Guilderland Public Library
Annual Report For Public And Association Libraries - 2022

	CURRENT YEAR	*PREVIOUS YEAR*

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

		CURRENT YEAR	PREVIOUS YEAR
1.1	Library ID Number	8400012700	*8400012700*
1.2	Library Name	GUILDERLAND PUBLIC LIBRARY	*GUILDERLAND PUBLIC LIBRARY*
1.3	Name Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.4	Structure Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.5	Community	Guilderland	*Guilderland*
1.6	Beginning Fiscal Reporting Year	07/01/2021	*07/01/2020*
1.7	Ending Fiscal Reporting Year	06/30/2022	*06/30/2021*
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	*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	*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	*N/A*
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2021	*07/01/2020*
1.12	Ending <u>Local</u> Fiscal Year	06/30/2022	*06/30/2021*
1.13	Address Status	00 (for no change from previous year)	*00 (for no change from previous year)*
1.14	Street Address	2228 WESTERN AVENUE	*2228 WESTERN AVENUE*
1.15	City	GUILDERLAND	*GUILDERLAND*
1.16	Zip Code	12084	*12084*
1.17	Mailing Address	2228 WESTERN AVENUE	*2228 WESTERN AVENUE*
1.18	City	GUILDERLAND	*GUILDERLAND*
1.19	Zip Code	12084	*12084*
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 456-2400	*(518) 456-2400*
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 456-0923	*(518) 456-0923*
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@guilderlandlibrary.org	*director@guilderlandlibrary.org*
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://guilderlandlibrary.org/	*https://guilderlandlibrary.org/*

1.24	Population Chartered to Serve (per 2020 Census)	37,989	*36,131*
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	*PUBLIC*
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	*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	*N*
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	*Absolute*
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/16/1988	*09/16/1988*
1.30	Date the library was last registered	06/29/1993	*06/29/1993*
1.31	Federal Employer Identification Number	141471790	*141471790*
1.32	County	ALBANY	*ALBANY*
1.33	School District	Guilderland	*Guilderland*
1.34	Town/City	Guilderland	*Guilderland*
1.35	Library System	Upper Hudson Library System	*Upper Hudson Library System*

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

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

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

1.37	First Name of Library Director/Manager	Timothy	*Timothy*
1.38	Last Name of Library Director/Manager	Wiles	*Wiles*
1.39	NYS Public Librarian Certification Number	26217	*26217*
1.40	What is the highest education level of the library manager/director?	Master's Degree	*Master's Degree*
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	*Y*
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	*Y*
1.43	E-mail Address of the Director/Manager	Wilest@guilderlandlibrary.org	*Wilest@guilderlandlibrary.org*
1.44	Fax Number of the Director/Manager	(518) 456-0923	*(518) 456-0923*
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	*Y*
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (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 1.47.	Y	*Y*

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	Guilderland	*Guilderland Central School District*
2.	Indicate the type of municipality or district holding the public vote	School District	*School District*
3.	Date the vote was held (mm/dd/2022)	05/17/2022	*05/18/2021*

4.	Was the vote successful? Y/N	Y	*Y*
5.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))	*budget vote (school district public library only)*
6a.	Most recent prior year approved appropriation from a public vote:	$4,055,000	*$4,080,178*
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$109,265	*$16,922*
6c.	Total proposed appropriation (sum of 6a and 6b):	$4,164,265	*$4,097,100*

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	*N*

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	*n/a*
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	*N/A*
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?	N/A	*N/A*

1.48   Does the reporting library have a contractual   N   *N*
agreement with a municipality or district to provide
library services to residents of an area not served by a
chartered library? Enter Y for Yes, N for No. If yes,
please complete one record for *each* contract. If no, go
to question 1.49.

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of contracting municipality or district   N/A   *N/A*

2.   Is this a written contractual agreement?   N/A   *N/A*

3.   Population of the geographic area served by   N/A   *N/A*
this contract

4.   Dollar amount of contract   N/A   *N/A*

5.   Enter the appropriate code for range of services N/A   *N/A*
provided (select one):

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

Note: The library from March 2020 - September 2021 was undergoing a major construction project and still
working through covid. Throughout 2021-2022 there were times that the rates of COVID were still too high
and we had to restrict services. It wasn't until October 2022 that the library was back to being fully
functional and open.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

NOTE: This section of the survey (2.1-2.25) 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). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	32,120	*32,212*
2.2	Adult Non-fiction Books	34,222	*35,049*
2.3	Total Adult Books (Total questions 2.1 & 2.2)	66,342	*67,261*
2.4	Children's Fiction Books	19,935	*20,412*
2.5	Children's Non-fiction Books	9,973	*9,305*
2.6	Total Children's Books (Total questions 2.4 & 2.5)	29,908	*29,717*
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	96,250	*96,978*

Other Print Materials

2.8	Total Uncataloged Books	0	*0*
2.9	Total Print Serials	55	*32*
2.10	All Other Print Materials	0	*0*
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	55	*32*
2.12	Total Print Materials (Total questions 2.7 and 2.11)	96,305	*97,010*

ALL OTHER MATERIALS
Electronic Materials

| 2.13 | Electronic Books | 77,295 | *71,376* |

Note: UHLS Overdrive numbers + Hoopla books and comics circ numbers

| 2.14 | Local Electronic Collections | 12 | *11* |

| 2.15 | NOVEL_{NY} Electronic Collections | 15 | *15* |

| 2.16 | Total Electronic Collections (Total questions 2.14 and 2.15) | 27 | *26* |

| 2.17 | Audio - Downloadable Units | 38,520 | *26,385* |

Note: UHLS Overdrive numbers + Music and Audio from Hoopla circ numbers

| 2.18 | Video - Downloadable Units | 5,428 | *726* |

Note: Kanopy + Hoopla circulaltion numbers

| 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.) | 4,580 | *3,688* |

| 2.20 | Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) | 125,850 | *102,201* |

Non-Electronic Materials

| 2.21 | Audio - Physical Units | 7,709 | *11,215* |

| 2.22 | Video - Physical Units | 16,621 | *16,911* |

| 2.23 | Other Circulating Physical Items | 1,628 | *1,634* |

| 2.24 | Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23) | 25,958 | *29,760* |

Grand Total/Additions to Holdings

| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 248,113 | *228,971* |

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

2.26	Cataloged Books	8,901	*10,879*
2.27	All Other Print Materials	358	*110*
2.28	Electronic Materials	32,830	*75,619*

Note: A combination of a large increase in titles available through Hoopla and a change in how the data was collected via Hoopla reporting resulted in a substantial change to the reported number.

2.29	All Other Materials	1,516	*1,245*
2.30	Total Additions (Total questions 2.26 through 2.29)	43,605	*87,853*

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click <u>here</u> 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)	91,392	*0*

Note: door counter was not operational July and August of 2021

3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	*CT - Annual Count*
3.2	Registered resident borrowers	16,525	*15,277*
3.3	Registered non-resident borrowers	243	*215*

Please report information on WRITTEN POLICIES as of 12/31/22.

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

3.4	Does the library have an open meeting policy?	Y	*Y*
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	*Y*

3.6	Does the library have an Internet use policy?	Y	*Y*
3.7	Does the library have a disaster plan?	Y	*Y*
3.8	Does the library have a board-approved conflict of interest policy?	Y	*Y*
3.9	Does the library have a board-approved whistle blower policy?	Y	*Y*
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	*Y*

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	*Y*
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	*Y*
3.13	Does the library have large print books?	Y	*Y*
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	*Y*

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	Yes	Yes
refreshable Braille commonly referred to as a refreshable Braille display	No	No
screen magnification software, such as Zoomtext	Yes	No
electronic scanning and reading software, such as OpenBook	No	No

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

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

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

For specific examples, please refer to the chart in Instructions.

3.17   Number of Synchronous Program Sessions   138   *124*
Targeted at Adults Age 19 or Older

3.18   Number of Synchronous Program Sessions   2   *13*
Targeted at Young Adults Ages 12-18

Note: It was harder to have in person programming for this age group, so we focused on smaller children and adults.

3.19a   Number of Synchronous Program Sessions   37   *N/A*
Targeted at Children Ages 0-5

3.19b   Number of Synchronous Program Sessions   7   *N/A*
Targeted at Children Ages 6-11

3.20   Number of Synchronous General Interest   0   *0*
Program Sessions

3.21   Total Number of Synchronous Program   184   *137*
Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)

3.21a   Number of Synchronous In-Person Onsite   179   *0,*
Program Sessions

Note: Once the library was able to open up fully to the public again we were able to enjoy our larger spaces and took full advantage. From 2020-2022 we were either compeltely closed or partially closed to the public.

3.21b   Number of Synchronous In-Person Offsite   12   *0*
Program Sessions

| 3.21c | Number of Synchronous Virtual Program Sessions | 87 | *3* |

| 3.21d | Total number of synchronous programs (3.21a + 3.21b + 3.21c) | 278 | |

Note: Once the library was able to open up fully to the public again we were able to enjoy our larger spaces and took full advantage. From 2020-2022 we were either compeltely closed or partially closed to the public.

| 3.22 | One-on-One Program Sessions | 1,240 | *117* |

Note: 1192 kits, 48 1-1 digital sess

| 3.23 | Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? | Yes | *Yes* |

| 3.24 | Attendance at Synchronous Programs Targeted at Adults Age 19 or Older | 1,566 | *1,270* |

| 3.25 | Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 | 32 | *182* |

Note: This was a very difficult age group to plan for while we were partially closed. The focus was on virtual programs and the Summer Reading Program. Not specifically teens. We have started up a volunteer program and hope to increase these numbers for the next year.

| 3.26a | Attendance at Synchronous Programs Targeted at Children Ages 0-5 | 564 | *N/A* |

| 3.26b | Attendance at Synchronous Programs Targeted at Children Ages 6-11 | 280 | *N/A* |

| 3.27 | Attendance at Synchronous General Interest Programs | 0 | *0* |

| 3.28 | Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). | 2,442 | *1,452* |

| 3.28a | Synchronous In-Person Onsite Program Attendance | 895 | *0* |

Note: Once the library was able to open up fully to the public again we were able to enjoy our larger spaces and took full advantage. From 2020-2022 we were either compeltely closed or partially closed to the public.

| 3.28b | Synchronous In-Person Offsite Program Attendance | 190 | *0* |

3.28c	Synchronous Virtual Program Attendance	1,268	*20,260,*
3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	2,353	

Note: Because we were able to open up fully and schedule in person programming we slowed down the amount of virtual programs.

3.29	One-on-One Program Attendance	10	*117*
3.29a	Total Number of Asynchronous Program Presentations	127	*74*
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	44	*5,568*

Note: Because we were able to open up fully and schedule in person programming we slowed down the amount of virtual programs.

3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	44	*40*
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	844	*1,739*

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	No	Yes
f.	N/A	No	No

3.33	Library outlets offering the summer reading program	1	*1*
3.34	Children registered for the library's summer reading program	281	*218*
3.35	Young adults registered for the library's summer reading program	39	*49*
3.36	Adults registered for the library's summer reading program	161	*175*
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	481	*442*
3.38	Children's program sessions - Summer 2022	22	*18*
3.39	Young adult program sessions - Summer 2022	12	*8*
3.40	Adult program sessions - Summer 2022	12	*12*
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	46	*38*
3.42	Children's program attendance - Summer 2022	1,442	*1,392*
3.43	Young adult program attendance - Summer 2022	175	*158*
3.44	Adult program attendance - Summer 2022	128	*121*
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	1,745	*1,671*

COLLABORATORS

3.46	Public school district(s) and/or BOCES	1	*1*
3.47	Non-public school(s)	1	*1*
3.48	Childcare center(s)	1	*1*
3.49	Summer camp(s)	1	*1*

3.50	Municipality/Municipalities	1	*1*
3.51	Literacy provider(s)	0	*0*
3.52	Other (describe using the State note)	0	*0*
3.53	Total Collaborators (total 3.46 through 3.52)	5	*5*

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

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

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

a.	Focus on birth - school entry (kindergarten)	No	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	No
d.	N/A	No	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	0	*29*
b.	Focus on parents & caregivers	0	*0,*
c.	Combined audience	63	*0*
d.	N/A	0	*0*
3.57	Total Sessions	63	*29*

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	0	*827*

Note: combined program instead this year

b.	Focus on parents & caregivers	0	*0*

Note: combined program instead this year

c.	Combined audience	1,433	*0*
d.	N/A	0	*0*
3.59	Total Attendance	1,433	*827*

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	No	No
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	No	*No*
3.62	Total group program sessions	0	*0*
3.63	Total one-on-one program sessions	0	*0*
3.64	Total group program attendance	0	*0*
3.65	Total one-on-one program attendance	0	*0*

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	*N*
3.68	Children's program sessions	0	*0*
3.69	Young adult program sessions	0	*0*
3.70	Adult program sessions	0	*0*
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0	*0*
3.72	One-on-one program sessions	0	*0*
3.73	Children's program attendance	0	*0*
3.74	Young adult program attendance	0	*0*
3.75	Adult program attendance	0	*0*
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0	*0*
3.77	One-on-one program attendance	0	*0*

3.78 - Collaborators (check all that apply):

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

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y		*Y*
3.80	Total group program sessions	11		*3*
3.81	Total one-on-one program sessions	48		*62*
3.82	Total group program attendance	279		*120*
3.83	Total one-on-one program attendance	63		*62*
3.84	Did your library offer teen-led activities during the 2022 calendar year?	Y		*Y*

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	68,040		*26,706*
4.2	Adult Non-fiction Books	37,521		*20,567*
4.3	Total Adult Books (Total questions 4.1 & 4.2)	105,561		*47,273*
4.4	Children's Fiction Books	77,784		*27,114*

Note: Due to COVID

4.5	Children's Non-fiction Books	16,620		*6,703*
4.6	Total Children's Books (Total questions 4.4 & 4.5)	94,404		*33,817*
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	199,965		*81,090*

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	52,011		*22,279*

| 4.9 | Circulation of Children's Other Materials | 11,090 | *7,693* |

| 4.10 | Circulation of Other Physical Items (Total questions 4.8, 4.9) | 63,101 | *29,972* |

| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 263,066 | *111,062* |

ELECTRONIC USE

| 4.12 | Use of Electronic Material | 127,067 | *106,899* |

| 4.13 | Successful Retrieval of Electronic Information | 28,147 | *1,121* |

| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 155,214 | *108,020* |

| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 390,133 | *217,961* |

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 418,280 | *219,082* |

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 105,494 | *41,510* |

| 4.18 | As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? | No | |

REFERENCE TRANSACTIONS

| 4.19 | Total Reference Transactions | 17,535 | *5,346* |

Note: The library was completely open to the public and we increased our foot traffic which meant more transactions.

| 4.19a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | CT - Annual Count | *CT - Annual Count* |

| 4.20 | Does the library offer virtual reference? | Y | *Y* |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.21 | TOTAL MATERIALS RECEIVED | 87 | *55,286* |

Note: This may have been misreported last year.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.22 | TOTAL MATERIALS PROVIDED | 52 | *68,181* |

Note: This may have been misreported last year.

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	*Y*
5.2	Online public access catalog (OPAC)?	Y	*Y*
5.3	Electronic access to the OPAC from outside the library?	Y	*Y*
5.4	Annual number of visits to the library's web site	142,674	*128,060*
5.5	Does the library use Internet filtering software on any computer?	N	*Y*
5.6	Does your library use social media?	Y	*Y*
5.7	Does the library file for E-rate benefits?	N	*N*
5.8	Is the library part of a consortium for E-rate benefits?	N	*N*
5.9	If yes, in which consortium are you participating?	N/A	*N/A*
5.10	Name of the person responsible for the library's Information Technology (IT) services	Sean Silvernail	*Sean Silvernail*
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 212-3350	*(518) 212-3350*
5.12	IT contact's email address	silvernails@guilpl.org	*silvernails@guilderlandlibrary.*

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.	37.5	*37.5*

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	*1*
6.3	Vacant Library Director (certified)	0	*0*
6.4	Librarian (certified)	19	*19*

Note: director, assistant direct, 1 L3, 3 L2, 13 L1

6.5	Vacant Librarian (certified)	0	*0*
6.6	Library Manager (not certified)	0	*0*
6.7	Vacant Library Manager (not certified)	0	*0*
6.8	Library Specialist/Paraprofessional (not certified)	0	*0*
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	*0*
6.10	Other Staff	43	*29*

Note: 1 Library Director, 1 Assistant Director (both certified librarians) 1 HR Manager, 2 Fiscal Officers, 1 Admin Assistant, 3 IT staff, 4 maintenance staff, 1 PR Manager 16 librarians (1 L3, 3 L2, 12 L1) 32 staff (Principal clerks, Senior Clerks, Clerks and Pages)

6.11	Vacant Other Staff	4	*0*

Note: 4 library clerks (2 PT 2 FT)

6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	63.00	*49.00*

6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	4.00	*0.00*

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified)	1	*1*
6.15 Salary - Entry Level Librarian (certified)	$51,246	*$48,692*
6.16 FTE - Library Director (certified)	1	*1*
6.17 Salary - Library Director (certified)	$110,000	*$102,000*
6.18 FTE - Library Manager (not certified)	0	*0*
6.19 Salary - Library Manager (not certified)	$0	*$0*

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 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, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	*Y*
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	*Y*
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	*Y*
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	*Y*

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	*Y*
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	*Y*
7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	*Y*

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a. space	Y	*Y*
8b. lighting	Y	*Y*
8c. shelving	Y	*Y*
8d. seating	Y	*Y*
8e. power infrastructure	Y	*Y*
8f. data infrastructure	Y	*Y*
8g. public restroom	Y	*Y*
9. Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	*Y*

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs	Y	*Y*
10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	*Y*

11.   Provides access to current library information   Y   *Y*
in print and online, facilitating the understanding of
library services, operations and governance; information
provided online shall include the standards referenced in
numbers (1) through (5) above.

12.   Employs a paid director in accordance with the   Y   *Y*
provisions of Commissioner's Regulation 90.8.

13.   Provides library staff with annual technology   Y   *Y*
training, appropriate to their position, to address
community needs, as outlined in the library's long-range
plan of service.

14.   Establishes and maintains partnerships with   Y   *Y*
other educational, cultural or community organizations
which enable the library to address the community's
needs, as outlined in the library's long-range plan of
service.

8. PUBLIC SERVICE INFORMATION

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

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

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

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

8.6	Minimum Weekly Total Hours - Main Library	67.00	*67.00*
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	*0.00*
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	*0.00*

8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	67.00	*67.00*

8.10	Annual Total Hours - Main Library	3,400.00	*0.00*

Note: This sum is approximate. We are closed on Sundays per CSEA contract in July and August. There are various holidays that get observed differently based on the day they fall and snow days.

8.11	Annual Total Hours - Branch Libraries	0.00	*0.00*

8.12	Annual Total Hours - Bookmobiles	0.00	*0.00*

8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,400.00	*0.00*

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No	*Yes*

Note: N/A but opened fully September 2021

CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes	*Yes*

CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*

CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*

CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*

CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes	*Yes*

CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	*No*
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	*0*

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect 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.

1.	Outlet Name	Guilderland Public Library	*Guilderland Public Library*
2.	Outlet Name Status	00 (for no change)	*00 (for no change)*
3.	Street Address	2228 Western Ave.	*2228 Western Ave.*
4.	Outlet Street Address Status	00 (for no change)	*00 (for no change)*
5.	City	Guilderland	*Guilderland*
6.	Zip Code	12084	*12084*

7.	Phone (enter 10 digits only)	(518) 456-2400	*(518) 456-2400*
8.	Fax Number (enter 10 digits only)	(518) 456-0923	*(518) 456-0923*
9.	E-mail Address	wilest@guilderlandlibrary.org	*wilest@guilderlandlibrary.org*
10.	Outlet URL	www.guilderlandlibrary.org	*www.guilderlandlibrary.org*
11.	County	Albany	*Albany*
12.	School District	Guilderland	*Guilderland*
13.	Library System	Upper Hudson Library System	*Upper Hudson Library System*
14.	Outlet Type Code (select one):	CE	*CE*
15.	Public Service Hours Per Year for This Outlet	3,400	*0*
16.	Number of Weeks This Outlet is Open	52	*0*
16a	Number of weeks an outlet closed due to COVID-19	0	*52*
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	*0*
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	*Y*
18.	Is the meeting space available for public use even when the outlet is closed?	N	*N*
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	0	*0*
20.	Enter the appropriate outlet code (select one):	LRF	*LRF*
21.	Who owns this outlet building?	School District	*School District*
22.	Who owns the land on which this outlet is built?	School District	*School District*

23.	Indicate the year this outlet was initially constructed	1992	*1992*
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2021	*2021*

Note: 2000-2021

25.	Square footage of the outlet	27,650	*27,650*
26.	Number of Internet Computers Used by General Public	20	*39*
27.	Number of uses (sessions) of public Internet computers per year	3,400	*0*
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	*CT - Annual Count*
28.	Type of connection on the outlet's public Internet computers	Fiber	*Fiber*
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	*11 Greater than or equal to 100 mbps and less than 1 gbps*
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	*11 Greater than or equal to 100 mbps and less than 1 gbps*
31.	Internet Provider	Verizon Wireless	*Verizon Wireless*
32.	WiFi Access	No restrictions to access	*No restrictions to access*
33.	Wireless Sessions	13,608	*7,516*
33a	Reporting Method for Wireless Sessions	CT - Annual Count	*CT - Annual Count*
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	*Y*

35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	*Y*
36.	Does your **outlet** have a Makerspace?	Y	*Y*
37.	*LIBID*	8400012700	*8400012700*
38.	*FSCSID*	NY0703	*NY0703*
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0	*0*
40.	*Outlet Structure Status*	00 (for no change from previous year)	*00 (for no change from previous year)*

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. 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, 2022 to December 31, 2022)	14	*14*

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes	*Yes*
10.3	If yes, what is the range?	5-11	*5-11*
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	11	*11*
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	*Yes*
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5	*5 years*

BOARD MEMBER SELECTION

| 10.8 Enter Board Member Selection Code (select one): | EP - board members are elected in a public election | *EP - board members are elected in a public election* |

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	Catherine	*Catherine*
10.10	Last Name	Barber	*Barber*
10.11	Mailing Address	205 Greenwood Drive	*205 Greenwood Drive*
10.12	City	Schenectady	*Schenectady*
10.13	Zip Code (5 digits only)	12303	*12303*
10.14	Phone (enter 10 digits only)	(518) 356-0424	*(518) 356-0424*
10.15	E-mail Address	barberc@guilderlandlibrary.org	*barberc@guilderlandlibrary.org*
10.16	Term Begins - Month	July	*July*
10.17	Term Begins - Year (yyyy)	2019	*2019*
10.18	Term Expires - Month	June	*June*
10.19	Term Expires - Year (yyyy)	2024	*2024*
10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
10.21 The date the Oath of Office was taken (mm/dd/yyyy)	07/18/2019	*07/18/2019*

10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/24/2019	*07/24/2019*
10.23	Is this a brand new trustee?	N	*N*

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	*Filled*
2.	First Name of Board Member	Elish	*Barbara*
3.	Last Name of Board Member	Melchiade	*Fraterrigo*
4.	Mailing Address	3031 E. Lydius Street	*21 Abelman Avenue*
5.	City	Schenectady	*Albany*
6.	Zip Code (5 digits only)	12303	*12203*
7.	E-mail address	melchiadee@guilderlandlibrary.org	*fraterrigob@guilderlandlibrary.*
8.	Office Held or Trustee	Vice President	*Vice President*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2022	*2019*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2027	*2024*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	N/A	*Yes*

14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/21/2022	*07/18/2019*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2022	*07/24/2019*
16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Norina	*Norina*
3.	Last Name of Board Member	Melita	*Melita*
4.	Mailing Address	18 Northgate Drive	*18 Northgate Drive*
5.	City	Albany	*Albany*
6.	Zip Code (5 digits only)	12203	*12203*
7.	E-mail address	melitan@guilderlandlibrary.org	*melitan@guilderlandlibrary.org*
8.	Office Held or Trustee	Secretary	*Secretary*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2025	*2025*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	*No*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/15/2021	*07/15/2021*

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/19/2021	*07/19/2021*
16.	Is this a brand new trustee?	N	*Y*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Marcia	*Peter*
3.	Last Name of Board Member	Alazraki	*Hubbard*
4.	Mailing Address	608 Bedford Square	*46 Kelly Avenue*
5.	City	Albany	*Albany*
6.	Zip Code (5 digits only)	12203	*12203*
7.	E-mail address	alazrakim@guilderlandlibrary.org	*hubbardp@guilderlandlibrary,o*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2020	*2017*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2025	*2022*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/16/2020	*07/20/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/10/2020	*07/24/2017*

16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Corie	*Marcia*
3.	Last Name of Board Member	Dugas	*Alazraki*
4.	Mailing Address	141 Chancellor Drive	*608 Bedford Square*
5.	City	Guilderland	*Albany*
6.	Zip Code (5 digits only)	12084	*12203*
7.	E-mail address	dugasc@guilderlandlibrary.org	*alazrakim@guilderlandlibrary.c*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2022	*2020*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2023	*2025*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/21/2022	*07/16/2020*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2022	*08/10/2020*
16.	Is this a brand new trustee?	Y	*N*
1.	Status	Filled	*Filled*

2.	First Name of Board Member	Barbara	*Michael*
3.	Last Name of Board Member	Fraterrigo	*Hawrylchak*
4.	Mailing Address	21 Abelman Avenue	*6099 Nott Road*
5.	City	Albany	*Guilderland*
6.	Zip Code (5 digits only)	12203	*12084*
7.	E-mail address	fraterrigob@guilderlandlibrary.org	*hawrylchakm@guilderlandlibra*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2019	*2021*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2024	*2024*
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.		Yes	*No*
14. The date the Oath of Office (mm/dd/yyyy) was taken		07/18/2019	*07/15/2021*
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		07/24/2019	*07/19/2021*
16.	Is this a brand new trustee?	N	*Y*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Ted	*Antonio (Tony)*
3.	Last Name of Board Member	Gup	*Rivera*

4.	Mailing Address	P.O. Box 203, 165 Main Street	*823 Creek Court*
5.	City	Altamont	*Slingerlands*
6.	Zip Code (5 digits only)	12009	*12159*
7.	E-mail address	gupt@guilderlandlibrary.org	*riverat@guilderlandlibrary.org*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2022	*2021*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2027	*2026*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/21/2022	*07/15/2021*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2022	*07/19/2021*
16.	Is this a brand new trustee?	Y	*Y*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Vanessa	*Vanessa*
3.	Last Name of Board Member	Threatte	*Threatte*
4.	Mailing Address	801 Creek Court	*801 Creek Court*

5.	City	Slingerlands	*Slingerlands*
6.	Zip Code (5 digits only)	12159	*12159*
7.	E-mail address	threattev@guilderlandlibrary.org	*threattev@guilderlandlibrary.or*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2026	*2026*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/15/2021	*07/15/2021*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/19/2021	*07/19/2021*
16.	Is this a brand new trustee?	N	*Y*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Antonio	*Philip*
3.	Last Name of Board Member	Rivera	*Metzger*
4.	Mailing Address	823 Creek Court	*206 Benjamin Street*
5.	City	Slingerlands	*Schenectady*
6.	Zip Code (5 digits only)	12159	*12303*

7.	E-mail address	riverat@guilderlandlibrary.org	*metzgerp@guilderlandlibrary.o*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*November*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2026	*2022*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*No*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/15/2021	*11/18/2021*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/19/2021	*11/24/2021*
16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Jo Ann	*Elish*
3.	Last Name of Board Member	Mulligan	*Melchiade*
4.	Mailing Address	P.O. Box 364, 422 Rte 146	*3031 E. Lydius Street*
5.	City	Guilderland Center	*Schenectady*
6.	Zip Code (5 digits only)	12085	*12303*
7.	E-mail address	mulliganj@guilderlandlibrary.org	*melchiadee@guilderlandlibrary*
8.	Office Held or Trustee	Trustee	*Trustee*

9.	Term Begins - Month	July	*February*
10.	Term Begins - Year (year)	2022	*2022*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2023	*2022*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	*No*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	08/18/2022	*02/17/2022*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/23/2022	*02/17/2022*
16.	Is this a brand new trustee?	Y	*Y*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Michael	*Andrew*
3.	Last Name of Board Member	Hawrylchak	*Genovese*
4.	Mailing Address	6099 Nott Road	*384 West Highland Drive*
5.	City	Guilderland	*Schenectady*
6.	Zip Code (5 digits only)	12084	*12303*
7.	E-mail address	hawrylchakm@guilderlandlibrary.org	*genovesea@guilderlandlibrary.*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*February*

10.	Term Begins - Year (year)	2021	*2022*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2024	*2022*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	*No*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/15/2021	*02/17/2022*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/19/2021	*02/17/2022*
16.	Is this a brand new trustee?	N	*Y*

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Michael Hawrylchak	*Peter Hubbard*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	*N*
1.	Trustee Name	Catherine Barber	*Richard Rubin*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N	*Y*
1.	Trustee Name	Barbara Fraterrigo	*Michael Hawrylchak*
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N	*Y*
1.	Trustee Name	Marcia Alazraki	*Catherine Barber*

2.   Has the trustee participated in trustee education   N   *Y*
in the last calendar year (2022)?

1.   Trustee Name   Norina Melita   *Barbara Fraterrigo*

2.   Has the trustee participated in trustee education   Y   *Y*
in the last calendar year (2022)?

1.   Trustee Name   Corie Dugas   *Marcia Alazraki*

2.   Has the trustee participated in trustee education   Y   *Y*
in the last calendar year (2022)?

1.   Trustee Name   Elish Melchiade   *Norina Melita*

2.   Has the trustee participated in trustee education   Y   *Y*
in the last calendar year (2022)?

1.   Trustee Name   Jo Ann Mulligan   *Vanessa Threatte*

2.   Has the trustee participated in trustee education   Y   *Y*
in the last calendar year (2022)?

1.   Trustee Name   Vanessa Threatte   *Tony Rivera*

2.   Has the trustee participated in trustee education   N   *Y*
in the last calendar year (2022)?

1.   Trustee Name   Tony Rivera

2.   Has the trustee participated in trustee education   Y
in the last calendar year (2022)?

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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 click here to read general instructions before completing this section.

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

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

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	School District	*School District*
2.	Name of funding County, Municipality or School District	Guilderland	*Guilderland Central School District*
3.	Amount	$3,964,541	*$3,974,122*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	*Y*
5.	Written Contractual Agreement	Y	*Y*
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$3,964,541	*$3,974,122*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$14,820	*$10,322*
11.4	Record all Central Library Services Aid monies received from system headquarters	$0	*$0*
11.5	Additional State Aid received from the System	$0	*$0*
11.6	Federal Aid received from the System	$0	*$0*
11.7	Other Cash Grants	$862,604	*$269*

Note: Construction Grant bonding with the town

11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$877,424	*$10,591*

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	*$0*

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

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

OTHER RECEIPTS

11.14	Gifts and Endowments	$22,820	*$5,651*
11.15	Fund Raising	$0	*$0*
11.16	Income from Investments	$1,915	*$12,040*
11.17	Library Charges	$6,251	*$1,309*
11.18	Other	$133	*$1,812*
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$31,119	*$20,812*
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$4,873,084	*$4,005,525*
11.21	**BUDGET LOANS**	$0	*$0*

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$417,877	*$0*
11.23	From Other Funds	$0	*$1,931,533*
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$417,877	*$1,931,533*

11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	$6,123,181	*$3,792,667*
11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$11,414,142	*$9,729,725*

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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 click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	$1,064,076	*$1,104,924*
12.2 Other Staff	$1,068,340	*$1,111,531*
12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$2,132,416	*$2,216,455*
12.4 **Employee Benefits Expenditures**	$413,137	*$525,764*
12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$2,545,553	*$2,742,219*

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures	$131,808	*$128,810*
12.7 Electronic Materials Expenditures	$56,489	*$56,353*
12.8 Other Materials Expenditures	$188,296	*$182,366*
12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$376,593	*$367,529*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

| 12.10 | From Local Public Funds (71PF) | $0 | *$0* |

| 12.11 | From Other Funds (71OF) | $0 | *$0* |

| 12.12 | **Total Capital Expenditures** (Add Questions 12.10 and 12.11) | $0 | *$0* |

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

| 12.13 | From Local Public Funds (72PF) | $21,196 | *$35,850* |

| 12.14 | From Other Funds (72OF) | $0 | *$0* |

| 12.15 | **Total Repairs** (Add Questions 12.13 and 12.14) | $21,196 | *$35,850* |

| 12.16 | Other Disbursements for Operation & Maintenance of Buildings | $99,405 | *$59,083* |

| 12.17 | **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) | $120,601 | *$94,933* |

MISCELLANEOUS EXPENSES

| 12.18 | Office and Library Supplies | $12,669 | *$19,289* |

| 12.19 | Telecommunications | $5,415 | *$4,992* |

| 12.20 | Postage and Freight | $1,743 | *$863* |

| 12.21 | Professional & Consultant Fees | $82,709 | *$41,315* |

| 12.22 | Equipment | $9,195 | *$25,186* |

| 12.23 | Other Miscellaneous | $522,261 | *$272,672* |

| 12.24 | **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) | $633,992 | *$364,317* |

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$41,351	*$37,546*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0	*$0*
12.27	From Other Funds (73OF)	$0	*$0*
12.28	**Total** (Add Questions 12.26 and 12.27)	$0	*$0*

Other Loans

12.29	Budget Loans (Principal and Interest)	$0	*$0*
12.30	Short-Term Loans	$0	*$0*
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0	*$0*
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$3,718,090	*$3,606,544*

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0	*$0*
12.34	From Other Funds (76OF)	$0	*$0*
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0	*$0*
12.36	**Transfer to Other Funds**	$0	*$0*
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0	*$0*
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$3,718,090	*$3,606,544*

12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$7,696,052	*$6,123,181*
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$11,414,142	*$9,729,725*

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/20/2023	*03/17/2022*

Note: March board meeting already happened. Have to wait for April

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	01/21/2022	*01/21/2022*
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/20 - 06/30/2021	*07/01/20 - 06/30/2021*
12.44	Indicate type of audit (select one):	Private Accounting Firm	*Private Accounting Firm*

CAPITAL FUND

12.45	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.	Y	*Y*

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

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0	*$0*

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0	*$0*
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0	*$0*
13.10	**NON-REVENUE RECEIPTS**	$0	*$0*
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0	*$0*
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$417,877	*$417,877*
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$417,877	*$417,877*

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	*$0*
14.2	Incidental Construction	$0	*$0*

Other Disbursements

14.3	Purchase of Buildings	$0	*$0*
14.4	Interest	$0	*$0*
14.5	Collection Expenditures	$0	*$0*
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0	*$0*
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0	*$0*
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$417,877	*$0*
14.9	**NON-PROJECT EXPENDITURES**	$0	*$0*
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$417,877	*$0*
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2022	$0	*$417,877*
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$417,877	*$417,877*

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	18.75	*18.75*
16.2	Total Librarians	18.75	*18.75*
16.3	All Other Paid Staff	44.06	*27.19*
16.4	Total Paid Employees	62.81	*45.94*

16.5	State Government Revenue	$14,820	*$10,322*

16.6	Federal Government Revenue	$0	*$0*

16.7	Other Operating Revenue	$893,723	*$21,081*

Note: The library had a public vote to bond with the community to complete the construction project. We also received funds from NYS Construction Grants.

16.8	Total Operating Revenue	$4,873,084	*$4,005,525*

16.9	Other Operating Expenditures	$795,944	*$496,796*

16.10	Total Operating Expenditures	$3,718,090	*$3,606,544*

16.11	Total Capital Expenditures	$417,877	*$0*

16.12	Print Materials	96,305	*97,010*

16.12a	Total Physical Items in Collection	122,263	

16.13	Total Registered Borrowers	16,768	*15,492*

16.14	Other Capital Revenue and Receipts	$0	*$0*

16.15	Number of Internet Computers Used by General Public	20	*39*

Note: Throughout 2021-2022 there were times that the rates of COVID were still too high and we had to restrict services. It wasn't until October 2022 that the library was back to being fully functional and open.

16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,400	*0*

16.17	Wireless Sessions	13,608	*7,516*

16.18	Total Capital Revenue	$0	*$0*

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	8400012700	*8400012700*

17.2	*Interlibrary Relationship Code*	ME	*ME*

17.3	*Legal Basis Code*	LD	*LD*
17.4	*Administrative Structure Code*	SO	*SO*
17.5	*FSCS Public Library Definition*	N	*N*
17.6	*Geographic Code*	SU1	*SD1*
17.7	*FSCS ID*	NY0703	*NY0703*
17.8	*SED CODE*	010802700005	*010802700005*
17.9	*INSTITUTION ID*	800000055287	*800000055287*

SUGGESTED IMPROVEMENTS

Library Name:	GUILDERLAND PUBLIC LIBRARY	*GUILDERLAND PUBLIC LIBRARY*
Library System:	Upper Hudson Library System	*Upper Hudson Library System*
Name of Person Completing Form:	Natalie Hurteau	*Tim Wiles*
Phone Number:	(518) 456-2400	*(518) 456-2400*
I am satisfied that this resource (Collect) is meeting library needs:	Agree	*Agree*
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	*Neither Agree nor Disagree*

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!