Mohawk Valley Library System
Annual Report for Library Systems - 2016 (Public Library Systems 2016)

CURRENT YEAR

1. General System Information

1.1	SEDCODE	530600700012
1.2	System Name	Mohawk Valley Library System
1.3	Beginning Reporting Year	1/1/2016
1.4	Ending Reporting Year	12/31/2016
1.5	Street Address	858 Duanesburg Rd.
1.6	City	Schenectady
1.7	Zip Code	12306
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	1057
1.9	Mailing Address	858 Duanesburg Rd.
1.10	City	Schenectady
1.11	Zip Code	12306
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	1057
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(518) 355-2010
1.14	Fax Number (enter 10 digits only)	(518) 355-0674
1.15	System Home Page URL	www.mvls.info
1.16	URL of the system's complete Plan of Service	http://www.mvls.info/wp-content/uploads/2014/05/BTCollect_Plan_of_Service.pdf
1.17	Population Chartered to Serve (2010 Census)	293,226
1.18	Area Chartered to Serve (square miles)	1725
1.19	Federal Employer Identification Number	141458888
1.20	County	Schenectady
1.21	County (Counties) Served	Fulton, Montgomery, Schenectady, Schoharie
1.22	School District	Schalmont Central School District
1.23	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mr.
1.24	First Name of System Director	Eric
1.25	Last Name of System Director	Trahan

1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	16164
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(518) 355-2010 Ext.223
1.32	E-Mail Address of the System Director	etrahan@mvls.info
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(518) 355-0674
1.34	Name of Outreach Coordinator	Lois Gordon
1.47	Is the library system a member of the New York State and Local Retirement System?	Y
1.48	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	N
1.	Name of Contracting Municipality or District	N/A
2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A

| 1.49 | For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. | N |

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

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

2. Personnel Information

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

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

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	2
2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)	4.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	0.00

2.16	Total Other Professional Staff - Filled Position(s) FTE	0
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	3.1
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	7.10
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	0
2.23	Entry-Level Librarian (certified) Current Annual Salary	$51,262
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	$93,052

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	14
3.15	Main Library/System Headquarters	1
3.16	Branches	0
3.17	Bookmobiles	0
3.18	Reading Centers	0
3.19	Other Outlets	0
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	1
3.21	Name of Central Library/Co-Central Libraries	Schenectady County Public Library

BOARD/COUNCIL MEETINGS

3.22	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9
3.24	Current number of voting positions on system board/council	13
3.25	Term length for system board/council members	5 years

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl requirements.

| 3.26 | Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council. | E |

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2017, through December 31, 2017.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2017, through June 30, 2018

President/Council Chair

3.27	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
3.28	First Name	Barbara
3.29	Last Name	Madonna
3.30	Institutional Affiliation	Gloversville Public Library
3.31	Professional Title	Trustee
3.32	Mailing Address	58 East Fulton St.
3.33	City	Gloversville
3.34	Zip Code (enter five digits only)	12078
3.35	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(518) 725-0231
3.36	E-mail Address	bmadonna@mvls.info
3.37	Term Begins - Month	June
3.38	Term Begins - Year (yyyy)	2015
3.39	Term Expires - Month or N/A	June
3.40	Term Expires - Year (YYYY) or N/A	2020
3.41	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
3.42	The date the board president took the Oath of Office (mm/dd/yyyy)	05/19/2015
3.43	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/29/2015
3.44	Is this a brand new trustee?	N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in q[...] must be 5 to 11 (no less than five and no more than 11).

13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N\A
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	
16.	Is this a brand new trustee?	
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Joanne
3.	Last Name	Mickle
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	84 Maple Ave
7.	City	Canajoharie
8.	Zip Code (enter five digits only)	13317
9.	Term Begins - Month	August
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	June
12.	Term Expires - Year (YYYY) or N/A	2018
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	07/26/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/15/2016
16.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Marion
3.	Last Name	Grimes
4.	Institutional Affiliation	Schenectady County Public Library
5.	Professional Title	N/A

6.	Mailing Address	1020 Tomahawk Trail
7.	City	Scotia
8.	Zip Code (enter five digits only)	12302
9.	Term Begins - Month	April
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	June
12.	Term Expires - Year (YYYY) or N/A	2020
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/07/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/11/2016
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Jane
3.	Last Name	Borrelli
4.	Institutional Affiliation	Northville Public Library
5.	Professional Title	N/A
6.	Mailing Address	PO Box 1311
7.	City	Northville
8.	Zip Code (enter five digits only)	12134
9.	Term Begins - Month	June
10.	Term Begins - Year (yyyy)	2012
11.	Term Expires - Month or N/A	June
12.	Term Expires - Year (YYYY) or N/A	2017
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	05/21/2012
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/24/2012
16.	Is this a brand new trustee?	N

13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	9/21/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/29/2016
16.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	N/A
7.	City	N/A
8.	Zip Code (enter five digits only)	N/A
9.	Term Begins - Month	N/A
10.	Term Begins - Year (yyyy)	N/A
11.	Term Expires - Month or N/A	N/A
12.	Term Expires - Year (YYYY) or N/A	N/A
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	
16.	Is this a brand new trustee?	
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Mary
3.	Last Name	Salluzzo
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A

13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	05/25/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/16/2016
16.	Is this a brand new trustee?	N

COORDINATED OUTREACH COUNCIL

| 3.45 | Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No). | Y |

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2017, throu questions 2-5 of the repeating group. The number of council members must be 5 to 11 (no less than five and no more than 11).

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl requirements.

1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Barry
3.	Last Name	Finley
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Lois
3.	Last Name	Gordon
4.	Institutional Affiliation	Mohaek Valley Library ystem
5.	Professional Title	Outreach Coordinator
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Marion
3.	Last Name	Grimes
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A

1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Linda
3.	Last Name	Burns
4.	Institutional Affiliation	CASA at Centro Civico
5.	Professional Title	Manager
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Sarah
3.	Last Name	Beekman
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	260
4.2	System Visits	1,629

CIRCULATION

4.3	Total Cataloged Book Circulation	927
4.4	Total Circulation of Other Materials	331
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	1,258
4.6	Use of Electronic Material	0
4.7	Successful Retrieval of Electronic Information	0
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	0
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	1,258
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	1,258

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	41,862
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	26
4.14	All Other Print Materials Holdings	92
4.15	Total Number of NOVELNY Databases	10
4.16	Total Electronic Holdings	8,762
4.17	Other Non-Electronic Materials	5,542

| 4.18 | Grand Total Holdings (total questions 4.11 through 4.17) | 56,294 |

ROTATING COLLECTIONS/BOOK LOANS

4.19	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.20	Number of collections	241
4.21	Average number of items per collection	36

5. System Services

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

| 5.1 | Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) | Y |

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	No
j.	Digital Collections Management	No

5.3	Identify ILS system vendor	III Polaris
5.4	How many member libraries fully participate in the ILS?	2
5.5	% of member libraries participating (calculated field)	14.29%
5.6	How many member libraries participate in some ILS modules?	12

5.7 Indicate features of the system's ILS (check all that apply):

a.	ILS shared with other library systems	Yes
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	668,125

5.9	Number of new titles added by the system in the reporting year	9,173
5.10	Number of Central Library Aid titles added in the reporting year	2,022
5.11	Number of new titles added by the members in the reporting year	24,158
5.12	Total new titles (total questions 5.9 through 5.11)	35,353

UNION CATALOG OF RESOURCES

For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be

5.13 In what format(s) is the union catalog available? (Check all that apply):

a.	Print	No
b.	Disc	No
c.	Online (virtual catalog)	Yes

5.14	How many libraries participate in (or submit records for) the union catalog?	14
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	Y
5.16	Number of titles in the system's union catalog	668,125
5.17	Number of holdings in the system's union catalog	681,000
5.18	Number of new titles added in the last year	25,427
5.19	Number of holdings added in the last year	68,404

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

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

UNION LIST OF SERIALS

5.21	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.)	Y

| 5.22 | How many libraries participate in (or submit records for) the union list of serials? | 12 |

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VISITS TO THE SYSTEM'S WEB SITE

| 5.24 | Annual number of visits to the system's web site | 86,810 |

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	1,882
5.26	Total items received (borrowed)	740
5.27	Total requests provided (loaned) unfilled	0
5.28	Total requests received (borrowed) unfilled	0
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	2,622

DELIVERY

5.30 Indicate delivery methods used by the system (check all that apply):

Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also pl

a.	System courier (on the System's payroll)	No
b.	Other system's courier	No
d.	Contracted service (paid by System - not on payroll)	Yes
e.	U.S. Mail	Yes
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No
g.	Other (specify using the State note)	No
5.31	Number of stops (pick-up and delivery sites per week)	116

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

| 5.32 | Number of sessions | 1 |
| 5.33 | Number of participants | 7 |

Technology

| 5.34 | Number of sessions | 6 |
| 5.35 | Number of participants | 141 |

Digitization

| 5.36 | Number of sessions | 0 |
| 5.37 | Number of participants | 0 |

Leadership

| 5.38 | Number of sessions | 3 |
| 5.39 | Number of participants | 40 |

Management & Supervisory

| 5.40 | Number of sessions | 4 |
| 5.41 | Number of participants | 86 |

Planning and Evaluation

| 5.42 | Number of sessions | 7 |
| 5.43 | Number of participants | 84 |

Awareness and Advocacy

| 5.44 | Number of sessions | 5 |
| 5.45 | Number of participants | 36 |

Trustee/Council Training

| 5.46 | Number of sessions | 5 |
| 5.47 | Number of participants | 108 |

Special Client Populations

| 5.48 | Number of sessions | 0 |
| 5.49 | Number of participants | 0 |

Children's Services/Birth to Kindergarten

| 5.50 | Number of sessions | 3 |
| 5.51 | Number of participants | 88 |

Children's Services/Elementary Grade Levels

| 5.52 | Number of sessions | 5 |
| 5.53 | Number of participants | 80 |

Young Adult Services/Middle and High School Grade Levels

| 5.54 | Number of sessions | 0 |
| 5.55 | Number of participants | 0 |

General Adult Services

| 5.56 | Number of sessions | 1 |
| 5.57 | Number of participants | 16 |

| 5.58 | **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group. | N |

1.	Topic	N/A
2.	Number of sessions	N/A
3.	Number of participants	N/A

| 5.59 | **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5) | 40 |
| | **Grand Total Participants** | |

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

COORDINATED SERVICES

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

Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also pl

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries on grants, and state and federal funding	596
5.64	Number of contacts - Consulting with member libraries on funding and governance	595
5.65	Number of contacts - Consulting with member libraries on charter and registration work	10
5.66	Number of contacts - Consulting with member libraries on automation and technology	3,470

5.67	Number of contacts - Consulting with member libraries on youth services	18,941
5.68	Number of contacts - Consulting with member libraries on adult services	797
5.69	Number of contacts - Consulting with member libraries on physical plant needs	580
5.70	Number of contacts - Consulting with member libraries on personnel and management issues	324
5.71	Number of contacts - Consulting with state and county correctional facilities	92
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	86
5.73	Number of contacts - Providing system and member library information to the media	17
5.74	Number of contacts - Providing website development and maintenance for member libraries	118
5.75	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	Y
1.	Topic	Outreach
2.	Number of contacts (all types)	63
1.	Topic	ILL
2.	Number of contacts (all types)	1,109
5.76	**Total other contacts** (total of question #2 of Repeating Group #6)	1,172
5.77	**Total number of contacts** (total of questions 5.63 through 5.74 and 5.76)	26,798

REFERENCE SERVICES

| 5.78 | Total Reference Transactions | 151 |

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	No
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	No
i.	N/A	No
5.80	Number of BOOKS BY MAIL loans	0
5.81	Number of member libraries with Job/Education Information Centers or collections	5
5.82	Number of State Correctional Facilities libraries served	1
5.83	Number of County Jails libraries served	3
5.84	Number of institutions served other than jails or correctional facilities	3
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	Y
1.	Service provided	Lip Reading software
2.	Number of facilities/institutions served	21
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y
5.87	Description of fees	

6. Operating Funds Receipts
LOCAL PUBLIC FUNDS

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

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$8,685
6.6	Central Library Development Aid	$98,245
6.7	Central Book Aid	$66,900
6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$0
6.10	Coordinated Outreach Services Aid	$75,901
6.11	Correctional Facilities Library Aid	$6,284
6.12	County Jails Library Aid	$3,962
6.14	Family Literacy Grants	$8,386
6.18	Local Library Services Aid - Kept at System	$0
6.19	Local Library Services Aid - Distributed to Members	$78,564
6.20	Total LLSA (total questions 6.18 and 6.19)	$78,564
6.21	Local Services Support Aid	$64,481
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$718,002
6.27	Public Library System Supplementary Operational Aid	$115,013
6.36	Special Legislative Grants and Member Items	$117,500
6.37	The New York Public Library - The Research Libraries	$0

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

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

1.	Funding Source	NYSCA - Special Arts Grant
2.	Amount	$2,500
1.	Funding Source	NYSCA - Book Discussions
2.	Amount	$5,000
1.	Funding Source	NYSED-DLD Train the Trainer
2.	Amount	$12,000

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$19,500
6.44	**Total State Aid Receipts** (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	$1,381,423

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	$0
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	N

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

1.	Funding Source	N/A
2.	Amount	$0

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$0
6.48	**Total Federal Aid** (total questions 6.45 and 6.47)	$0

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

6.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	N

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating grou

1.	Contracting Agency	N/A
2.	Contracted Service	N/A
3.	Total Contract Amount	$0

6.50	**Total Contracts** (total question #3 of Repeating Group #11 above)	$0

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$9,615
6.53	Income from Investments	$3,151

Proceeds from Sale of Property

6.54	Real Property	$0
6.55	Equipment	$0
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on question

1.	Receipt category	Annual Dinner
2.	Amount	$900
1.	Receipt category	Computer Equipment Reimbursable
2.	Amount	$171,425
1.	Receipt category	Electronic Materials Reimbursable
2.	Amount	$64,846
1.	Receipt category	Member Fees (ILS-JA)Reimbursable
2.	Amount	$223,307
1.	Receipt category	Miscellaneous Income
2.	Amount	$621
1.	Receipt category	Program / Workshop Reimbursements
2.	Amount	$1,355
1.	Receipt category	Materials Reimbursable
2.	Amount	$2,665
1.	Receipt category	Office & Library Supplies Reimbursable
2.	Amount	$569

6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$465,688
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$478,454

6.59	**TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	$1,859,877
6.60	**BUDGET LOANS**	$0

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	$0
6.62	Transfers from Other Funds	$0
6.63	**Total Transfers** (total questions 6.61 and 6.62)	$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016.)	$790,951
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83.)	$2,650,828

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	$324,774
7.2	Other Staff	$86,771
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$411,545
7.4	Employee Benefits Expenditures	$171,630
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$583,175

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$54,974

7.7	Electronic Materials Expenditures	$96,581
7.8	Other Materials Expenditures	$2,670
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$154,225

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$78,564
7.11	Central Library Aid (CLDA/CBA)	$94,184
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$119,629
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$11,632
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$304,009
7.19	Book/Library Materials Grants	$6,667
7.20	Other Non-Cash Grants	$2,436
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$313,112

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$1,261
7.25	Furniture/Furnishings	$0
7.26	Other Capital Expenditures	$0
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$1,261

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0
7.29	From Other Funds (71OF)	$1,261
7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$1,261

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$0
7.32	From Other Funds (72OF)	$10,069

7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$10,069
7.34	Other Building & Maintenance Expenses	$19,454
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$29,523

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$2,123
7.37	Office and Library Supplies	$1,471
7.38	Telecommunications	$2,621
7.39	Binding Expenses	$0
7.40	Postage and Freight	$551
7.41	Publicity and Printing	$0
7.42	Travel	$6,474
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$33,172
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$5,341
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on quest

1.	Expense category	Annual Meeti
2.	Amount	$2,402
1.	Expense category	Automation F
2.	Amount	$76,500
1.	Expense category	Delivery Fee
2.	Amount	$123,276
1.	Expense category	JA Equipment
2.	Amount	$100,170
1.	Expense category	JA Fees - IL
2.	Amount	$223,440
1.	Expense category	Member Libra
2.	Amount	$318
1.	Expense category	Programs
2.	Amount	$5,825
1.	Expense category	Rental, Main
2.	Amount	$3,944

1.	Expense category	Software - C
2.	Amount	$5,701

7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	$541,576
7.48	**Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47)	$593,329

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

7.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	Y

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating gro

1.	Contracting Agency (specify using the State note)	MVLS/SALS Joint Automation Project
2.	Contracted Service (specify using the State note)	Cataloging
3.	Total Contract Amount	$7,326
1.	Contracting Agency (specify using the State note)	Southern Adirondack Library System
2.	Contracted Service (specify using the State note)	Cataloging
3.	Total Contract Amount	$278
7.50	**Total Contracts** (total question #3 of Repeating Group #14 above)	$7,604

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	$0
7.52	From Other Funds (73OF)	$0
7.53	**Total Capital Purposes Loans** (total questions 7.51 and 7.52)	$0
7.54	Other Loans	$0
7.55	**Total Debt Service** (total questions 7.53 and 7.54)	$0
7.56	**TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)**	$1,682,229

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	$0
7.58	From Other Funds (76OF)	$0
7.59	**Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)	$0
7.60	**Total Transfers to Other Funds**	$0
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$0
7.62	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61)	$1,682,229
7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2016) (For 3Rs - June 30, 2017)**	$968,599
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63)	$2,650,828

FISCAL AUDIT

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl requirements.

7.84	Last audit performed (mm/dd/yyyy)	08/11/2016
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2015-12/31/2015
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	NBT Bank
2.	Amount of funds on deposit	$968,570
7.87	**Total Bank Balance** (total question #2 of Repeating Group #15)	$968,570
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N

8. Capital Fund Receipts

8.1	**Total Revenue From Local Sources**	$0
8.2	**Transfer From Operating Fund** (same as question 7.59)	$0

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4	Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	N
1.	Contracting Agency	N/A
2.	Amount	N/A
8.5	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0
8.6	**TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5)	$0
8.7	**NONREVENUE RECEIPTS**	$0
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$0
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016)	$0
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$0

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1	Total Construction	$0
9.2	Incidental Construction	$0
9.3	Books and Library Materials	$0
9.4	Total Other Disbursements	$0
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$0
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$0
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2016, for Public Library Systems; June 30, 2017, for 3Rs)**	$0
9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$0

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2017 - December 31, 2017

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$1,686,042
12.2	Budget Loans	$0
12.3	Total Transfers	$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q7.63 of the 2016 annual report)	$968,599

12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	$2,654,641

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	$1,711,048
12.7	Total Transfers	$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2017)	$943,593
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$2,654,641

PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	$0
12.11	Nonrevenue Receipts	$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q9.9 of the 2016 annual report)	$0
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$0

12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2017)	$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$0

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid): Education Law § 272, c, d, e, n)
Commissioners Regula

Statutory Reference (LLSA): Education Law § 272, Commissioners Regula and 90.9
The formula is $0.31 p of a member library's c services area with a mi $1,500 per library with equity to 1991 LLIA.

Statutory Reference (LSSA): Education Law § 272, 273(1)(f)(6)
Commissioners Regula and 90.10
The formula is $0.31 p for system population l outside the chartered se areas of member librar 2/3 members LLSA.

Statutory Reference (LCSA): Education Law § 273(1)(f)(7)
Commissioners R 90.3
The formula is $0 capita plus 2/3 of total with formula 1991 LLIA.

Statutory Reference (Supplemental): Education Law § The formula is a l of $39,000 and an equal to 10.94% amount of Basic provided under E Law § 273(1)(a, n).

BECPL Special Aid:	Education Law §
	Annual sum of $5
	a continuity of ser
	project. (Included
	Aid Payment)
Brooklyn Special Aid:	Education Law § 273(
	Annual sum of $350,0
	business library. (Inclu
	Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(

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

13.1.1	Total Full-Time Equivalents (FTE)	3
13.1.2	Total Expenditure for Professional Salaries	$250,801

13.1.3-13.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.1.3	Total Full-Time Equivalents (FTE)	2.1
13.1.4	Total Expenditure for Other Staff Salaries	$86,771
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$169,702
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Oth requirements.

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

1.	Expenditure Category	Delivery/courier
2.	Provider of Services	ALDS
3.	Expenditure	$123,276

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual catalog)
2.	Provider of Services	MVLS SALS JA
3.	Expenditure	$84,104

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various
3.	Expenditure	$29,337

1.	Expenditure Category	Institutional membership dues

2.	Provider of Services	Various
3.	Expenditure	$7,777

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Various
3.	Expenditure	$2,621

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	D2 Media
3.	Expenditure	$5,500

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	TM Byxbee
3.	Expenditure	$8,250

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Proknowledge
3.	Expenditure	$1,000

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Kathryn McCary
3.	Expenditure	$3,337

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	ADP
3.	Expenditure	$1,729

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	EOS Technologies
3.	Expenditure	$3,945

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Riverstone Manor
3.	Expenditure	$2,402

13.1.7	**Total Expenditure - Purchased Services**	$273,278
13.1.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl requirements.

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

1.	Expenditure Category	Office/library supplies and postage

2.	Expenditure	$22,452
1.	Expenditure Category	Books and other print materials
2.	Expenditure	$19,778

13.1.9   **Total Expenditure - Supplies and Materials** $42,230

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

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

1.	Type of Travel	System Staff Travel
2.	Expenditure	$6,474

13.1.11   **Total Expenditures - Travel** $6,474

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

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

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

13.1.13   Total Expenditure - Equipment and Furnishings $0

13.1.14   **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. $75,564

13.1.15   **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.   Y

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

1.	Recipient	Member Libraries
2.	Allocation	$752
3.	Project Description (no more than 300 words)	Travel grants
1.	Recipient	Amsterdam Free Library
2.	Allocation	$500

3.	Project Description (no more than 300 words)	Annual Library Award
1.	Recipient	Northville Library
2.	Allocation	$200
3.	Project Description (no more than 300 words)	Trustees Award

13.1.16	Total Expenditures - Grants for Member Libraries	$1,452
13.1.17	Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)	$906,272
13.1.18	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$106,618
13.1.19	**Total Allocation from 2016 - 2017 State Aid:**	$976,061
13.1.20	**Cash Balance at the End of the Current Fiscal Year**	$176,407
13.1.21	**Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.	Basic system aid pays staff expenses, delivery ILS and other overhead expenses that a the system to provide consultative and continuing ed services to the member libraries.

Central Book Aid

CENTRAL BOOK AID (CB

Statutory Reference:	Education Law § 272, 273(1)(b) Commissioners Regulations 90. Central Book Aid is a flat sum each public library system. Plea Library Program Guidelines at http://www.nysl.nysed.gov/libde for more information. Include in this category library CBA library materials. CBA fur expended for adult non-fiction a language library materials, inclu content.

Yes must be answered at least once in Questi

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Overdrive
3.	Expenditure	$15,000

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	One Click Digital
3.	Expenditure	$9,600

13.2.2	Total Expenditure - Purchased Services	$24,600
13.2.3	**Supplies and Materials**: Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl
requirements.

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

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print
2.	Quantity	2,262
3.	Unit Cost	$18
4.	Expenditure	$40,715

13.2.4	Total Expenditure - Supplies and Materials	$40,715
13.2.5	**Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	

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

1.	Recipient	N/A
2.	Allocation	N/A
3.	Project Description (no more than 300 words)	

13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$0
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$65,315

13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$62,712
13.2.9	**Total Allocation from 2016 - 2017 State Aid**	$66,900
13.2.10	**Cash Balance at the End of the Current Fiscal Year**	$64,297
13.2.11	**Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Central Book Aid is used for electronic materials access fees that benefit the entire sys (Overdrive and Zinio) and adult nonfiction print available through the central library.

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT

Statutory Reference: Education Law § 272, 273(1)(b)
Commissioners Regulations 90.
The formula is $0.32 per capita
whichever is greater. Please see
Library Program Guidelines at
http://www.nysl.nysed.gov/libd
for more information.
Note: CLDA funds which are ex
library materials must be used f
non-fiction and foreign languag
electronic content.

13.3.1-13.3.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees (paid from CLDA f

13.3.1	Total Full-Time Equivalents (FTE)	N/A
13.3.2	Total Expenditure for Professional Salaries	N/A

13.3.3-13.3.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

13.3.3	Total Full-Time Equivalents (FTE)	N/A
13.3.4	Total Expenditures for Other Staff Salaries	N/A
13.3.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds).	N/A
13.3.6	**Purchased Services**: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Oth requirements.

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

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

13.3.7 Total Expenditure - Purchased Services $0

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl requirements.

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

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

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

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

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

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

13.3.11 **Total Expenditures - Travel** $0

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

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

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

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

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

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

1.	Recipient	Schenectady County Public Library
2.	Allocation	$94,184
3.	Project Description (no more than 300 words)	The Schenectady County Public Library receives the CLDA grant according to proced developed by the Central Library Advisory Committee and approved by the system an member library boards of trustees. Activities include all central library services, contin education and design consultations for member libraries.

13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	$94,184
13.3.16	**Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)**	$94,184
13.3.17	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$94,182
13.3.18	**Total Allocation from 2016 - 2017 State Aid:**	$98,245
13.3.19	**Cash Balance at the end of the Current Fiscal Year**	$98,243
13.3.20	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	The Schenectady County Public Library receives the CLDA grant according to proced developed by the Central Library Advisory Committee and approved by the system an member library boards of trustees. Activities include all central library services, contin education and design consultations for member libraries.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY

	Statutory Reference:	Education Law § Commissioners F 90.3

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1	Total Full-Time Equivalents (FTE)	1
13.4.2	Total Expenditure for Professional Salaries	$73,973

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3	Total Full-Time Equivalents (FTE)	N/A
13.4.4	Total Expenditure for Other Staff Salaries	N/A

13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$1,928
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl requirements.

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

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

13.4.7	**Total Expenditure - Purchased Services**	$0
13.4.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl requirements.

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

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

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

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

1.	Type of Travel	N/A
2.	Expenditure	N/A

13.4.11	**Total Expenditure - Travel**	$0
13.4.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N

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

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

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

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. N

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

1.	Recipient	N/A
2.	Allocation	N/A
3.	Description of Project	

13.4.15 Total Expenditure - Grants to Member Libraries $0

13.4.16 Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15) $75,901

13.4.17 **Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year. $0

13.4.18 **Total Allocation from 2016 - 2017 State Aid:** $75,901

13.4.19 **Cash Balance at the End of the Current Fiscal Year** $0

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

The salary and benefits for the Outreach Coordinator exceeds the annual Outreach Aid Outreach Coordinator is very active in the system, working with a variety of social ser agencies.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINST

Statutory Reference: Education Lav

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcera magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Services).

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl

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

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

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

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	$6,195

13.5.4 **Total Expenditure - Supplies and Materials** $6,195

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** $6,195

13.5.6 **Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance from the previous year. $3,462

13.5.7 **Total Allocation from 2016 - 2017 State Aid** $3,962

13.5.8 **Cash Balance at the End of the Current Fiscal Year** $1,229

13.5.9 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Books and magazines are provided to the Fulton, Montgomery and Schenectady count

State Correctional Aid

Statutory Reference: Education Law § 285 (1)
Commissioners Regulations 90.
The amount provided in Educati
per inmate. Please see the State
Program Guidelines at
www.nysl.nysed.gov/libdev/outr
for more information.

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

13.6.1	Total Full-Time Equivalents (FTE)	N/A
13.6.2	Total Expenditure for Professional Salaries	N/A

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3	Total Full-Time Equivalents (FTE)	N/A
13.6.4	Total Expenditure for Other Staff Salaries	N/A
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	N/A
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Oth
requirements.

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Suzanna Risley
3.	Expenditure	$3,635

1.	Expenditure Category	Delivery/courier
2.	Provider of Services	Johnstown Public Library
3.	Expenditure	$1,084

13.6.7	**Total Expenditure - Purchased Services**	$4,719
13.6.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Oth

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$35

1.	Expenditure Category	Books and other print materials
2.	Expenditure	$6,289

13.6.9	**Total Expenditure - Supplies and Materials**	$6,324
13.6.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	Y

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

1.	Type of Travel	Other
2.	Expenditure	$449

13.6.11	**Total Expenditure - Travel**	$449
13.6.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N

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

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

13.6.13	**Total Expenditure - Equipment and Furnishings**	$0
13.6.14	Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)	$11,492
13.6.15	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year.	$5,866
13.6.16	**Total Allocation from 2016 - 2017 State Aid:**	$6,284
13.6.17	**Cash Balance at the End of the Fiscal Year:**	$658
	Final Narrative:	

13.6.18	Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	Funds are used to provide services to the Hale Creek Correctional facility. Services inc books & materials, and a writing program for inmates.

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of eac

14.1	Element 1: Resource Sharing - Results	E-books, e-audio, CD audio and DVDs are purchased and shared among the member libraries. Rotating collections are maintained by the system for the members including Print, graphic novels, children's and teen titles, and holiday books. Full service ILS maintained and used by all members Technology service including computer support a network maintained for all locations Delivery made to every open location, Monday - facilitated within the system and with outside agencies
14.2	Element 2: Special Client Groups - Results	Facilitated Adult Literacy Projects at 1 member library Coordinate with social service agencies in four counties Work with 3 county jails and the Hale Creek correctional Fa Coordinate the Summer Reading program for member libraries Helped members with literacy services and Picture Book City. Coordinated Science @ Your Library program member libraries
14.3	Element 3: Professional Development and Continuing Education - Results	All member libraries have staff participate in CE programs/workshops Assist member staff with attending the annual NYLA conference and other CE opportunities
14.5	Element 5: Consulting and Development Services - Results	Member libraries assisted with a wide variety of governance, management and library operations. Assist member libraries with the state annual report. Computers and other technology purchases done in bulk for all members
14.6	Element 6: Coordinated Services - Results	Coordinate orders for supplies acquired for members. System provides computer disc maintenance and die-cuts to members. Supplies - paper, CD cases etc. - purchased in l
14.7	Element 7: Awareness and Advocacy - Results	System coordinates member participation in statewide advocacy efforts. System works all libraries and assisted 4 libraries on local funding issues Developed grant program to assist members with advocacy
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	System coordinates Directors' Council meetings. System coordinates group discussion among members on variety of topics including collection development, purchasing & processing, circulation etc. and/or policies and children's services. Maintain system blo Facebook pages to share information
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	MVLS and SALS maintain a shared ILS and computer services, benefiting all member libraries Work regularly with UHLS and CDLC on resource sharing and youth service
14.10	Element 10: Construction - Results	Four member libraries assisted with new construction applications. Five ongoing proje were assisted with SHPO, bidding and other issues
14.11	Element 11: Central Library - Results	Central Library Advisory Committee meets several times to set parameters for spendir CBA and CLDA Reporting mechanism developed to track CBA purchases New CLD/ grant process developed. Central Library holds system workshop.
14.12	Element 12: Direct Access - Results	System worked with residents in the un-served area of Broadalbin to explore the forma of a new library All but 7% or system population is served by a member library throug charter or contract.
14.13	Element 13: Other Goal(s) - Results	The Foundation for Mohawk Valley Libraries raised funding for libraries with grants awarded for advocacy, technology and programs. NYSCA grant provides adult book discussion programs at member libraries. Other grants for assisting libraries with adult programming are explored.

15. Current system URL's

15.1	System Home Page URL	www.mvls.info
15.2	URL of Current List of Members	www.mvls.info/members
15.3	URL of Current Governing Bylaws	http://www.mvls.info/wp-content/uploads/2015/04/MVLS-BYLAWS-Rev-10-15-2015
15.4	URL of Evaluation Form	http://www.mvls.info/wp-content/uploads/2016/04/Survey-2016-final.pdf
15.5	URL of Evaluation Results	http://www.mvls.info/wp-content/uploads/2016/04/Preliminary-Survey-Summary.pdf
15.6	URL of Central Library Plan	http://www.mvls.info/wp-content/uploads/2016/12/MVLS-CLDA-Plan-2017.pdf
15.7	URL of Direct Access Plan	http://www.mvls.info/wp-content/uploads/2016/12/MVLS-2017-Free-Direct-Access-F

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Eric Trahan/Joe Sherry
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(518) 355-2010
16.3	Contact e-mail address	mvls@mvls.info

ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" and "Projected Annual Budget" were reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy).	04/20/2017

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

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

Suggested Improvements

Library System

Name of Person Completing Form

Phone Number and Extension (enter area code, telephone number and extension only):

Please share with us your suggestions for improving the *Annual Report*. Thank You!