

Mohawk Valley Library System

Annual Report for Library Systems - 2017 (Public Library Systems 2017)

1. General System Information

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

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

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

1.1	SEDCODE	530600700012
1.2	Institution ID	800000038305
1.3	System Name	Mohawk Valley Library System
1.4	Beginning Reporting Year	1/1/2017
1.5	Ending Reporting Year	12/31/2017
1.6	Street Address	858 Duanesburg Rd.
1.7	City	Schenectady
1.8	Zip Code	12306
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	1057
1.10	Mailing Address	858 Duanesburg Rd.
1.11	City	Schenectady
1.12	Zip Code	12306
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	1057
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(518) 355-2010
1.15	Fax Number (enter 10 digits only)	(518) 355-0674
1.16	System Home Page URL	www.mvls.info
1.17	URL of the system's complete Plan of Service	http://www.mvls.info/wp-content/uploads/2016/12/MVLS-Plan-of-Service-State-Form
1.18	Population Chartered to Serve (2010 Census)	293,226
1.19	Area Chartered to Serve (square miles)	1725
1.20	Federal Employer Identification Number	141458888
1.21	County	Schenectady
1.22	County (Counties) Served	Fulton, Montgomery, Schenectady, Schoharie
1.23	School District	Schalmont Central School District
1.24	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mr.

1.25	First Name of System Director	Eric
1.26	Last Name of System Director	Trahan
1.27	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	16164
1.32	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
1.33	E-Mail Address of the System Director	etrahan@mvls.info
1.34	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(518) 355-0674
1.35	Name of Outreach Coordinator	Lois Gordon
1.48	Is the library system a member of the New York State and Local Retirement System?	Y
1.49	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

1.50 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

1.51 President/CEO Name. If there is no President/CEO please enter "N/A"

1.52 President/CEO Phone Number

1.53 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 + 2.10 + 2.12)**

4.00

2.15 **Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 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	2.8
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)	6.80
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	\$52,544
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$95,379

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	14
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1965
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2008
3.18	Square footage of the system building	8,536
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	1
3.24	Name of Central Library/Co-Central Libraries	Schenectady County Public Library

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9
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- 3.26 Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report. 13
- 3.27 Term length for system board/council members. Please add a note if this has changed from the previous year report. 5 years

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

- 3.28 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, 2018, through December 31, 2018.

President/Council Chair

- 3.29 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
- 3.30 First Name Barbara
- 3.31 Last Name Madonna
- 3.32 Institutional Affiliation Gloversville Public Library
- 3.33 Professional Title Trustee
- 3.34 Mailing Address 58 East Fulton St.
- 3.35 City Gloversville
- 3.36 Zip Code (enter five digits only) 12078
- 3.37 Telephone for the Board President (enter 10 digits only and hit the Tab key) (518) 725-0231
- 3.38 E-mail Address bmadonna@mvl.info
- 3.39 Term Begins - Month June
- 3.40 Term Begins - Year (yyyy) 2015
- 3.41 Term Expires - Month or N/A June
- 3.42 Term Expires - Year (YYYY) or N/A 2020

- 3.43 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
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) 05/19/2015
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/29/2015
- 3.46 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 question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly in the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data to Baker and Taylor for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

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 Trustee
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) 2017
11. Term Expires - Month or N/A June
12. Term Expires - Year (YYYY) or N/A 2022
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) 05/20/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/25/2017
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 Patricia
3. Last Name Franco
4. Institutional Affiliation Gloversville Public Library
5. Professional Title Trustee
6. Mailing Address 8 Robin St.
7. City Gloversville
8. Zip Code (enter five digits only) 12078
9. Term Begins - Month June
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) 05/17/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/24/2016

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 Mr.
2. First Name Anthony
3. Last Name Gaddy
4. Institutional Affiliation Schenectady County Public Library
5. Professional Title Trustee
6. Mailing Address PO Box 123
7. City Schenectady
8. Zip Code (enter five digits only) 12305
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A June
12. Term Expires - Year (YYYY) or N/A 2019

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) 07/21/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/25/2014

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 Marion

3. Last Name Grimes

4. Institutional Affiliation Schenectady County Public Library

5. Professional Title Trusteer

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 Katherine

3. Last Name Hawkins

4. Institutional Affiliation The Community Library

5. Professional Title Trustee

6.	Mailing Address	PO Box 201
7.	City	Summit
8.	Zip Code (enter five digits only)	12175
9.	Term Begins - Month	November
10.	Term Begins - Year (yyyy)	2012
11.	Term Expires - Month or N/A	June
12.	Term Expires - Year (YYYY) or N/A	2022
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)	11/17/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	11/28/2017
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	Bonnie
3.	Last Name	Kerr
4.	Institutional Affiliation	Fort Plain Free Library
5.	Professional Title	Trustee
6.	Mailing Address	12 Goodrich Ave.
7.	City	Fort Plain
8.	Zip Code (enter five digits only)	13339
9.	Term Begins - Month	June
10.	Term Begins - Year (yyyy)	2017
11.	Term Expires - Month or N/A	June
12.	Term Expires - Year (YYYY) or N/A	2022
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)	05/17/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/24/2017
16.	Is this a brand new trustee?	N

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Christina
3. Last Name Knee
4. Institutional Affiliation The Community Library
5. Professional Title Trustee
6. Mailing Address 109 Mohaek Dr., Apt 102
7. City Cobleskill
8. Zip Code (enter five digits only) 12043
9. Term Begins - Month November
10. Term Begins - Year (yyyy) 2017
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) 12/7/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/18/2017
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Joanne
3. Last Name Mickle
4. Institutional Affiliation Canajoharie Library
5. Professional Title Trustee
6. Mailing Address 2 Maple Ave., Apt 102
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? 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 Mary
3. Last Name Salluzzo
4. Institutional Affiliation Johnstown Public Library
5. Professional Title Trustee
6. Mailing Address 204 South William St.
7. City Johnstown
8. Zip Code (enter five digits only) 12095
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A June
12. Term Expires - Year (YYYY) or N/A 2021
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) 05/16/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/25/2016
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 Mr.
2. First Name Keith
3. Last Name Seeber
4. Institutional Affiliation Fort Plain Free Library
5. Professional Title Vice President

6. Mailing Address 6930 St Hwy 5S
7. City Fort Plain
8. Zip Code (enter five digits only) 13339
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A June
12. Term Expires - Year (YYYY) or N/A 2021

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
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.

2. First Name Eleanor
3. Last Name Spencer
4. Institutional Affiliation Middleburgh Library
5. Professional Title Trustee
6. Mailing Address 147 Lawyers Lane
7. City Middleburgh
8. Zip Code (enter five digits only) 12122
9. Term Begins - Month September
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A June
12. Term Expires - Year (YYYY) or N/A 2021

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) 09/21/2016
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? N

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). N/A
14. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee?

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2018, through December 31, 2018. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data in the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to bibliostat@btol.com. 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 "Other" is chosen. Also please see individual instructions for these questions for any further 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
N/A

4.	Institutional Affiliation	
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	Mohawk Valley Library System
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	259
4.2	System Visits	1,611
CIRCULATION		
4.3	Total Cataloged Book Circulation	658
4.4	Total Circulation of Other Materials	347
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	1,005
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)	1,005
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	1,005

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	38,800
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	26
4.14	All Other Print Materials Holdings	62
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	38,888
4.16	Electronic Books	10,315
4.17	Local Electronic Collections	2
4.18	Total Number of NOVELNY Databases	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	10,317
4.20	Audio - Downloadable Units	1,768
4.21	Video - Downloadable Units	0
4.22	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.)	54
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	12,155

Non-Electronic Materials

4.24	Audio - Physical Units	1,564
4.25	Video - Physical Units	3,906
4.26	Other Non-Electronic Materials	275
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	5,745
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	56,788

ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	
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4.30	Number of collections	253
4.31	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 693,870

5.9 Number of new titles added by the system in the reporting year 3,360

5.10 Number of Central Library Aid titles added in the reporting year 1,475

- 5.11 Number of new titles added by the members in the reporting year 16,886
- 5.12 Total new titles (total questions 5.9 through 5.11) 21,721

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 in print, disc, or online (virtual) format.

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 693,870

5.17 Number of holdings in the system's union catalog 649,180

5.18 Number of new titles added in the last year 21,721

5.19 Number of holdings added in the last year 55,757

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 60,625

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 1,855

5.26 Total items received (borrowed) 568

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) 2,423

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 see individual instructions for these questions for any further requirements.

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 3

5.33 Number of participants 34

Technology

5.34 Number of sessions 3

5.35 Number of participants 52

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 36

Management & Supervisory

5.40	Number of sessions	0
5.41	Number of participants	0

Planning and Evaluation

5.42	Number of sessions	2
5.43	Number of participants	33

Awareness and Advocacy

5.44	Number of sessions	4
5.45	Number of participants	119

Trustee/Council Training

5.46	Number of sessions	5
5.47	Number of participants	47

Special Client Populations

5.48	Number of sessions	4
5.49	Number of participants	55

Children's Services/Birth to Kindergarten

5.50	Number of sessions	2
5.51	Number of participants	19

Children's Services/Elementary Grade Levels

5.52	Number of sessions	3
5.53	Number of participants	107

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	1
5.55	Number of participants	50

General Adult Services

5.56	Number of sessions	3
5.57	Number of participants	44

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.

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) 33

5.60 **Grand Total Participants** (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) 596

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 see individual instructions for these questions for any further requirements.

- 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 and/or branches on grants, and state and federal funding 567
- 5.64 Number of contacts - Consulting with member libraries and/or branches on funding and governance 715
- 5.65 Number of contacts - Consulting with member libraries and/or branches on charter and registration work 30
- 5.66 Number of contacts - Consulting with member libraries and/or branches on automation and technology 3,540
- 5.67 Number of contacts - Consulting with member libraries and/or branches on youth services 17,621

5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	1,142
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	345
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	324
5.71	Number of contacts - Consulting with state and county correctional facilities	58
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	98
5.73	Number of contacts - Providing system and member library information to the media	243
5.74	Number of contacts - Providing website development and maintenance for member libraries	226
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	ILL
2.	Number of contacts (all types)	141
1.	Topic	Outreach
2.	Number of contacts (all types)	148
1.	Topic	Resource Sharing - Delivery
2.	Number of contacts (all types)	644
5.76	Total other contacts (total of question #2 of Repeating Group #6)	933
5.77	Total number of contacts (total of questions 5.63 through 5.74 and 5.76)	25,842

REFERENCE SERVICES

5.78 Total Reference Transactions 147

**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 Service
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	Libraries pay fees to participate in the ILS.

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 \$0
 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** \$0
 (total questions 6.2 and 6.3)

STATE AID RECEIPTS - arranged in alphabetical order

6.5 Adult Literacy Library Services Grants \$4,680

6.6 Central Library Development Aid \$98,298

6.7 Central Book Aid \$66,936

6.8 Conservation/Preservation Grants \$0

6.9 Construction for Public Libraries Aid \$0

6.10 Coordinated Outreach Services Aid \$75,942

6.11 Correctional Facilities Library Aid \$6,287

6.12 County Jails Library Aid \$3,964

6.14 Family Literacy Grants \$8,426

6.18 Local Library Services Aid - Kept at System \$0

6.19 Local Library Services Aid - Distributed to Members \$78,606

6.20 **Total LLSA (total questions 6.18 and 6.19)** \$78,606

6.21 Local Services Support Aid \$64,515

6.22 Local Consolidated Systems Aid \$0

6.26 Public Library System Basic Aid \$718,389

6.27 Public Library System Supplementary Operational Aid \$115,075

6.36 Special Legislative Grants and Member Items \$71,000

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 repeating group.

1. Funding Source NYSCA - Book Discussions
2. Amount \$5,000
- 6.43 **Total Other State Aid (total
question #2 of Repeating
Group #9 above)** \$5,000
- 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)** \$1,317,118

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 repeating group

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 group.

- | | | |
|------|---|-----|
| 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) | \$14,620 |
| 6.53 | Income from Investments | \$2,760 |
| 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 2 of one repeating group.

- | | | |
|------|--|--|
| 1. | Receipt category | Annual Dinner |
| 2. | Amount | \$1,140 |
| 1. | Receipt category | Computer Equipment Reimbursable |
| 2. | Amount | \$108,757 |
| 1. | Receipt category | Electronic Equipment Reimbursable |
| 2. | Amount | \$67,122 |
| 1. | Receipt category | Member Fees Reimbursable |
| 2. | Amount | \$230,536 |
| 1. | Receipt category | Miscellaneous Other Income |
| 2. | Amount | \$312 |
| 1. | Receipt category | Program / Workshop Reimbursements |
| 2. | Amount | \$3,833 |
| 1. | Receipt category | Other Materials Reimbursable |
| 2. | Amount | \$2,687 |
| 1. | Receipt category | Office & Library Supplies Reimbursable |
| 2. | Amount | \$803 |
| 6.57 | Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) | \$415,190 |
| 6.58 | Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) | \$432,570 |

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)	\$1,749,688
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, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	\$968,599
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	\$2,718,287

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$335,135
7.2	Other Staff	\$112,150
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$447,285
7.4	Employee Benefits Expenditures	\$177,067
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$624,352

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$40,032
7.7	Electronic Materials Expenditures	\$96,489
7.8	Other Materials Expenditures	\$3,347

7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$139,868
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GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$78,606
7.11	Central Library Aid (CLDA/CBA)	\$98,245
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$70,447
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$16,442
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$263,740
7.19	Book/Library Materials Grants	\$2,062
7.20	Other Non-Cash Grants	\$2,443
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$268,245

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$1,460
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)	\$1,460

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$1,460
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$1,460

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)	\$2,660
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$2,660
7.34	Other Building & Maintenance Expenses	\$23,795

7.35 **Total Operation and Maintenance of Buildings** \$26,455
 (total questions 7.33 and 7.34)

MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$816

7.37 Office and Library Supplies \$1,467

7.38 Telecommunications \$2,649

7.39 Binding Expenses \$0

7.40 Postage and Freight \$567

7.41 Publicity and Printing \$0

7.42 Travel \$4,424

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. \$21,823

7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$5,907

7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? 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 question 2 of one repeating group.

1.	Expense category	Annual Meeti
2.	Amount	\$2,136
1.	Expense category	Automation F
2.	Amount	\$76,500
1.	Expense category	Delivery Fee
2.	Amount	\$124,352
1.	Expense category	JA Equipment
2.	Amount	\$122,087
1.	Expense category	JA Fees - IL
2.	Amount	\$219,578
1.	Expense category	Member Libra
2.	Amount	\$1,130
1.	Expense category	Programs
2.	Amount	\$1,536
1.	Expense category	Rental, Main
2.	Amount	\$3,472
1.	Expense category	Software - C
2.	Amount	\$14,162

7.47 Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) \$564,953

7.48 Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) \$602,606

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? Y
Enter Y for Yes, N for No.

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

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 \$923

7.50 Total Contracts (total question #3 of Repeating Group #14 above) \$923

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)** \$1,663,909

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)	\$1,663,909
7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2017)	\$1,054,378
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.62 and 7.63)	\$2,718,287

FISCAL AUDIT

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

7.84	Last audit performed (mm/dd/yyyy)	09/21/2017
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2016-12/31/2016
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	\$1,054,358
7.87	Total Bank Balance (total question #2 of Repeating Group #15)	\$1,054,358
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** \$0
(same as question 7.59)

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 \$0

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, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 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, 2017, for Public Library Systems)	\$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, 2018 - December 31, 2018

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,697,712
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, 2018, must be the same as the December 31, 2017, closing balance reported on Q7.63 of the 2017 annual report)	\$1,054,378
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$2,752,090

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)	\$1,724,090
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, 2018)	\$1,028,000
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$2,752,090

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, 2018, must be the same as the December 31, 2017, closing balance reported on Q9.9 of the 2017 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, 2018)	\$0

12.16 Grand Total Capital Fund
Disbursement, Transfers, and \$0
Balance (Sum of questions
12.14 and 12.15)

13. State Formula Aid Disbursements

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

Statutory Reference (Basic Aid): Education Law § 272, 273(1)(a, c, d, e, n)
Commissioners Regulations 90.3

Statutory Reference (LLSA): Education Law § 272, 273(5)
Commissioners Regulations 90.3 and 90.9
The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.

Statutory Reference (LSSA): Education Law § 272, 273(1)(f)(6)
Commissioners Regulations 90.3 and 90.10
The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

Statutory Reference (LCSA): Education Law § 272, 273(1)(f)(7)
Commissioners Regulations 90.3
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

Statutory Reference (Supplemental): Education Law § 273(12)(a)
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

BECPL Special Aid: Education Law § 273(1)(l)
Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)

Brooklyn Special Aid: Education Law § 273(1)(k)
Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)

Nassau Special Aid: Education Law § 273(1)(m)

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 \$259,193

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) 3.1
13.1.4 Total Expenditure for Other Staff Salaries \$112,150

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$172,525

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" chosen. Also please see individual instructions for these questions for any further 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 Building and maintenance expenses
- 2. Provider of Services Various
- 3. Expenditure \$30,997
- 1. Expenditure Category Consultant fees/professional fees
- 2. Provider of Services Various
- 3. Expenditure \$23,220
- 1. Expenditure Category Institutional membership dues
- 2. Provider of Services Various
- 3. Expenditure \$5,907
- 1. Expenditure Category Telecommunications
- 2. Provider of Services Spectrum
- 3. Expenditure \$2,649
- 1. Expenditure Category Delivery/courier
- 2. Provider of Services ALDS
- 3. Expenditure \$124,352
- 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 \$84,133
- 1. Expenditure Category Consultant fees/professional fees

2.	Provider of Services	Hales Mills Country Club
3.	Expenditure	\$2,136
13.1.7	Total Expenditure - Purchased Services	\$273,394
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 "Other" is chosen. Also please see individual instructions for these questions for any further 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	\$7,253
1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$11,046
1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	\$7,452
13.1.9	Total Expenditure - Supplies and Materials	\$25,751

13.1.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	Y
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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	\$4,425
13.1.11	Total Expenditures - Travel	\$4,425

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
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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.	\$78,606

13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member 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	Member Libraries
2.	Allocation	\$463
3.	Project Description (no more than 300 words)	Travel Grants for member library staff
1.	Recipient	Amsterdam Free Library
2.	Allocation	\$2,254
3.	Project Description (no more than 300 words)	Wireless access grant.
1.	Recipient	Fort Hunter Free Library
2.	Allocation	\$200
3.	Project Description (no more than 300 words)	Volunteer Award
1.	Recipient	Schenectady County Public Library
2.	Allocation	\$500
3.	Project Description (no more than 300 words)	Trustees Award
13.1.16	Total Expenditures - Grants for Member Libraries	\$3,417
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)	\$929,461
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.	\$176,407
13.1.19	Total Allocation from 2017 - 2018 State Aid:	\$976,585
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	\$1,152,992
13.1.21	Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)	\$223,531
13.1.22	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 provides the staff, delivery, ILS and other overhead expenses that all MVLS to provide the resource sharing, continuing education and consultative services provided to the member libraries. Also included are the direct expenses for presenters library resources.

Statutory Education Law § 272, 273(1)(b)(2)

Reference: Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

Yes must be answered at least once in Questions 13.2.1 - 13.2.5

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.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. 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	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	RB Digital
3.	Expenditure	\$11,606

13.2.2 **Total Expenditure - Purchased Services** \$26,606

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.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further 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	1,653
3.	Unit Cost	\$19
4.	Expenditure	\$30,808

13.2.4 **Total Expenditure - Supplies and Materials** \$30,808

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)** \$57,414

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. \$64,297

13.2.9 **Total Allocation from 2017 - 2018 State Aid** \$66,936

13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$131,233

13.2.11 **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** \$73,819

13.2.12 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. CBA funds were used to purchase nonfiction print, ebooks and digital magazines for all system residents.

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)
Reference: Commissioners Regulations 90.4
 The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.
 Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including 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 "Other" is chosen. Also please see individual instructions for these questions for any further 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 "Other" is chosen. Also please see individual instructions for these questions for any further 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 Pubic Library |
| 2. | Allocation | \$98,245 |
| 3. | Project Description (no more than 300 words) | Grant fund expenditures were used according to the system CLDA plan. |

13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$98,245

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)** \$98,245

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. \$98,243

13.3.18 **Total Allocation from 2017 - 2018 State Aid:** \$98,298

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$196,541

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** \$98,296

13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. CLDA funds are allocated to the central library, and used according the the MVLS CL plan.

**Statutory
Reference:**

Education Law § 273(1)(h)
Commissioners Regulations
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 \$75,942

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. \$0

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 "Other" chosen. Also please see individual instructions for these questions for any further 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 "Other" chosen. Also please see individual instructions for these questions for any further 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

Travel Expenditures:

13.4.10 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)** \$75,942

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 2017 - 2018 State Aid:** \$75,942

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$75,942

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$0

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Outreach activities are coordinated by the Outreach Consultant. The salary exceeds the Outreach Aid amount.

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

13.5.1 **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 "Other" is chosen. Also please see individual instructions for these questions for any further 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 Consultant fees/professional fees
- 2. Provider of Services Susannah Risley
- 3. Expenditure \$1,200

13.5.2 **Total Expenditure - Purchased Services** \$1,200

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 \$3
- 1. Expenditure Category Books and other print materials
- 2. Expenditure \$3,990

13.5.4 **Total Expenditure - Supplies and Materials** \$3,993

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$5,193

- 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. \$1,229
- 13.5.7 **Total Allocation from 2017 - 2018 State Aid** \$3,964
- 13.5.8 **Total Available Before Expenditures (total 13.5.6 + 13.5.7)** \$5,193
- 13.5.9 **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)** \$0
- 13.5.10 **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 periodicals are purchased for the county jail libraries. The Purchased Service for the instructor of a writing course.

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)
Reference: Commissioners Regulations 90.14
The amount provided in Education Law is \$9.25 per inmate. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm 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. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further 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
 2. Provider of Services
 3. Expenditure
- 13.6.7 **Total Expenditure - Purchased Services** \$0

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.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 \$164
1. Expenditure Category Books and other print materials
2. Expenditure \$605

13.6.9 **Total Expenditure - Supplies and Materials** \$769

13.6.10 **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 item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

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

13.6.11 **Total Expenditure - Travel** \$0

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)** \$769

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.	\$658
13.6.16	Total Allocation from 2017 - 2018 State Aid:	\$6,287
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	\$6,945
13.6.18	Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)	\$6,176
13.6.19	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	Expenses were for library materials and ILL costs. Spending was down because the fa was without a librarian for most of the year, causing purchasing to be put on hiatus.

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2017).

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 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, including 1000 Books Before Kindergarten and Picture Book City. Coordinated Science @ Your Library programs for 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 t for members.
14.7	Element 7: Awareness and Advocacy - Results	System coordinates member participation in statewide advocacy efforts. System works all libraries and assisted 3 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 bl 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	Six member libraries assisted with new construction applications. Five ongoing projects 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 spending CBA and CLDA Reporting mechanism developed to track CBA purchases CLDA 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 form of a new library. Also contacted the Gilboa-Conesville and Jefferson School Districts to explore public library services. All but 7% of system population is served by a member library through 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	http://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.pdf
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/2016/09/Planning-Process-Summary.pdf
15.6	URL of Central Library Plan	http://www.mvls.info/wp-content/uploads/2018/01/MVLS-2018-CLDA-Plan-Complete.pdf
15.7	URL of Direct Access Plan	http://www.mvls.info/wp-content/uploads/2016/12/MVLS-2017-Free-Direct-Access-Plan.pdf

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" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	04/26/2017
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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*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to.
Thank You!