for nonpublic events (e.g., library staff meetings).
- Question 17 **How many of the above meeting spaces are reservable?** - A reservable meeting space is a room or area designated by your library for the purpose of holding meetings that members of the public can reserve in advance or at the time of use. Examples of meeting spaces include meeting

rooms, study rooms/pods, alcoves, auditoriums, and conference rooms. Count the number of meeting spaces that members of the public can reserve in advance or at the time of use. Count reservable meeting spaces available for public use, even if they are also used for nonpublic events (e.g., library staff meetings). This count is a subset of Total Number of Meeting Spaces Available to the Public (Question 16).

- Question 18 **Number of Times Members of the Public Reserved Meeting Spaces** - Count the total number of reservations made in advance or at the time of use during the reporting period. Count both free and paid reservations, and reservations during and outside regular library hours. Do not count times when members of the public used the space without a reservation. Do not count the number of attendees. Exclude reservations for library programs and events. If a room was reserved for a multi-day event, count each day as a separate reservation. For example, if a group reserved the meeting room on Friday and Saturday, count this as two reservations.
- Question 19 Is the meeting space available for public use even when the outlet is closed? – Answer yes/no.
- Question 20 **Outlet Codes: LO** – The outlet is owned by the library board; **LR** – The outlet is rented by the library board; **LRF** – The outlet is used by the library board rent–free; **N/A** – none of the above.
- Questions 21 – 22 **Outlet and Site Ownership** – Indicate who owns the building and the site on which the building is located.
- Questions 23 – 24 **Outlet Renovation** – Please indicate the year this building was originally constructed. Please indicate the last year this building underwent a major renovation costing $25,000 or more.
- Question 25 **Square Footage**: This question is pre–filled and locked. Provide the area, in square feet, of the public outlet (main library or branch). Report the total area in square feet for each library outlet (main library or branch); for bookmobiles enter N/A. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library outlet, including those areas off–limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
- Question 26 **Number of Internet Computers Used by General Public –** Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.
- Question 27 **Number of Uses of Public Internet Computers per Year** – Report the total number of uses (sessions) for Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign–up forms or Web–log tracking software may also provide a reliable count of uses (sessions).
  Note: The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public Internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public Internet computer(s) three times a year would count as three uses (sessions). If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it. This count includes only the library's Internet computers. Do not include wifi access using nonlibrary computers.
- Question 27a **Reporting Method for Number of Uses of Public Internet Computers Per Year –** Regarding the Number of Uses (Sessions) of Public Internet Computers per Year entered, is this an annual count or an annual estimate based on a typical week or weeks?
  - Select one of the following:
    - CT – Annual Count
    - ES – Annual Estimate Based on Typical Week(s)
- Question 28 **Type of Connection on Public Library Internet Computers –** Report the type of

Internet service connection for the Internet terminals used by the public. If unknown, consult with your public library system headquarters.

- Question 29 **Maximum Download Speed of Connection on the Outlet's Public Access Internet Computers –** Report the download speed of the connection on the Internet access terminals used by the public *only*. If unknown, consult with your public library system headquarters.
- Question 30 **Maximum Upload Speed of Connection on the Outlet's Public Access Internet Computers –** Report the upload speed of connection for the Internet access terminals used by the public *only*. If unknown, consult with your public library system headquarters. Note that generally your upload speed is slower than your download speed.
- Question 31 **Internet Provider –** Report the name of the Internet provider used by the library. Specify using the Note if "Other" is selected from the menu.
- Question 32 **WiFi Availability to Patrons –** If you offer WiFi to your patrons, please indicate if there are any restrictions to accessing it. For example, indicate if no restrictions to access, password required, available only when the library is open, the library does not offer WiFi to patrons or other (specify using the Note).
- Question 33 **Wireless Sessions –** Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.
  NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.
- Question 33a **Reporting Method for Wireless Sessions –** Regarding the number of Wireless Sessions entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?
- Select one of the following:
  - CT – Annual Count
  - ES – Annual Estimate Based on Typical Week(s)
- Questions 34 – 35 **Accessibility** – Indicate whether the building is accessible to a person in a wheelchair and whether the rest of the outlet is accessible to a person in a wheelchair.
- Question 36 **Does your outlet have a Makerspace?** – A Makerspace is a space in the library that allows patrons to create in a communal space using technology. This could include 3D printing, photo editing, video and audio recording/editing, animation, coding and programming, digital design, robotics, sewing and more.
- Questions 37 – 40 are locked fields for New York State Library use only.

Part 10 – OFFICERS AND BOARD MEMBERS

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

10.1 **Total Number of Board Meetings** – Report the number of business meetings held by the library's board as of December 31 of the reporting year. All public and association libraries are required by Education Law to hold at least four meetings per year.

10.2 – 10.4 **Number of Trustees** – Indicate the number of trustees as stated in the library's charter

documents. Include trustee changes that resulted from Board of Regents approved amendments to the charter. If the library has a range of trustees, the current number of trustees should be listed in the library's by–laws, in addition to the range. Indicate the number of current voting positions according to the current by–laws. Report only the total number of voting positions on the library board. Include vacant positions. Do not include ex–officio (non–voting members or community liaison) to the library board. Note that these fields are pre-filled but not locked. Please explain any changes in the note field.

10.5 **Terms of Trustees** – Report the length of the full term of library's trustees as stated in the library's charter (for example, 5 years). Include trustee changes that resulted from Board of Regents approved amendments to the charter. If the library charter does not state a specified term please explain in a Note. Note that these fields are pre-filled but not locked. Please explain any changes in the note field.

10.6 **Trustee Attestation** – Complete the single attestation below, which covers all persons serving as trustees as of December 31, 2025. These trustees may not be exactly the same as the trustees listed in the previous section. Trustee education can be completed by participating in trustee training, workshops, and seminars or conference sessions. Trustee education includes in–person and/or online instruction in the following areas: powers, functions, duties and organization of library boards; financial oversight, accountability and fiduciary responsibilities of library boards including budgeting; bylaws and policies; NYS laws and regulations affecting public, free association and Indian libraries; human resources/personnel; advocacy; and related topics.

10.7 **Board Member Selection Code** – Indicate the code that best represents the selection process for library board members:

- EP – board members are elected in a public election
- EA – board members are elected by the library association membership
- A – board members are appointed by municipality(ies)
- O – other (specify using the Note)

- List Officers and Board Members as of February 1, 2026.
- Trustee information has been pre–filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

List of Officers and Board Members

Questions 1 – 7:

- Provide information for officers and members of the library board as of February 1, 2026. For privacy purposes, the trustee addresses and email addresses are collected for internal use only by Division of Library Development Staff and will not be disseminated.
- The number of board member records should be the same as the number of voting board member positions entered in questions 10.3 or 10.4.
- Complete one record for each Board Member. If a position is vacant, enter “Vacant” in question 1 and N/A in questions 2 through 15 of the repeating group for each vacant voting board member position.
- Do *not* report *ex–officio* (non–voting) board members or community liaisons to the library board. Ex–officio (voting) board members should be reported.
- Enter e–mail addresses for all trustees. Libraries are strongly encouraged to provide library email

addresses for their trustees.

Question 8: **Office Held or Trustee -** Enter office held by Board Member. If a Board Member does not hold an office, indicate Trustee.

Questions 9 – 13: **Trustee Term Beginning/Ending dates** – Please indicate the beginning and end dates of the trustee's term. If a new trustee is filling a partial term, the end date may be different depending on the type of library and the method of trustee selection (election or appointment). Typically all trustees that have full terms should have terms that start in the same month (with differing years) and end in the same month (with differing years) (e.g. if the terms are based on the calendar year all trustees would have terms beginning in January and ending in December; the months should not vary from trustee to trustee if they are serving full terms). "Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date."

For trustees elected by the voters – the end date for a new trustee who is filling someone else's term would reflect that the position will be filled at the next election.

- For trustees appointed by a municipality or district – the end date for a new trustee filling someone else's term would typically be the same end date as that of the trustee who vacated the position.
- Trustee terms are typically three, four or five years and are usually specified in the library's charter (incorporation). In some cases, the length of trustee terms may be specified in Education Law, in special legislation or in the library's bylaws. The expiration of trustee terms is staggered to ensure continuity and stability in governance.

Questions 14 – 15: **Oath of Office** – Please indicate the date the trustee took the oath of office and the date it was filed. *Trustees should take a new oath of office every time they begin a new term.* The oath is required by Public Officers Law (Section 10) for all public (not association) library trustees. Association libraries may enter N/A.

Question 16: **Brand New Trustee** – Indicate Y or N for each trustee. If a trustee has ever served on a library board before this year, indicate N. If the trustee is a trustee who has never served on a library board in New York State, indicate Y.

FINANCIAL REPORT PARTS 11 – 14

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR.

- The Operating Fund Report and the Capital Fund Report are to be used by public and association libraries in reporting fiscal matters *for the Fiscal Reporting Year ending 2025.*
- Report *whole dollar amounts*, rounded to the nearest whole dollar.
- This report reflects only money actually received and disbursed by the library under direction of its Board of Trustees, except as noted in Employee Benefits.
- Report amounts actually received and/or disbursed during the fiscal reporting year; do *not* include accruals for anticipated income and/or disbursements.
- The value of endowments, investment accounts or existing assets **should not** appear on the Financial Report; report only income from investments deposited into the Operating Fund.
- Do *not* estimate receipts and/or expenditures for any item furnished free, such as rent, utilities or volunteer help.
- Grand Total Receipts must equal Grand Total Disbursements in both the Operating Fund and the Capital Fund.

Part 11 – OPERATING FUND RECEIPTS

LOCAL PUBLIC FUNDS FROM LOCAL SPONSORS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please read general instructions before completing this section.

11.1 Indicate whether the reporting library receives local public funds from municipalities or school districts. If yes, complete one record for each taxing authority; if no, go to question 11.3.

- Specify by name the municipalities or school districts that are the source of the funds and report the corresponding dollar amount.
- Record all funds supplied by all local taxing authorities that are municipalities or school districts.
- Funds may be from the library's sponsoring municipality or from a non –sponsoring municipality in payment for library services.
- For each municipality or school district, indicate whether public funds received were subject to a public vote (or that came from a previous vote that is still in effect), and/or whether the funds were received through contractual agreement.
- For special legislative districts, separately report each municipal entity that levies and collects the tax receipts for the district as specified in the library's legislation.

11.2 **TOTAL LOCAL PUBLIC FUNDS** – Sum of question 3 of Repeating Group #5.

11.3 – 11.8 SYSTEM CASH GRANTS TO MEMBER LIBRARIES

11.3 Record all Local Library Services Aid (LLSA) monies received from system headquarters Education Law 273(l)(f)(5).

11.4 Record all Central Library Services Aid monies received from system headquarters.

11.5 Record all other State Aid monies, such as Regional Bibliographic Database (RBDB), or Special Legislative Grants received through system headquarters.

11.6 Record all Federal Aid monies, such as LSTA, received from system headquarters.

11.7 Record all other cash grants monies, such as special grants for travel or conference attendance, received from system headquarters. Do not include the cost of library materials or equipment given by the system headquarters to a member library.

11.8 **TOTAL SYSTEM CASH GRANTS** – Sum of Local Library Services Aid, Central Library Aid, Additional State Aid received from the System, Federal Aid received from the System, and Other Cash Grants (questions 11.3 through 11.7).

11.9 OTHER STATE AID

- Record State monies received in fiscal year ending 2025 other than LLSA and money received through the library system. Report here monies received directly by the library, such as direct Special Legislative Grants, Parent and Child Services Grant, Adult Literacy Services Grant, Conservation/ Preservation Grant, Council on the Arts money, etc.
- If the library does not have a separate capital funds account, report here any monies received in fiscal year ending 2025 through the Public Library Construction Grant Program.
- Report LLSA in question 11.3.

11.9 – 11.12 FEDERAL AID FOR LIBRARY OPERATION

11.10 Record operating money paid directly to the library from Library Services Technology Act (LSTA).

11.11 Record funds received directly from any other Federal Programs, which are used for library operations.

11.12 **TOTAL FEDERAL AID** – Sum of LSTA and Other Federal Aid (questions 11.10 and 11.11).

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** – Record all contractual money received by the reporting library from any public or free association library or public library system in New York State as payment for services rendered by the reporting library.

11.14 –11.19 **OTHER RECEIPTS**

11.14 **Gifts and Endowments** – Record all money received as gifts from private persons or foundations; include grants from the Bill and Melinda Gates Foundation.

11.15 **Fundraising** – Record all money received through special/major fundraising activities or events. Money received from sale of donated, obsolete or unneeded books, including used book sales, withdrawn materials sales, etc., should be reported on question 11.18, Other.

11.16 **Income from Investments** – Record all money received from interest and earnings on investments and endowments and trust earnings deposited into the operating fund. Do *not* record the value of endowment or investment accounts.

11.17 **Library Charges** – Record all money received from library charges including reserve fees, photocopy fees, book fine money and rental money from books, records, etc.

11.18 **Other**– Include *all* other receipts (monies actually received). Items recorded in this category should include, but are not limited to the following:

- E–Rate - Include rebates received during the fiscal year (do not list e–rate discounts; list only incoming funds related to e–rate).
- Proceeds from Sale of Property – receipts from sales of land and/or buildings and cash received from sales of equipment and vehicles.
- Proceeds from Café Sales – any profit from food and beverage sales on library property.
- Refunds – refunds of disbursements from prior years such as a recovery or an overpayment to a vendor or cancellation of an outstanding check. Refunds of operating fund disbursements for the current year should not be recorded here as a receipt because the corresponding disbursement is void.
- Sale of Scrap and Excess Materials – cash received from the sales of scrap and excess materials.
- Sale of Instructional Supplies – Unneeded Books – money received from sale of obsolete or unneeded books, including used book sales, withdrawn materials sales, etc.
- Rental of Real Property – rent received from the lease of real property.
- Equipment Rental – amounts received for rentals of equipment.
- Commissions – commissions such as those received from the telephone company for pay phones, pay photocopy machine commissions, etc.
- Economic Development Entities – include funds from local or NYS–sponsored industrial development agencies and authorities including PILOT payments.

- Insurance Recoveries – recoveries from insurers of all types: for fire losses, compensation for automobile or other personal property damage and reimbursements under Workmen's Compensation Law, Section 25(4).
- Other Compensation for Loss – receipts for damages to property from other than insurance companies, such as payment from an individual for a broken window.
- Other – revenues which are not explained elsewhere such as United Way, contracts with non–member libraries or college and research libraries (other than NYPL Research), or libraries out of state, etc.

11.19 **TOTAL OTHER RECEIPTS** – Sum of Gifts and Endowments, Fundraising, Income from Investments, Library Charges and Other (questions 11.14 through 11.18).

11.20 **TOTAL OPERATING FUND RECEIPTS** – Sum of Total Local Public Funds, Total System Cash Grants, Other State Aid, Total Federal Aid, Contracts and Total Other Receipts (questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19).

11.21 **BUDGET LOANS** – Record the principal of all budget loans received during the fiscal year and not paid back prior to the end of the fiscal year. Omit principal of budget loans made and paid back during the fiscal year.

11.22 –11.24 **TRANSFERS**

11.22 **Transfer from Capital Fund** – Record funds transferred from capital fund to be used in the operating fund (same as Transfer to Operating Fund, question 14.8, Capital Fund Disbursements).

11.23 **Transfer from Other Funds** – Record funds transferred from the principal of any trust or endowment funds other than the Capital Fund, which are to be used in the operating fund.

11.24 **TOTAL TRANSFERS** – Sum of Transfer from Capital Fund and Transfer from Other Funds (questions 11.22 and 11.23).

11.25 **BALANCE IN OPERATING FUND – Beginning Balance for Fiscal Year Ending 2025** – Record operating funds held in checking accounts, interest bearing time open accounts, time certificates of deposit, and temporary investments, etc. Do not include inactive portfolio funds that have not passed through an active library account during the reporting year. **This *must* be the same figure reported in question 12.39 Balance at the End of Fiscal Year ending 2024 of the 2024 Annual Report unless the fiscal year has changed. If the Opening Balance must be altered due to an audit or some other reason, please contact the New York State Library to resolve the problem.**

11.26 **GRAND TOTAL RECEIPTS, LOANS, TRANSFERS, AND BALANCE** – Sum of Total Operating Fund Receipts, Budget Loans, Total Transfers, and Balance (questions 11.20, 11.21, 11.24 and 11.25). Must equal Grand Total Disbursements, Transfers and Balance in Part 12, question 12.40, Operating Fund Disbursements.

Part 12 – OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report.) ROUND TO THE NEAREST DOLLAR. Please read general instructions before completing this section.

Note: Federal Aid – Library Operation. Funds for operating purposes received from such Federal

programs as Library Services Technology Act (LSTA) (reported as receipts in question 11.10) or Library Services and Construction Titles (LSCA) IV, V and VI, etc. (reported as receipts in question 11.11) must be shown as disbursements in the Operating Fund Disbursement report. For example, LSTA or LSCA Title V money used for library materials must be included in an appropriate section within Collection Expenditures (questions 12.6 through 12.8).

12.1–12.5 STAFF EXPENDITURES

12.1–12.3 SALARIES & WAGES

12.1 **Certified Librarians** – Record salaries paid to professional NYS certified librarians.

12.2 **Other Staff** – Record salaries paid to librarians who do not hold certification and to all other staff employed by the library.

12.3 **Total Salaries** – Sum of questions 12.1 and 12.2.

12.4 **Employee Benefits** – Record employer's contribution for employee benefits, including, but not limited to:

- State Retirement – New York State Employees' Retirement System.
- Private Retirement – Any retirement system other than New York State Employees' Retirement System.
- Social Security
- Unemployment Insurance
- Workmen's Compensation
- Disability Insurance
- Life Insurance
- Hospital and/or Medical Insurance

12.5 **Total Staff Expenditures** – Sum of questions 12.3 and 12.4.

Note: In cases where local sponsors (*e.g.* municipalities or districts) directly pay the library's Employee Benefits listed above, without such sums going through the library's Board of Trustees, the library may report such money. If this is done, an equal sum must be included under the appropriate receipt category (question 11.2) so that the annual report is in balance. The library must be able to produce reliable evidence when reporting these sums.

12.6–12.9 **COLLECTION EXPENDITURES**

12.6 **Print Materials** – Record all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.

12.7 **Electronic Materials** – Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format.

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Question 12.8, Other Materials Expenditures.

12.8 **Other Materials** – Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats.

12.9 **TOTAL COLLECTION EXPENDITURES** – Sum of all expenditures for print materials, electronic materials, and other materials (questions 12.6 through 12.8).

12.10 –12.12 CAPITAL EXPENDITURES FROM OPERATING FUNDS

> If you report capital expenditures from operating funds, you *must* use questions 12.10 and 12.10 (codes 71PF and 71OF) to break down expenditures into "From Local Public" and/or "From Other" funds. Record the cost of all capital expenditures from operating funds including the cost of all vehicles and equipment purchased from operating funds. Total capital expenditures are the sum of questions 12.10 and 12.11.

12.13–12.17 **OPERATION AND MAINTENANCE OF BUILDINGS**

12.13–12.15 **Repairs to Buildings and Building Equipment** – Record costs of repairs to buildings and its equipment. For repairs to office equipment, use Equipment (question 12.23). If you report repair expenditures, you *must* use questions 12.13 and 12.14 (codes 72PF and 72OF) to break down expenditures into "From Local Public" and/or "From Other" funds. Total repairs are the sum of questions 12.13 and 12.14.

12.16 **Other Disbursements** – Record all other costs related to the operation and maintenance of buildings, including but not limited to fuel and utilities (fuel, electricity, gas, etc.), insurance (other than those reported under employee benefits), custodial supplies, rental of quarters, and contracts for janitorial service, window washing, snow removal, etc.

12.17 **TOTAL OPERATIONAND MAINTENANCE OF BUILDINGS** – Sum of questions 12.15 and 12.16.

12.18 –12.23 **MISCELLANEOUS EXPENSES**

12.18 **Office and Library Supplies** – Record costs of such items as paper, ink and other supplies for photocopy and fax machines, computer diskettes, plastic jackets, cards and pockets, bindery supplies, etc.

12.19 **Telecommunications** – Record fees for telecommunications including telephone and Internet operation and installation (*e.g.,* cable, DSL, T1 lines).

12.21 **Professional and Consultant fees –** All libraries enter total paid for professional and consultant fees. If the cost for any one professional or consultant's fee is over $10,000, please describe in the Note. Professional & Consultant includes: attorney, accountant, auditor, financial advisor, educators, program presenters, performers and others.

12.22 **Equipment –** Record costs of such items as photocopiers, fax machines, computers, printers, scanners, etc. Also include expenses for office equipment repairs, office equipment maintenance contracts and rentals/leases of equipment. Related technology expenses, such as software and web server services, should be included in Other Miscellaneous (12.23). If any expense exceeds $10,000 or 5% of the library's budget, whichever is higher, indicate in a Note how the funds were spent.

12.23 **Other Miscellaneous** – Record all expenses not appropriate to above categories. Include here contract money paid to libraries that are not members of a New York State public library system and contract money paid to library systems, as well as costs of postage, UPS, and other freight and delivery costs (previously collected separately). If any expense exceeds $10,000 or 5% of the library's budget, whichever is higher, indicate in a Note how the funds were spent.

12.24 **TOTAL MISCELLANEOUS EXPENSES** – Sum of questions 12.18 through 12.23.

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**– Record money paid for services purchased by the reporting library from other free association, public libraries or Public Library Systems in New York State.

12.26 –12.28 **CAPITAL PURPOSES LOANS**

12.26–12.27 **Capital Purposes Loans** – Record payment from operating funds of principal and of interest on capital purposes loans issued in a prior year. If you report expenditures, you *must* use special codes 73PF and 73OF to break down expenditures into "From Local Public" and/or "From Other" funds. Total Capital Purposes Loans are the sum of questions 12.26 and 12.27.

12.29–12.30 OTHER LOANS

12.29 **Budget Loans** – Record payment from operating funds of principal and interest on budget loans issued in a prior year.

12.30 **Short Term Loans** – Record payment from operating funds of interest on short–term loans; i.e., loans made and paid back within the current fiscal year.

12.31 **TOTAL DEBT SERVICE** – Sum of questions 12.28 through 12.30.

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** – Sum of Total Personnel Costs, Total Collection Expenditures, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Contracts, and Total Debt Service (questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31).

12.33 –12.37 **TRANSFERS**

12.33–12.35 **Transfer to Capital Fund** – Record funds transferred from operating funds into capital funds (same as Transfer from Operating Fund, question 13.8, Capital Fund Receipts). If you report transfers, you *must* use questions 12.33 and 12.34 (codes 76PF and 76OF) to break down expenditures into "From Local Public" and/or "From Other" funds. Total Transfers to Capital Fund are the sum of questions 12.33 and 12.34. Total Transfers to Capital Fund must equal question 13.8.

12.36 **Transfer to Other Funds** – To be used by libraries permitted to have special fund accounts other than capital funds. Record total of funds transferred into special fund accounts such as memorial accounts, etc. as well as money returned to the municipality, such as fines and gifts, and unspent balance where the municipality requires it.

12.37 **TOTAL TRANSFERS** – Sum of questions 12.35 and 12.36.

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** – Sum of Total Operating Fund Disbursements and Total Transfers (questions 12.32 and 12.37).

12.39 **BALANCE IN OPERATING FUND – Ending Balance for the Fiscal Year Ending 2025** – Record operating funds held in checking accounts, interest bearing time open accounts, time certificates of deposit, and temporary investments, etc.

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, AND BALANCE** – Sum of Total Operating Fund Disbursements, Total Transfers, and Balance (questions 12.38 and 12.39). Must equal Grand Total Receipts, Transfers and Balance in question 11.26 in Operating Fund Receipts.

12.41 **ASSURANCE** – Enter the date the Annual Report was reviewed and accepted by the Library Board.

12.42 –12.44 **FISCAL AUDIT** – Enter the date of the library's last fiscal audit, the time period covered by the audit and the type of audit performed. If the library has *not* had a fiscal audit within the last five years, enter N/A.

12.45 **CAPITAL FUND** – Indicate whether the library has a separate capital fund. If no, stop here. If yes, complete the Capital Fund Report.

CAPITAL FUND REPORT – Fiscal Year reported in Part 1.

The Capital Fund Report is to be used by public and association libraries in reporting fiscal matters related to the Capital Fund.

Part 13 – CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please read general instructions before completing this section.

13.1–13.3 REVENUES FROM LOCAL SOURCES

Record Revenues from Local Government Sources in question 13.1.
Record All Other Revenues from Local Sources in question 13.2.
Record all revenues to the Capital Fund from all other local sources including but not limited to:

- Interest and Earnings – interest earned on cash in time deposits and temporary investments. Record gain on sale of temporary investments.
- Gifts and Donations – Record any gifts or donations made to the Capital Fund.
- Premiums and Accrued Interest on Borrowings – amount paid by purchaser over and above the face value of obligations issued and/or interest accrued between the date of the issue and the date of receipt of the proceeds.
- Financing from Other Local Sources – funds received from any local source not listed above.

13.4–13.6 **STATE AID FOR CAPITAL PROJECTS** – Record State aid received for construction purposes under Education Law 273–a or any other State program.

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** – Record federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

INTERFUND REVENUE

13.8 **Transfer from Operating Fund** – Record funds transferred from Operating Fund (same as question 12.35, Operating Fund Disbursements).

13.9 **TOTAL REVENUES** – Sum of Total Revenue from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid (questions 13.3, 13.6, 13.7 and 13.8)

13.10 **NON–REVENUE RECEIPTS** – Record all non–revenue receipts including:

- Advance from Other Funds – temporary advances from Operating Fund monies not paid back as of the end of the fiscal year.
- Sale of Investments – the cost price upon the sale of investments. Any excess realized or loss sustained will be reflected in question 13.2.
- Obligations Issued – Serial Bonds – par value of serial bonds sold.
- Installment Bonds – par value of installment bonds sold.
- Bond Anticipation Notes – the amount of notes issued in anticipation of the sale of bonds.
- Capital Notes – par value of capital notes sold.
- Revenue Anticipation Notes – amount of note issued on revenue anticipation.

13.11 **TOTAL CASH RECEIPTS** – Sum of Total Revenues and Non–Revenue Receipts (questions 13.9 and 13.10)

13.12 **BALANCE IN CAPITAL FUND – Beginning Balance for Fiscal Year Ending 2025** – *must* be the same figure reported in question 14.11 in Part 14, Capital Fund Disbursements, Balance at the End of the Fiscal Year ending 2024 on the 2024 Annual Report unless the fiscal year has changed.

13.13 **TOTAL CASH RECEIPTS AND BALANCE** – Sum of questions 13.11 and 13.12. (Must equal question 14.12 in Capital Fund Disbursements)

Part 14 – CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR.
Please read general instructions before completing this section.

14.1–14.7 PROJECT EXPENDITURES

14.1 **Construction** – Record payments to contractors for construction costs pursuant to contract including change orders. Include general construction, heating and ventilating, plumbing, electrical, etc.

14.2 **Incidental Construction** – Record expenditures for the following:

- Architects' Commissions and Expenses – payments of architects' commissions and other expenses of the architect. Record clerk of the work's expenses when employed and paid by the architect.
- Site Acquisition – costs of site acquisition including options, demolition of existing structures and other expenses of preparation of the site for construction.
- Furniture and Equipment – capital project expenditures for furniture and other equipment.
- Other Incidental Costs – advertising costs, bond and note issue expense (printing, travel, etc.) watchmen, clerk of the works (unless paid by the architect), legal services, surveying, site improvement, utility system, etc.

14.3–14.6 **Other Disbursements**

14.3 **Purchase of Buildings** – Record cost of acquiring an existing building.

14.4 **Interest** – Record payments from capital fund monies of interest charges on notes.

14.5 **Collection Expenditures** – Record capital project expenditures for books, films, serials, etc.

14.6 **Total Other Disbursements** – Sum of questions 14.3 through 14.5.

14.7 **TOTAL PROJECT EXPENDITURES** – Sum of questions 14.1, 14.2 and 14.6.

14.8 **TRANSFER TO OPERATING FUND** – Record funds transferred from Capital Fund into Operating Fund (must be the same as question 11.22, Transfer from Capital Fund, Operating Fund Receipts).

14.9 **NON–PROJECT EXPENDITURES** – Record all non–project expenditures including amounts paid to redeem bond anticipation notes and revenue anticipation notes; repayment of advances from the operating fund; the cost price of investments purchased and any other non–project costs.

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** – Sum of Total Project Expenditures, Transfer to Operating Fund, and Non–Project Expenditures (questions 14.7 through 14.9)

14.11 **BALANCE IN CAPITAL FUND – Ending Balance for the Fiscal Year Ending 2025** – Report Cash Balance as of the end of Fiscal Year ending 2025.

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** – Sum of questions 14.10 and 14.11 (Must equal question 13.13, Capital Fund Receipts)

Part 15 – STATE AID DISBURSEMENTS by CENTRAL/CO–CENTRAL LIBRARIES for CENTRAL LIBRARY SERVICES AID (CLSA)

Part 15 of the Annual Report focuses on the reporting by central and co–central libraries of actual State Aid Disbursements by the Library for Central Library Services Aid during the calendar year ending December 31, 2025.

Record the central/co–central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library. Do not report funds spent by the public library system on the Library's behalf.

Part 15 should be completed by those approved central and co–central libraries of public library systems that are separate legal entities from the public library system. Only these entities should see this Part of the Annual Report. Libraries that are also public library systems (Brooklyn, Buffalo and Erie County Public Library, New York Public Library, Onondaga County Public Library and the Queens Library) will report all information related to central library aid on their system annual report and should not complete Part 15 of the Public and Association Library Annual Report.

15.1.1 - 15.1.3 **Total Full–Time Equivalents (FTE)**

- Indicate total FTE and salaries for all library employees paid from each category of state aid.
- Total Full–Time Equivalent (FTE) is the amount of time that an employee works in the state funded program. For example, one Total Full–Time equivalent (1.0 FTE) equals one person working an entire week each week of the year; two half–time employees working the full year equal one Total Full–Time equivalent (1.0 FTE), while an employee working one day a week (0.2 FTE) for the whole year equals 0.20 Total Full–Time equivalent (FTE).
- Consultants should be included in Purchased Services.

15.1.2 Total Expenditure for Professional Salaries

- Indicate the total expenditures for the library director and New York State certified librarians only.

Do not itemize positions except where indicated in specific program instructions. Independent consultants or per diem workers should be included in Purchased Services.

15.1.4 Total Expenditures for Other Staff Salaries

- Except for the library director and New York State certified librarians, indicate total FTEs and total salaries for all other library staff paid from each category of Central Library Development Aid. Include: library specialists or M.L.S. degree holders without the school or public library certificate issued by the New York State Education Department; paraprofessionals; business managers; accountants; archivists; support staff; clerical assistants; building and maintenance staff; and any other staff paid by these funds. Independent consultants or per diem workers should be included in Purchased Services.

15.1.5 **Employee Benefits**

- Indicate the actual total expenditures for all library employee fringe benefits. This total includes Social Security, retirement benefits, health insurance, worker's compensation, unemployment insurance, and any other benefits.

15.1.6 - 15.1.7 **Purchased Services**

- Indicate the actual total expenditures for purchased services.
- Purchased services include, but are not limited to, the hiring of personnel from outside the agency as consultants, rentals, admission fees, tuition costs, telecommunications, repairs to equipment, and contractual services (leases, database vendor service, etc.). Include independent consultants or per diem workers. An independent consultant decides when, where and how the work is to be performed, and is paid according to an agreed–upon performance or result of work.
- Institutional Membership/Associations – Specify the organization's name in a Note.

15.1.8 - 15.1.9 **Supplies and Materials**

Indicate actual total expenditures for supply items, postage and library materials. Equipment and furnishings with a unit cost less than $5,000 should be included in this category.

15.1.10 - 15.1.11 Travel Expenditures

- Indicate the actual total expenditures for travel expenses.
- Travel expenses include, but are not limited to, library staff travel expenses, library board members' travel expenses, or other travel related to the state–funded program.

15.1.12 - 15.1.13 Equipment and Furnishings

- Indicate actual total expenditures for all equipment and furnishings with a unit cost of $5,000 or more that have a useful life of more than one year. Where indicated in specific program instructions, include type of item purchased.

15.1.18 Final Narrative

- Provide a brief narrative for each category of formula State Aid as indicated. Describe the major activities carried out with State Aid funds during the reporting period.

Part 16 – FEDERAL TOTALS (Questions 16.1–16.18)

All questions in Part 16 fields are locked and are calculated automatically.

16.1 Total ALA–MLS

- Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- Total ALA–MLS = The sum of Library Directors (questions 6.2–6.3) + Librarians (questions 6.6–6.7) multiplied by the number of hours used to calculate FTE (question 6.1) divided by 40 hours per week [(questions 6.2 + 6.3 + 6.6 + 6.7) x question 6.1]/40.

16.2 Total Librarians

- Persons with the title of librarian who do paid work that usually requires professional training and skill in both the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA–MLS.
- Total Librarians = The sum of Library Managers (questions 6.4–6.5) + Library Specialists/Paraprofessionals (questions 6.8–6.9) multiplied by the number of hours used to calculate FTE (question 6.1) divided by 40 hours per week + Total ALA/MLS (question 16.1). IE [(questions 6.6 + 6.7 + 6.8 + 6.9) x question 6.1]/40 + question 16.1.

16.3 All Other Paid Staff

- This includes all other FTE employees paid from the library's budget, including facility operations, security, and maintenance staff.
- All Other Paid Staff = Other Staff (questions 6.10–6.11) multiplied by the number of hours used to calculate FTE (question 6.1) divided by 40 hours per week. IE [(questions 6.10 + 6.11) x question 6.1]/40.

16.4 Total Paid Employees

- This is the sum of all employees paid from the library's budget. Total Paid Employees = Total Librarians (question 16.2) + All Other Paid Staff (question 16.3). IE 16.2 + 16.3.

16.5 State Government Revenue

- These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State.
- State Government Aid = Local Library Services Aid (question 11.3) + Central Library Aid (question 11.4) + Other State Aid (question 11.5) + State Aid other than LLSA, Central Library Aid or Other State Aid (question 11.9).

16.6 Federal Government Revenue

- This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
- Federal Aid = Federal Aid (question 11.6) + Total Federal Aid (question 11.12).

16.7 Other Operating Revenue

- This is all operating revenue other than Local, State, and Federal Revenues. Included, for example, are monetary gifts and donations, interest, library fines, and fees for library services. Not included is

the value of any contributed services or the value of any nonmonetary gifts or donations.

- Other Operating Revenue = Other Cash Grants (question 11.7) + Contracts with Public Libraries and/or Public Library Systems (question 11.13) + Total Other Receipts (question 11.19) + Budget Loans (question 11.21).

16.8 Total Operating Revenue

- This is all operating revenue from the Local, State, and Federal governments, as well as all other revenue.
- Total Operating Revenue = Total Local Public Funds (question 11.2) + State Government Revenue (question 16.5) + Federal Revenue (question 16.6) + Other Operating Revenue (question 16.7).

16.9 Other Operating Expenditures

- This includes all operating expenditures other than those for staff and collections.
- Other Operating Expenditures = Total Operation and Maintenance of Buildings (question 12.17) + Total Miscellaneous Expenses (question 12.24) + Contracts with Public Libraries and/or Public Library Systems (question 12.25) + Budget Loans (question 12.29) + Short–Term Loans (question 12.30).

16.10 Total Operating Expenditures

- This includes total operating expenditures on staff, total expenditures on collections, and other operating expenditures.
- Total Operating Expenditures = Total Staff Expenditures (question 12.5) + Total Collection Expenditures (question 12.9) + Other Operating Expenditures (question 16.9).

16.11 Total Capital Expenditures

- Includes Capital Expenditures from Operating Funds, and Total Capital Fund Disbursements and Transfers.
- Capital Expenditures = Total Capital Expenditures (question 12.12) + Total Capital Fund Disbursements and Transfers (question 14.10).

16.12 Print Materials

Includes books in print and print serials.

- Print Materials = Total Cataloged Books (question 2.7) + Total Uncataloged Books (question 2.8) + Total Print Serials (question 2.9).

16.12a Total Physical Items in Collection

- Includes Print Materials (question 16.12) + Audio – Physical Units (question 2.21) + Video – Physical Units (question 2.22) + Other Circulating Physical Items (question 2.23).

16.13 Circulation of Children's Physical Material

- Circulation of Children's Physical Material = Total Children's Books (question 4.6) + Circulation of Children's Other Materials (question 4.9a + question 4.9b).

16.14 Total Registered Borrowers

- Total Registered Borrowers = Registered Resident Borrowers (question 3.2) + Registered Non–Resident Borrowers (questions 3.3).
- A registered user is a library user who has applied for and received an identification number or card

from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.

16.15 Other Capital Revenue and Receipts

- Other Capital Revenue and Receipts = All Other Revenues from Local Sources (question 13.2) + Transfer from Operating Fund (question 13.8) + Non–Revenue Receipts (question 13.10).

16.16 Number of Internet Computers Used by General Public

- Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.
- Number of Internet Computers Used by General Public = Total of Part 9, Question 26.

16.17 Total Uses (sessions) of Public Internet Computers Per Year

- Total Uses (sessions) of Public Internet Computers Per Year = Total of Part 9, Question 27 of Repeating Group #3.

16.18 Wireless Sessions

- Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.
  NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

  Total Wireless Sessions Provided by the Library Wireless Service Per Year = Total of Part 9, Question 33 of Repeating Group #3

16.19 Total Capital Revenue

- Total Capital Revenue = Revenue from Local Government Sources (question 13.1) + Total State Aid (question 13.6) + Total Federal Aid (question 13.7) + Other Capital Revenue and Receipts (question 16.15).

Part 17 – FOR STATE 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