Raquette Lake Free Library
Annual Report For Public And Association Libraries - 2017

1. GENERAL LIBRARY INFORMATION

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

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

Report all information in Part 1 as of December 31, 2017, except for questions related to the current library director/manager (questions 1.36 through 1.41).

1.1	Library ID Number	7600205460
1.2	Library Name	RAQUETTE LAKE FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Raquette Lake
1.6	Beginning Fiscal Reporting Year	01/01/2017
1.7	Ending Fiscal Reporting Year	12/31/2017
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning Local Fiscal Year	1/01/2017
1.12	Ending Local Fiscal Year	12/31/2017
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	1 DILLON ROAD
1.15	City	RAQUETTE LAKE
1.16	Zip Code	13436
1.17	Mailing Address	P.O. BOX 129
1.18	City	RAQUETTE LAKE

1.19	Zip Code	13436
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(315) 354-4005
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(315) 354-4005
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	cdufft@sals.edu
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.sals.edu/raquettelake.shtml
1.24	Population Chartered to Serve (per 2010 Census)	114
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	02/11/1938
1.30	Date the library was last registered	06/11/1934
1.31	Federal Employer Identification Number	146002284
1.32	County	HAMILTON
1.33	School District	Raquette Lake Union Free School
1.34	Town/City	Long Lake
1.35	Library System	Southern Adirondack Library System

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

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

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37	Title of Library Director/ Manager (select one):	Ms.
1.38	First Name of Library Director/Manager	Carolynn E.
1.39	Last Name of Library Director/Manager	Dufft
1.40	NYS Public Librarian Certification Number	N/A
1.41		

	What is the highest education level of the library manager/director?	Two or More Years of College/University Study
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	N/A
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N/A
1.44	E-mail Address of the Director/Manager	cdufft@sals.edu
1.45	Fax Number of the Director/Manager	(315) 354-4005
1.46	Is the library a member of the New York State and Local Retirement System?	N
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2017? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	Y
1.	Name of municipality or district holding the public vote	Raquette Lake Union Free School
2.	Indicate the type of municipality or district holding the public vote	School District
3.	Date the vote was held (mm/dd/2017)	05/16/17
4.	Was the vote successful? Y/N	Y
5.	What type of public vote was it?	budget vote (school district public library only)
6a.	Most recent prior year approved appropriation from a public vote:	$11,000
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$500
6c.	Total proposed appropriation (sum of 6a and 6b):	$11,500

This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.49	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2017) Enter Y for Yes, N for No. If Yes,	N

complete one record for the vote from each funding source. If No, go to question 1.50.

1. Name of municipality or district holding the public vote
2. Indicate the type of municipality or district holding the public vote
3. Date the last successful vote was held (mm/dd/yyyy)
4. What type of public vote was it?
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

1.50 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for   N
Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.51.

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

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

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section. This section of the survey (2.1-2.22) collects data on selected types of materials.

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

electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	3,689
2.2	Adult Non-fiction Books	2,545
2.3	Total Adult Books (Total questions 2.1 & 2.2)	6,234
2.4	Children's Fiction Books	3,225
2.5	Children's Non-fiction Books	841
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,066
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	10,300

Other Print Materials

2.8	Total Uncataloged Books	192
2.9	Total Print Serials	636
2.10	All Other Print Materials	192
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,020
2.12	Total Print Materials (Total questions 2.7 and 2.11)	11,320

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	9,097
2.14	Local Electronic Collections	3
2.15	NOVEL$_{NY}$ Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	19
2.17	Audio - Downloadable Units	3,578
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	12,694

Non-Electronic Materials

2.21	Audio - Physical Units	670
2.22	Video - Physical Units	2,049
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	3

| 2.24 | Total Other Materials Holdings (Total questions 2.21 through 2.23) | 2,722 |
| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 26,736 |

CURRENT SERIAL SUBSCRIPTIONS

| 2.26 | Current Print Serial Subscriptions | 63 |

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.27	Cataloged Books	592
2.28	All Other Print Materials	466
2.29	Electronic Materials	1,565
2.30	All Other Materials	243
2.31	Total Additions (Total questions 2.27 through 2.30)	2,866

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.28 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.29 through 3.80 for the 2017 <u>calendar</u> year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	4,665
3.2	Registered resident borrowers	159
3.3	Registered non-resident borrowers	591

Please report information on WRITTEN POLICIES as of 12/31/17.

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

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	N
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	N

Please report information on ACCESSIBILITY as of 12/31/17.

ACCESSIBILITY (Answer Y for Yes, N for No)

| 3.10 | Does the library provide service to persons who cannot visit the library (homebound | Y |

persons, persons in nursing homes, persons in jail, etc.)?

3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.12	Does the library have large print books?	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	N

3.14 - If so, what do you have?

screen reader, such as JAWS or Windoweyes	No
refreshable Braille keyboard	No
screen magnification software, such as Zoomtext	No
electronic scanning and reading software, such as OpenBook	No

3.15	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N

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

LIBRARY SPONSORED PROGRAMS

3.16	Adult Program Sessions	5
3.17	Young Adult Program Sessions	0
3.18	Children's Program Sessions	11
3.19	All Other Program Sessions	0
3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	16
3.21	One-on-One Program Sessions	0
3.22	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.23	Adult Program Attendance	67
3.24	Young Adult Program Attendance	0
3.25	Children's Program Attendance	232
3.26	All Other Program Attendance	0
3.27	Total Program Attendance (Total questions 3.23 through 3.26)	299
3.28	One-on-One Program Attendance	0

Please report information on SUMMER READING PROGRAMS for the 2017 calendar year.

SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2017 (check all that apply):

a.	Program(s) for children	No
b.	Program(s) for young adults	No
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	No
f.	N/A	No
3.30	Library outlets offering a summer reading program	0
3.31	Children registered for the library's summer reading program	0
3.32	Young adults registered for the library's summer reading program	0
3.33	Adults registered for the library's summer reading program	0
3.34	Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)	0
3.35	Children's program sessions - Summer 2017	0
3.36	Young adult program sessions - Summer 2017	0
3.37	Adult program sessions - Summer 2017	0
3.38	Total program sessions - Summer 2017 (total 3.35 + 3.36 + 3.37)	0
3.39	Children's program attendance - Summer 2017	0
3.40	Young adult program attendance - Summer 2017	0
3.41	Adult program attendance - Summer 2017	0
3.42	Total program attendance - Summer 2017 (total 3.39 + 3.40 + 3.41)	0
COLLABORATORS		
3.43	Public school district(s) and/or BOCES	0
3.44	Non-public school(s)	0
3.45	Childcare center(s)	0
3.46	Summer camp(s)	0
3.47	Municipality/Municipalities	0
3.48	Literacy provider(s)	0

3.49   Other (describe using the State note)   0
3.50   Total Collaborators (total 3.43 through 3.49)   0

Please report information on EARLY LITERACY PROGRAMS for the 2017 calendar year.

EARLY LITERACY PROGRAMS

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

3.52 - Indicate types of programs offered (check all that apply)
a.   Focus on birth - school entry (kindergarten)   No
b.   Focus on parents & caregivers   No
c.   Combined audience   No
d.   N/A   No

3.53 - Number of sessions
a.   Focus on birth - school entry (kindergarten)   0
b.   Focus on parents & caregivers   0
c.   Combined audience   0
d.   N/A   N/A
3.54   Total Sessions   0

3.55 - Attendance at sessions
a.   Focus on birth - school entry (kindergarten)   0
b.   Focus on parents & caregivers   0
c.   Combined audience   0
d.   N/A   N/A
3.56   Total Attendance   0

3.57 - Collaborators (check all that apply):
a.   Childcare center(s)   No
b.   Public School District(s) and/or BOCES   No
c.   Non-Public School(s)   No
d.   Health care providers/agencies   No
e.   Other (describe using the State note)   No

Please report information on ADULT LITERACY for the 2017 calendar year.

ADULT LITERACY

3.58   Did the library offer adult literacy programs?   No
3.59   Total group program sessions   0
3.60   Total one-on-one program sessions   0
3.61   Total group program attendance   0
3.62   Total one-on-one program attendance   0
3.63 - Collaborators (check all that apply)
a.   Literacy NY (Literacy Volunteers of America) No
b.   Public School District(s) and/or BOCES   No
c.   Non-Public Schools   No

d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2017 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.64	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.65	Children's program sessions	0
3.66	Young adult program sessions	0
3.67	Adult program sessions	0
3.68	Total program sessions (total 3.65 + 3.66 + 3.67)	0
3.69	One-on-one program sessions	0
3.70	Children's program attendance	0
3.71	Young adult program attendance	0
3.72	Adult program attendance	0
3.73	Total program attendance (total 3.70 + 3.71 + 3.72)	0
3.74	One-on-one program attendance	0

3.75 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2017 calendar year.

DIGITAL LITERACY

3.76	Did the library offer digital literacy programs?	N
3.77	Total group program sessions	0
3.78	Total one-on-one program sessions	0
3.79	Total group program attendance	0
3.80	Total one-on-one program attendance	0

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	1,420
4.2	Adult Non-fiction Books	382
4.3	Total Adult Books (Total questions 4.1 & 4.2)	1,802
4.4	Children's Fiction Books	712

4.5	Children's Non-fiction Books	142
4.6	Total Children's Books (Total questions 4.4 & 4.5)	854
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	2,656

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,454
4.9	Circulation of Children's Other Materials	308
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	3,762
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	6,418

ELECTRONIC USE

4.12	Use of Electronic Material	64
4.13	Successful Retrieval of Electronic Information	0
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	64
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	6,482
4.16	Total Collection Use (Total questions 4.13 & 4.15)	6,482
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	1,162

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	5,147
4.19	Does the library offer virtual reference?	N

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	444

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	3,046

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2017.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	8,689
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Name of the person responsible for the library's Information Technology (IT) services	joint automation computer support

| 5.7 | IT contact's telephone number (enter 10 digits only and hit the Tab key) | (518) 584-7300 |
| 5.8 | IT contact's email address | computersupport@sals.edu |

6. STAFF INFORMATION

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

| 6.1 | The number of hours per workweek used to compute FTE for all paid library personnel in this section. | 21 |

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	1
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	0.41
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.41
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	$0
6.16	FTE - Library Director (certified)	0
6.17	Salary - Library Director (certified)	$0
6.18	FTE - Library Manager (not certified)	1
6.19	Salary - Library Manager (not certified)	$14,900

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2017. Please click here to read general instructions before completing this section.

| 7.1 | | Y |

	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

8. PUBLIC SERVICE INFORMATION

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

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

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	21.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	21.00
8.10	Annual Total Hours - Main Library	1,189.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,189.00

9. SERVICE OUTLET INFORMATION

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.com.

1.	Outlet Name	Raquette Lake Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1 Dillon Road
4.	Outlet Street Address Status	00 (for no change)
5.	City	Raquette Lake
6.	Zip Code	13436
7.	Phone (enter 10 digits only)	(315) 354-4005
8.	Fax Number (enter 10 digits only)	(315) 354-4005
9.	E-mail Address	cdufft@sals.edu

10.	Outlet URL	www.sals.edu/raquettelake.shmtl
11.	County	Hamilton
12.	School District	Raquette Lake
13.	Library System	Southern Adirondack Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,189
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	10
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Village
22.	Who owns the land on which this outlet is built?	Village
23.	Indicate the year this outlet was initially constructed	1937
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2009
25.	Square footage of the outlet	1,364
26.	Number of internet computers at this outlet used by general public	2
27.	Number of uses (sessions) of public Internet computers per year	524
28.	Type of connection on the outlet's public Internet computers	DSL
29.	Maximum download speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
30.	Maximum upload speed of connection on the outlet's public Internet computers	4 Greater than or equal to 1.5 mbps and less than 3 mbps
31.	Internet Provider	Frontier Communications
32.	WiFi Access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	1,830
34.	Does the outlet have interactive videoconferencing capability for public use?	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	N
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	*LIBID*	7600205460

38.	*FSCSID*	NY0613
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2017. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

| 10.1 | Total number of board meetings held during calendar year (January 1, 2017 to December 31, 2017) | 9 |

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No
10.3	If yes, what is the range?	5
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	5
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	5
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5 years

BOARD MEMBER SELECTION

| 10.8 | Enter Board Member Selection Code (select one): | EA - board members are elected by the library association membership |

List Officers and Board Members as of February 1, 2018. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant	Ms.
10.10	First Name	Elizabeth
10.11	Last Name	Noonan
10.12	Mailing Address	PO Box 100
10.13	City	Raquette Lake

10.14	Zip Code (5 digits only)	13436
10.15	Phone (enter 10 digits only)	(315) 354-4862
10.16	E-mail Address	elizabethbiz@aol.com
10.17	Term Begins - Month	August
10.18	Term Begins - Year (yyyy)	2015
10.19	Term Expires - Month	August
10.20	Term Expires - Year (yyyy)	2020
10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.24	Is this a brand new trustee?	N

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

1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	James K.
3.	Last Name of Board Member	Dillon
4.	Mailing Address	PO Box 69
5.	City	Raquette Lake
6.	Zip Code (5 digits only)	13436
7.	E-mail address	jdillon@telenet.net
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	August
10.	Term Begins - Year (year)	2017
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2022
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Colleen
3.	Last Name of Board Member	Walsh
4.	Mailing Address	Indian Point

5.	City	Raquette Lake
6.	Zip Code (5 digits only)	13436
7.	E-mail address	colleenhwalsh@verizon.net
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2014
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2019
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	John
3.	Last Name of Board Member	Regan
4.	Mailing Address	PO Box 243
5.	City	Raquette Lake
6.	Zip Code (5 digits only)	13436
7.	E-mail address	john.regan@frontier.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	August
10.	Term Begins - Year (year)	2016
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2021
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Desiree
3.	Last Name of Board Member	Lurf
4.	Mailing Address	PO Box 293
5.	City	Raquette Lake
6.	Zip Code (5 digits only)	13436
7.	E-mail address	desilurf@hotmail.com

8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	August
10.	Term Begins - Year (year)	2017
11.	Term Expires	August
12.	Term Expires - Year (yyyy)	2021
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y

11. OPERATING FUNDS RECEIPTS

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

LOCAL PUBLIC FUNDS

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

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Long Lake
3.	Amount	$20,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Raquette Lake Union Free School
3.	Amount	$11,500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
1.	Source of Funds	County
2.	Name of funding County, Municipality or District	Hamilton County
3.	Amount	$1,280
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$32,780

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,404
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$4,000
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$5,000
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$10,404

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$17,696
11.15	Fund Raising	$3,218
11.16	Income from Investments	$116
11.17	Library Charges	$90
11.18	Other	$10,301
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$31,421
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$74,605
11.21	**BUDGET LOANS**	$0

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2017 (Same as Question 12.40 of previous year if fiscal year has not changed)	$55,127
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE**	$129,732

(Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)

12. OPERATING FUND DISBURSEMENTS

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$0
12.2	Other Staff	$20,013
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$20,013
12.4	**Employee Benefits Expenditures**	$4,362
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$24,375

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$9,579
12.7	Electronic Materials Expenditures	$304
12.8	Other Materials Expenditures	$5,576
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$15,459

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0
12.14	From Other Funds (72OF)	$1,015
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$1,015
12.16	Other Disbursements for Operation & Maintenance of Buildings	$3,856
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$4,871

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$400
12.19	Telecommunications	$640
12.20	Binding Expenses	$305

12.21	Postage and Freight	$476
12.22	Professional & Consultant Fees	$2,508
12.23	Equipment	$1,700
12.24	Other Miscellaneous	$2,866
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$8,895
12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$1,571

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	$0
12.28	From Other Funds (73OF)	$0
12.29	**Total** (Add Questions 12.27 and 12.28)	$0
12.30	Budget Loans (Principal and Interest)	$0
12.31	Short-Term Loans	$0
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$0
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$55,171

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$0
12.35	From Other Funds (76OF)	$0
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	$0
12.37	**Transfer to Other Funds**	$0
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$0
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$55,171
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2017	$74,561
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$129,732

ASSURANCE

| 12.42 | The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures | 2/22/2018 |

that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

FISCAL AUDIT

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

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0
13.2	All Other Revenues from Local Sources	$0
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2017 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$0
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$0

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0
Other Disbursements		
14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2017	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.00
16.2	Total Librarians	0.53
16.3	All Other Paid Staff	0.22
16.4	Total Paid Employees	0.75
16.5	State Government Revenue	$5,404
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$36,421

16.8	Total Operating Revenue	$74,605
16.9	Other Operating Expenditures	$15,337
16.10	Total Operating Expenditures	$55,171
16.11	Total Capital Expenditures	$0
16.12	Print Materials	11,128
16.13	Total Registered Borrowers	750
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of internet computers used by general public	2
16.16	Total Uses (sessions) of Public Internet Computers Per Year	524
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	1,830

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	7600205460
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	NP
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	SD1
17.7	*FSCS ID*	NY0613
17.8	*SED CODE*	200702700009
17.9	*INSTITUTION ID*	800000051397

SUGGESTED IMPROVEMENTS

Library Name:	RAQUETTE LAKE FREE LIBRARY
Library System:	Southern Adirondack Library System
Name of Person Completing Form:	Carolynn Dufft
Phone Number:	(315) 354-4005
I am satisfied that this resource (Collect) is meeting library needs:	Strongly Agree
Applying this resource (Collect) will help improve library services to the public:	Strongly Agree
Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	