

Mid-Hudson Library System

Annual Report for Library Systems - 2013 (Public Library Systems)

1. General System Information

1.1	SEDCODE	131500700010
1.2	System Name	Mid-Hudson Library System
1.3	Beginning Reporting Year	1/1/2013
1.4	Ending Reporting Year	12/31/2013
1.5	Street Address	103 Market Street
1.6	City	Poughkeepsie
1.7	Zip Code	12601
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	4028
1.9	Mailing Address	103 Market Street
1.10	City	Poughkeepsie
1.11	Zip Code	12601
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	4028
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(845) 471-6060
1.14	Fax Number (enter 10 digits only)	(845) 454-5940
1.15	System Home Page URL	http://midhudson.org
1.16	URL of the system's complete Plan of Service	http://midhudson.org/plan_of_service.htm
1.17	Population Chartered to Serve (2010 Census)	650,704
1.18	Area Chartered to Serve (square miles)	2,926
1.19	Federal Employer Identification Number	141458489
1.20	County	Dutchess
1.21	County (Counties) Served	Columbia, Dutchess, Greene, Putnam, Ulster
1.22	School District	Poughkeepsie City School District
1.23	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mr.
1.24	First Name of System Director	Tom
1.25	Last Name of System Director	Sloan
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(845) 471-6060 Ext.217
1.32	E-Mail Address of the System Director	tsloan@midhudson.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(845) 454-5940
1.34	Name of Outreach Coordinator	Merribeth Advocate

- 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. Y
- | | | |
|----|---|--------------------|
| 1. | Name of Contracting Municipality or District | Town of Union Vale |
| 2. | Is this a written contract? (Enter Y for Yes, N for No) | Y |
| 3. | Population of the geographic area served by this contract | 4,877 |
| 4. | Dollar amount of contract | \$25,000 |
| 5. | Indicate "Full" or "Partial" range of services provided by this contract (Select one) | Full |
- 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

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 | 2 |
| 2.17 | Total Other Professional Staff - Vacant Position(s) FTE | 0 |
| 2.18 | Total Other Staff - Filled Position(s) FTE | 10.71 |
| 2.19 | Total Other Staff - Vacant Position(s) FTE | 0.7 |
| 2.20 | Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18) | 16.71 |

2.21 **Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)** 0.70

SALARY INFORMATION

2.22 Entry-Level Librarian (certified) FTE 0
 2.23 Entry-Level Librarian (certified) Current Annual Salary N/A
 2.24 System Director FTE 1
 2.25 System Director Current Annual Salary \$123,000

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9 Number of member libraries 66
 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 Poughkeepsie Public Library District

BOARD/COUNCIL MEETINGS

3.22 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 7
 3.24 Number of voting positions on system board/council 15
 3.25 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. O

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2014, through December 31, 2014.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2014, through June 30, 2015

President/Council Chair

3.26 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Mr. State note), Vacant
 3.27 First Name Roland
 3.28 Last Name Patterson
 3.29 Institutional Affiliation Poughkeepsie Public Library District
 3.30 Professional Title Trustee
 3.31 Mailing Address
 3.32 City
 3.33 Zip Code (enter five digits only)
 3.34 Telephone for the Board President (enter 10 digits only and hit the Tab key)
 3.35 E-mail Address
 3.36 Term Begins - Month January

- 3.37 Term Begins - Year (yyyy) 2011
- 3.38 Term Expires - Month or N/A December
- 3.39 Term Expires - Year (YYYY) or N/A 2015
- 3.40 The date the board president took the Oath of Office (mm/dd/yyyy) 01/08/2011
- 3.41 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/16/2012
- 3.42 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 2-10 of the repeating group.

- 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Mr. State note), Vacant
- 2. First Name William
- 3. Last Name Conine
- 4. Institutional Affiliation Heermance Memorial Library
- 5. Professional Title Board Member
- 6. Mailing Address
- 7. City
- 8. Zip Code (enter five digits only)
- 9. Term Begins - Month January
- 10. Term Begins - Year (yyyy) 2010
- 11. Term Expires - Month or N/A December
- 12. Term Expires - Year (YYYY) or N/A 2014
- 13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/09/2010
- 14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/16/2012
- 15. Is this a brand new trustee? N
- 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
- 2. First Name Caroline
- 3. Last Name Benton Profera
- 4. Institutional Affiliation Cairo Public Library
- 5. Professional Title Board Member
- 6. Mailing Address
- 7. City
- 8. Zip Code (enter five digits only)
- 9. Term Begins - Month January
- 10. Term Begins - Year (yyyy) 2011
- 11. Term Expires - Month or N/A December
- 12. Term Expires - Year (YYYY) or N/A 2015
- 13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/08/2011
- 14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/16/2012
- 15. Is this a brand new trustee? N

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Mr. State note), Vacant
2. First Name John
3. Last Name Dax
4. Institutional Affiliation New Lebanon Library
5. Professional Title Trustee
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2014
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/27/2014
15. Is this a brand new trustee? Y

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
2. First Name Michele
3. Last Name Ment
4. Institutional Affiliation Kent Library
5. Professional Title Trustee
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2014
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/27/2014
15. Is this a brand new trustee? Y

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
2. First Name Lisa Baker
3. Last Name Brill
4. Institutional Affiliation Self-employed
5. Professional Title Fundraiser/Public Relations Consult.
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2012

11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/16/2012
15.	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	Mrs.
2.	First Name	Regina
3.	Last Name	Morini
4.	Institutional Affiliation	Mahopac Library
5.	Professional Title	Board President
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2012
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/16/2012
15.	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	David
3.	Last Name	Rolfe
4.	Institutional Affiliation	Kingston Public Library
5.	Professional Title	Trustee
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/27/2014
15.	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	Mr.
2.	First Name	Mark
3.	Last Name	Wilson

4.	Institutional Affiliation	Kinderhook Library
5.	Professional Title	Trustee
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	July
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2014
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/22/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/27/2014
15.	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	Janet R.
3.	Last Name	Schnitzer
4.	Institutional Affiliation	Hudson City School District
5.	Professional Title	Professional Engineer
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2011
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/08/2011
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/16/2012
15.	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	John
3.	Last Name	Bickford
4.	Institutional Affiliation	Hyde Park Free Library
5.	Professional Title	Board Member
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/12/2013

14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
15. 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 Myrna
3. Last Name Sameth
4. Institutional Affiliation Saugerties Public Library
5. Professional Title Board Member
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2013
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2017
13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
15. 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 Stephen M.
3. Last Name MacNish
4. Institutional Affiliation Pleasant Valley Free Library
5. Professional Title Past President
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2010
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2014
13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/09/2010
14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/16/2012
15. 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 Lynne
3. Last Name Ridgeway
4. Institutional Affiliation Plattekill Public Library
5. Professional Title President,Trustee
6. Mailing Address
7. City

8. Zip Code (enter five digits only) 12515
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2013
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2017
 13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
 14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
 15. 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 Mrs.
 2. First Name Camilla
 3. Last Name von Bergen
 4. Institutional Affiliation Self-employed attorney
 5. Professional Title Esquire
 6. Mailing Address
 7. City
 8. Zip Code (enter five digits only)
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2013
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2017
 13. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
 14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
 15. Is this a brand new trustee? N

COORDINATED OUTREACH COUNCIL

3.43 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, 2013, through December 31, 2013. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group.

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
 2. First Name Phyllis
 3. Last Name Keaton
 4. Institutional Affiliation Howland Public Library
 5. Professional Title Director

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
 2. First Name Polly
 3. Last Name Adema
 4. Institutional Affiliation Arts MidHudson
 5. Professional Title Folklorist

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
2. First Name Fran
3. Last Name Shepherd
4. Institutional Affiliation Wappingers Central Schools
5. Professional Title Retired School Librarian
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
2. First Name Cassandra
3. Last Name Beam
4. Institutional Affiliation Ulster Literacy Association
5. Professional Title CEO
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
2. First Name Margaret
3. Last Name Pfaff
4. Institutional Affiliation Literacy Connections: Dutchess, Columbia & Greene County
5. Professional Title Executive Director
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
2. First Name Ruth J.
3. Last Name Hirsch
4. Institutional Affiliation Bringing Agencies Together
5. Professional Title Licensed Marriage & Family Therapist
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
2. First Name Diane
3. Last Name Hart
4. Institutional Affiliation United Way of Dutchess County
5. Professional Title Community Liaison
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Ms. State note), Vacant
2. First Name Hilda
3. Last Name Flowers
4. Institutional Affiliation Ulster County BOCES
5. Professional Title Literacy Instructor

4. Public Library System Trans and Collection

- | | | |
|-----|---------------------------------------|-------|
| 4.1 | Number of registered system borrowers | 0 |
| 4.2 | Total system circulation | 0 |
| 4.3 | System Visits | 1,908 |

SYSTEM HOLDINGS

- | | | |
|-----|-------------------------------|-----|
| 4.4 | Total Cataloged Book Holdings | 795 |
| 4.5 | Non-Cataloged Book Holdings | 0 |

4.6	Total Print Serial Holdings	7
4.7	All Other Print Materials Holdings	183
4.8	Total Electronic Holdings	7,371
4.9	All Other Holdings	337
4.10	Grand Total Holdings (total questions 4.4 through 4.9)	8,693

ROTATING COLLECTIONS/BOOK LOANS

4.11	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	N
4.12	Number of collections	0
4.13	Average number of items per collection	0

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	No
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	No
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	Innovative Interfaces Inc.
5.4	How many member libraries fully participate in the ILS?	66
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	66
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	No
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	662,980
5.9	Number of new titles added by the system in the reporting year	2,444
5.10	Number of Central Library Aid titles added in the reporting year	1,808
5.11	Number of new titles added by the members in the reporting year	36,867
5.12	Total new titles (total questions 5.9 through 5.11)	41,119

UNION CATALOG OF RESOURCES

- 5.13 How many libraries participate in (or submit records for) the union catalog? 66
- 5.14 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) N
- 5.15 Number of titles in the system's union catalog 662,980
- 5.16 Number of holdings in the system's union catalog 2,308,356
- 5.17 Number of new titles added in the last year 36,867
- 5.18 Number of holdings added in the last year 180,265

UNION LIST OF SERIALS

- 5.19 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.) Y
- 5.20 How many libraries participate in (or submit records for) the union list of serials? 66

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VIRTUAL CATALOG

- 5.22 Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A) Y
- 5.23 How many Internet-accessible member library catalogs are included in the virtual catalog? 70
- 5.24 How many member libraries have holdings included in a database that serves as a link of the virtual catalog? 0
- 5.25 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. Responses are mediated No
 - d. Patron-initiated ILL available and used through this catalog Yes
 - e. N/A No
- 5.26 Does the library system provide access to member library catalogs which are not Internet accessible through the virtual catalog? (Enter Y for Yes, N for No) If yes, please describe using the State note. N

VISITS TO THE SYSTEM'S WEB SITE

- 5.27 Annual number of visits to the system's web site 2,063,470

STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL_{NY}- READY LIBRARIES)

- 5.28 How many of the system's member libraries have achieved Basic Statewide Internet Library-ready status? 57
- 5.29 How many of the system's member libraries have achieved Advanced Statewide Internet Library-ready status? 9

5.30 How many of the system's member libraries have achieved Leader Statewide Internet Library-ready status? 4

5.31 **Total Statewide Internet Library-Ready Libraries** (total questions 5.28 through 5.30) 70

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.32 Total items provided (loaned) 612

5.33 Total items received (borrowed) 6,562

5.34 Total requests provided (loaned) unfilled 1,284

5.35 Total requests received (borrowed) unfilled 817

5.36 **Total interlibrary loan activity** (total questions 5.32 through 5.35) 9,275

DELIVERY

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

- 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 No
- f. Commercial carrier (e.g., UPS, DHL, etc.) No
- g. Other (specify using the State note) No

5.39 Number of stops (pick-up and delivery sites per week) 473

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.40 Number of sessions 68

5.41 Number of participants 434

Technology

5.42 Number of sessions 4

5.43 Number of participants 90

Digitization

5.44 Number of sessions 0

5.45 Number of participants 0

Leadership

5.46 Number of sessions 0

5.47 Number of participants 0

Management & Supervisory

5.48 Number of sessions 3

5.49 Number of participants 38

Planning and Evaluation

5.50 Number of sessions 7

5.51 Number of participants 65

Awareness and Advocacy

5.52 Number of sessions 14

5.53 Number of participants 202

Trustee/Council Training

5.54 Number of sessions 6

5.55	Number of participants	81
Special Client Populations		
5.56	Number of sessions	3
5.57	Number of participants	39
Children's Services/Elementary Grade Levels		
5.58	Number of sessions	6
5.59	Number of participants	103
Young Adult Services/Middle and High School Grade Levels		
5.60	Number of sessions	2
5.61	Number of participants	37
General Adult Services		
5.62	Number of sessions	9
5.63	Number of participants	173
5.64	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.	Y
1.	Topic	Marketing
2.	Number of sessions	11
3.	Number of participants	83
5.65	Grand Total Sessions (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62 and total of question #2 of Repeating Group #5)	133
5.66	Grand Total Participants (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5)	1,345

COORDINATED SERVICES

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

a.	Coordinated purchase of print materials	No
b.	Coordinated purchase of non-print materials	Yes
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes
d.	Cataloging	Yes
e.	Materials processing	No
f.	Coordinated purchase of office supplies	No
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

5.68	Number of contacts - Consulting with member libraries on grants, and state and federal funding	300
5.69	Number of contacts - Consulting with member libraries on funding and governance	1,200

5.70	Number of contacts - Consulting with member libraries on charter and registration work	150
5.71	Number of contacts - Consulting with member libraries on automation and technology	9,225
5.72	Number of contacts - Consulting with member libraries on youth services	500
5.73	Number of contacts - Consulting with member libraries on adult services	475
5.74	Number of contacts - Consulting with member libraries on physical plant needs	450
5.75	Number of contacts - Consulting with member libraries on personnel and management issues	1,000
5.76	Number of contacts - Consulting with state and county correctional facilities	375
5.77	Number of contacts - Providing information to local, county, and state legislators and their staffs	102
5.78	Number of contacts - Providing system and member library information to the media	70
5.79	Number of contacts - Providing website development and maintenance for member libraries	900
5.80	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	Annual Report
2.	Number of contacts (all types)	212
5.81	Total other contacts (total of question #2 of Repeating Group #6)	212
5.82	Total number of contacts (total of questions 5.68 through 5.79 and 5.81)	14,959

REFERENCE SERVICES

5.83	Total Reference Transactions	0
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**SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)**

5.84 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	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.85	Number of BOOKS BY MAIL loans	0

5.86	Number of member libraries with Job/Education Information Centers or collections	66
5.87	Number of State Correctional Facilities libraries served	6
5.88	Number of County Jails libraries served	5
5.89	Number of institutions served other than jails or correctional facilities	0
5.90	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.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A
5.91	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 5.92.	Y
5.92	Description of fees	Member libraries are assessed 1)a general delivery fee with four fixed levels determined by population served;2)a holds received/delivery fee based on number of items borrowed by one member from other members; 3)a general ILS fee based on either population served or circulation, whichever is least; 4)a fixed per license fee; and 5)a fixed ILS capital set-aside. Also for Web page hosting, Tech contracts/service, Teleforms and SAM.

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

6.5	Adult Literacy Library Services Grants	\$6,794
6.6	Central Library Development Aid	\$174,655
6.7	Central Book Aid	\$59,973
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$23,833
6.10	Coordinated Outreach Services Aid	\$107,021
6.11	Correctional Facilities Library Aid	\$72,777
6.12	County Jails Library Aid	\$4,920
6.14	Family Literacy Grants	\$10,568

Local Library Services Aid

6.18	Kept at System Headquarters	\$0
6.19	Distributed to members	\$183,103
6.20	Total LLSA (total questions 6.18 and 6.19)	\$183,103
6.21	Local Services Support Aid	\$132,236
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,222,344

Regional Bibliographic Data Bases (RBDB) Aid

6.31	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	\$0
6.35	Special Legislative Grants and Member Items	\$45,200
6.36	Supplementary System Aid	\$166,365
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 6.35).	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	MTA
2.	Amount	\$33,089
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$33,089
6.44	Total State Aid Receipts (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43)	\$2,242,878

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$25,920
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	N/A
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)	\$25,920

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. 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 group.

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Automation/Delivery
3.	Total Contract Amount	\$583,656
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Tech Support
3.	Total Contract Amount	\$18,408
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Web Page Hosting
3.	Total Contract Amount	\$10,000
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Databases/Catalog Enhancements
3.	Total Contract Amount	\$117,136
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Digital Content
3.	Total Contract Amount	\$51,303
1.	Contracting Agency	Member Libraries
2.	Contracted Service	T/O Union Vale
3.	Total Contract Amount	\$25,000
6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$805,503

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$6,200
6.53	Income from Investments	\$1,728
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 questions 1 and 2 of one repeating group.

1.	Receipt category	Refunds-Prior Yr Expense
2.	Amount	\$640
1.	Receipt category	Erate
2.	Amount	\$28,135
1.	Receipt category	Property Rentals
2.	Amount	\$2,950
1.	Receipt category	Other Miscellaneous
2.	Amount	\$26,923
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$58,648
Total Miscellaneous Receipts		

6.58	(total questions 6.51 through 6.55 and question 6.57)	\$66,576
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)	\$3,140,877
6.60	BUDGET LOANS	\$0
TRANSFERS		
6.61	From Capital Fund (Same as question 9.6)	\$47,750
6.62	From Other Funds	\$0
6.63	Total Transfers (total questions 6.61 and 6.62)	\$47,750
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2013; 3Rs - July 1, 2013. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2012; 3Rs - June 30, 2013.)	\$1,631,296
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)	\$4,819,923

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$329,115
7.2	Other Staff	\$520,153
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$849,268
7.4	Employee Benefits Expenditures	\$359,137
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$1,208,405

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$46,074
7.7	Electronic Materials Expenditures	\$175,885
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$221,959

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$165,562
7.11	Central Library Aid (CLDA/CBA)	\$234,628
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$75,618
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$44,652

7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$520,460
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$4,621
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$525,081

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$9,580
7.25	Furniture/Furnishings	\$97
7.26	Other Capital Expenditures	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$9,677

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$9,677
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$9,677

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$23,833
7.32	From Other Funds (72OF)	\$11,596
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$35,429
7.34	Other Building & Maintenance Expenses	\$61,319
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$96,748

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$336
7.37	Office and Library Supplies	\$30,066
7.38	Telecommunications	\$32,421
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$4,766
7.41	Publicity and Printing	\$7,173
7.42	Travel	\$21,494
7.43	Fees for Consultants and Professionals	\$60,656
7.44	Membership Dues	\$4,425
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 questions 1 and 2 of one repeating group.

1.	Expense category	Delivery
2.	Amount	\$334,340
1.	Expense category	Ret Med
2.	Amount	\$155,921
1.	Expense category	Workshops

2.	Amount	\$6,720
1.	Expense category	EquipLeas
2.	Amount	\$16,587
1.	Expense category	ServContr
2.	Amount	\$202,885
7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$716,453
7.48	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$877,790

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.	N
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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)	N/A
2.	Contracted Service (specify using the State note)	N/A
3.	Total Contract Amount	N/A
7.50	Total Contracts (total question #3 of Repeating Group #14 above)	\$0

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)	\$2,939,660

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$88,271
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$88,271
7.60	Total Transfers to Other Funds	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$88,271
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$3,027,931

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year**
(For Public Library Systems - December 31, 2013)
(For 3Rs - June 30, 2014) \$1,791,992

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER**
(total questions 7.62, 7.63, 7.73, and 7.82) \$4,819,923

FISCAL AUDIT

7.84 Last audit performed (mm/dd/yyyy) 07/24/2013

7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2012-12/31/2012

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 First Niagara Bank

2. Amount of funds on deposit \$98,792

1. Name of bank or financial institution First Niagara Bank

2. Amount of funds on deposit \$22,572

1. Name of bank or financial institution First Niagara Bank

2. Amount of funds on deposit \$1,817,290

7.87 **Total Bank Balance** (total question #2 of Repeating Group #15) \$1,938,654

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. Y

8. Capital Fund Receipts

8.1 **Total Revenue From Local Sources** \$0

8.2 **Transfer From Operating Fund**
(same as question 7.59) \$88,271

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) \$88,271

8.7 **NONREVENUE RECEIPTS** \$144

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$88,415

8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2013; 3Rs - July 1, 2013. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2012; 3Rs - June 30, 2013.)	\$301,347
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$389,762

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)	\$47,750
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)	\$47,750
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2013, for Public Library Systems; June 30, 2014, for 3Rs)	\$342,012
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$389,762

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2014 - December 31, 2014

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,991,364
12.2	Budget Loans	\$0
12.3	Total Transfers	0
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2014, must be the same as the December 31, 2013, closing balance reported on Q7.63 of the 2013 annual report)	\$1,791,992
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)	\$4,783,356

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)	\$2,926,605
12.7	Total Transfers	\$53,600
12.8	Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2014)	\$1,803,151
12.9	Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)	\$4,783,356

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)	\$53,600
12.11	Nonrevenue Receipts	\$180
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2014, must be the same as the December 31, 2013, closing balance reported on Q9.9 of the 2013 annual report)	\$342,012
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$395,792

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$15,881
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2014)	\$379,911
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$395,792

ASSURANCE

12.17	The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Budget Summary" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	05/07/2014
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13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid): § 272, 273(1)(a, c, d, e, l, m) 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. Education Law

Statutory**Reference**

§ 273(12)(a)

(Supplemental):

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)(1) 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)	3.2
13.1.2	Total Expenditure for Professional Salaries	\$269,115

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)	12.71
13.1.4	Total Expenditure for Other Staff Salaries	\$506,326
13.1.5	Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.	\$327,363

13.1.6

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

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 \$71,395

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Various
3. Expenditure \$58,399

1. Expenditure Category Institutional membership dues
2. Provider of Services NYLA/ALA/PULISDO etal
3. Expenditure \$4,095

1. Expenditure Category Telecommunications
2. Provider of Services CornerStone/HVDataNet/Verizon
3. Expenditure \$29,075

1. Expenditure Category Delivery/courier
2. Provider of Services Hudson River Transports
3. Expenditure \$41,741

1. Expenditure Category Other (specify using the State note)
2. Provider of Services NYSHIP/MVP Gold
3. Expenditure \$137,520

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Xerox
3. Expenditure \$16,587

13.1.7

Total Expenditure - Purchased Services \$358,812

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

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 \$23,264

1. Expenditure Category Other (specify using the State note)

2. Expenditure \$9,580

1. Expenditure Category Other (specify using the State note)

2. Expenditure \$1,519

1. Expenditure Category Other (specify using the State note)

2. Expenditure \$6,720

1. Expenditure Category Other (specify using the State note)

2. Expenditure \$335

13.1.9 **Total Expenditure - Supplies and Materials** \$41,418

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

2. Expenditure \$18,531

13.1.11 **Total Expenditures - Travel** \$18,531

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

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. \$165,562

13.1.15 **Grants to Member Libraries:** Did the system expend funds for 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.	Project Description (no more than 300 words)	

13.1.16 **Total Expenditures - Grants for Member Libraries** \$0

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)** \$1,687,127

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.	\$0
13.1.19	Total Allocation from 2013-2014 State Aid:		\$1,705,529
13.1.20	Cash Balance at the End of the Current Fiscal Year		\$18,401
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.	Budget Summary for Mid-Hudson Library System Public Library Systems Basic Aid: The expenditures help support activities to attain the goals and intended results described in the MHLS 2012 - 2016 POS as follows: PROFESSIONAL SALARIES AND BENEFITS: 3.2 FTE to facilitate the promotion of professional library services. These funds provide for professional oversight of system offerings and professional guidance for member libraries on library related issues. OTHER STAFF SALARIES AND BENEFITS: 12.71 FTE who work with professional staff to achieve the following: Assist member libraries in developing collections to meet needs of patrons; Support a comprehensive ILS; Provide delivery service to all libraries; Facilitate access to material outside of system holdings through ILL; Provide access to relevant electronic resources in the library and remotely; Insure library staff will be able to respond to literacy related issues; Insure library services for all area residents including those traditionally underserved by libraries; Provide services to state and county correctional facility libraries; Provide information to libraries about developing sustainable programs and services for youth; Provide a coordinated program of continuing education and networking opportunities; Provide consulting and development services for member libraries including on-site assistance; Negotiate coordinated purchases; Provide education and resources for libraries to obtain sustainable funding and community support; Facilitate communication among member libraries including the sharing of ideas and best practices; Collaborate with other library systems on projects that benefit member libraries; Support members in construction and related facility needs to insure libraries have adequate space to meet the needs of their communities. PURCHASED SERVICES: Building and maintenance expenses for our centrally located office, delivery/sorting space and meeting/workshop space; Consultant and professional fees to assist with system operations including payroll, legal and audit fees; Institutional membership dues for relevant staff in professional organizations (including NYLA/ALA/PULISDO); Telecommunication fees to CornerStone/HVDataNet/Verizon including phone lines and Internet for the system building; Delivery/courier fees to Hudson Valley Transports to facilitate resource sharing on a continuous basis through truck delivery to member libraries; Retiree medical; Office equipment lease of copier for internal use and to produce material for members use. SUPPLIES AND MATERIALS: Office/library supplies and postage, including postage for the return of ILL loans made to member libraries through OCLC and NYSILL; Office and computer equipment for system staff; Custodial supplies for MHLS office building and Auditorium; Workshops and speakers for member library	

staff and trustees; Operation of vehicle for maintenance of building and delivery of materials. TRAVEL EXPENDITURES: For MHLS staff to provide consultation and training at member libraries, attend meetings throughout the region as well as state and national conferences.

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Reference: Education Law § 272, 273(1)(b)(2)
 Commissioners Regulations 90.4
 Central Book Aid is a flat sum of \$71,500 to each public library system.

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

Include in this category system expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. List materials 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 | Mango/OverDrive |
| 3. | Expenditure | \$12,032 |

13.2.2 **Total Expenditure - Purchased Services** \$12,032

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

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 | Other (specify using the State note) |
| 2. | Quantity | 1,808 |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | \$7,570 |

- | | | |
|----|----------------------|--------------------------------------|
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Quantity | 1,808 |
| 3. | Unit Cost | N/A |

4. Expenditure \$40,371

13.2.4 **Total Expenditure -
Supplies and
Materials** \$47,941

13.2.5 **Grants to
Central/Co-Central
Libraries:** Did the
system expend N
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)** \$59,973

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

13.2.9 **Total Allocation
from 2013-2014
State Aid** \$59,973

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

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. Budget Summary for Central Book Aid (CBA): The expenditures help
support activities to attain the goals and intended results described in
the MHL Central Library 2012 - 2016 POS for CBA, as follows:
PURCHASED SERVICES: Cost-share with member library funds for
consortium purchase of Mango electronic language learning database,
and system-wide digital collection support through OverDrive
non-fiction digital titles. SUPPLIES AND MATERIALS: For adult
non-fiction library materials including continuation of reference books
and circulating non-fiction in high-demand and targeted subject areas
including those defined through Hudson Valley Reads, so that member
libraries have access to materials that supplement their collections.

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Reference: Education Law § 272, 273(1)(b)(1)
 Commissioners Regulations 90.4
 The formula is \$0.32 per capita or \$105,000 whichever is greater.
 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 funds).

13.3.1	Total Full-Time Equivalents (FTE)	0.36
13.3.2	Total Expenditure for Professional Salaries	\$21,629

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). \$7,137

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

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	Commercial electronic content vendor contracts
2.	Provider of Services	Gale
3.	Expenditure	\$7,426

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	EBSCO
3.	Expenditure	\$20,800

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Innovative Interfaces Inc
3.	Expenditure	\$21,090

1.	Expenditure Category	Commercial electronic content vendor contracts
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2.	Provider of Services	OverDrive
3.	Expenditure	\$28,425
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Bowker
3.	Expenditure	\$5,250
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	BrainFuse
3.	Expenditure	\$2,500
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	World Trade Press
3.	Expenditure	\$1,750
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Learning Express
3.	Expenditure	\$4,500
1.	Expenditure Category	Delivery/courier
2.	Provider of Services	Hudson River Transports
3.	Expenditure	\$47,755
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	NYLA
3.	Expenditure	\$100
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Verizon
3.	Expenditure	\$1,980
13.3.7	Total Expenditure - Purchased Services	\$141,576

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. 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.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$3,250

13.3.9 **Total Expenditure - Supplies and Materials** \$3,250

13.3.10 **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 travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of travel	System staff
2.	Expenditure	\$1,063

13.3.11 **Total Expenditures - Travel** \$1,063

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.	Proposed 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.	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.	Project Description (no more than 300 words)	
13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	\$0
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)	\$174,655
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.	\$0
13.3.18	Total Allocation from 2013-2014 State Aid:	\$174,655
13.3.19	Cash Balance at the end of the Current Fiscal Year	\$0
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.	Budget Summary for Central Library Development Aid (CLDA): The expenditures help support activities to attain the goals and intended results described in the MHLS Central Library 2012 - 2016 POS for CLDA, as follows: PROFESSIONAL SALARIES AND BENEFITS: .36FTE that are spent on providing member library public service staff training and education; collection development through OverDrive and NextReads; collection development and use analysis reports of member library holding and use; reference support for member libraries through Tuesday's Tips; member library core competency assessments and reports. PURCHASED SERVICES: Cost-share with member library funds for electronic reference databases that all MHLS libraries have including GALE Chilton Library, Testing and Education Reference Center; BrainFuse JobNow; World Trade Press Cypress Resume; Learning Express Workforce Skills for 21st Century Success. Enhancements for the consortium catalog from BOWKER Syndetics; Innovative Encore; EBSCO Novelist and NextReads. System-wide

digital collection support through OverDrive platform fee and non-fiction digital titles. Support of member library access to regional collections through delivery via Hudson River Transports. Central Library staff telecommunications access from Verizon. NYLA institutional membership dues for Central Library staff. SUPPLIES AND MATERIALS: Direct costs of copying various reports to member libraries and other office/library supplies to support Central Library staff activities on behalf of member libraries. TRAVEL: Central Library staff travel to provide workshops and training throughout the region.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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)	0.65
13.4.2	Total Expenditure for Professional Salaries	\$51,000

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 Proposed Expenditure for Other Staff Salaries	\$0
13.4.5	Employee Benefits: Indicate the total expenditures for all system employee benefits.	
		\$25,449

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

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	Staff of 3 Member Libraries
3.	Expenditure	\$174

13.4.7	Total Expenditure - Purchased Services	
		\$174

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. 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. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$1,773 |
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | \$10,000 |

13.4.9 **Total Expenditure - Supplies and Materials** \$11,773

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. Y

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

- | | | |
|----|----------------|--------------|
| 1. | Type of Travel | System staff |
| 2. | Expenditure | \$2,397 |

13.4.11 **Total Expenditure - Travel** \$2,397

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. 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 14 Member Libraries

2. Allocation \$4,250

3. Description of Project To supplement Federal Library Services Technology Act (LSTA) funds, received from the NYS Library Division of Library Development. Mini-granted to libraries for projects collaboratively-planned with schools that increased the number of children and families involved in local summer reading programs and fostered school/library partnerships in support of "Summer Reading at New York Libraries".

1. Recipient Phoenicia Library

2. Allocation \$153

3. Description of Project Spanish Outreach Mini-Grant to provide children's Spanish materials for several economically challenged non-English speaking families in Phoenicia.

1. Recipient 5 Member Libraries

2. Allocation \$275

3. Description of Project Mini grants to 5 libraries, eligible because they met the MHLS small library definition of 3FTE or less, to reimburse their attendance at the annual Fall Into Books 15th Annual Children's & Teen Literature Conference.

1. Recipient 16 Member Libraries

2. Allocation \$6,400

3. Description of Project 16 grants of \$400 each to member libraries to incentivize long term incorporation of early literacy components into their story times.

13.4.15 **Total Expenditure - Grants to Member Libraries** \$11,078

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)** \$101,871

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 2013-2014 State Aid:		\$107,021
13.4.19	Cash Balance at the End of the Current Fiscal Year		\$5,150
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.	Budget Summary for Coordinated Outreach Library Services Aid: The expenditures help support activities to attain the goals and intended results described in the MHLS 2012 - 2016 POS for Coordinated Outreach Library Services Aid, as follows: PROFESSIONAL SALARIES AND BENEFITS: .65 FTE of Outreach Coordinator who works as part of the MHLS senior staff to integrate the mission of outreach to special client groups into the system's offerings, fulfill member library requests for support and consultation on outreach issues, develop relevant surveys to collect information (such as Workforce Development in MHLS Libraries & survey to patrons regarding digital material use), develop targeted web pages (such as county-based portals for patrons; universally accessible web sites for the member libraries who have their web pages maintained by MHLS), and assist member libraries with making relevant local partnerships in the region (such as with local schools; literacy providers; Department of Labor; 2-1-1; Books For Kids). PURCHASED SERVICES: Consultant fees/professional fees to staff of 3 member libraries to provide training for member library staff. SUPPLIES AND MATERIALS: Outreach workshop materials, printing of Hudson Valley Connections (a resource guide for ex-offenders returning to Columbia, Dutchess, Greene, Putnam or Ulster counties in New York State), and digital materials for youth and homebound patrons. TRAVEL: Outreach Coordinator travel to provide workshops and training throughout the region, consultation on-demand at member libraries, and attend relevant professional development opportunities. GRANTS: To member libraries to connect, collaborate and contribute in their communities (such as developing school partnerships; building Spanish Language collections; incorporating early literacy techniques into library story time).

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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	Other (specify using the State note)
2.	Provider of Services	Staff
3.	Expenditure	\$800

13.5.2 **Total Expenditure - Purchased Services** \$800

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	Office/library supplies and postage
2.	Expenditure	\$973
1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$3,147

13.5.4 **Total Expenditure - Supplies and Materials** \$4,120

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$4,920

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. \$0

13.5.7 **Total Allocation from 2013-2014 State Aid** \$4,920

13.5.8	Cash Balance at the End of the Current Fiscal Year	\$0
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.	Service to County Jails (Interinstitutional) Aid: The expenditures help support activities to attain the goals and intended results described in the MHLS 2012 - 2016 POS for Service to County Jails, as follows: PURCHASED SERVICES (OTHER): MHLS Business Office & Shipping staff support in purchasing, receiving and shipping books and Hudson Valley Connections (a resource guide for ex-offenders returning to Columbia, Dutchess, Greene, Putnam or Ulster counties in New York State) to jails in the region. SUPPLIES AND MATERIALS Paperback books are selected and purchased for the jails, selected by MHLS Outreach Coordinator with input from jail staff about local needs, and recommendations from the NYS Department of Corrections. Titles concentrate in the following areas: self-help, inspirational materials, relevant biographies, job information, low literacy resources parenting, anger management, materials in Spanish. Hudson Valley Connections (a resource guide for ex-offenders returning to Columbia, Dutchess, Greene, Putnam or Ulster counties in New York State) is developed by MHLS staff, printed and distributed.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Reference: Education Law § 285 (1)
Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per inmate.

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)	0.15
13.6.2	Total Expenditure for Professional Salaries	\$9,000

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)	0.4
13.6.4	Total Expenditure for Other Staff Salaries	\$13,028

13.6.5	Employee Benefits: Indicate the total expenditures for all system employee benefits.	\$6,325
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13.6.6 **Purchased Services:** Does the system expend funds for purchased services? 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, 2 and 3 of one repeating group.

- | | | |
|----|----------------------|-----------------------------------|
| 1. | Expenditure Category | Delivery/courier |
| 2. | Provider of Services | Hudson River Transports |
| 3. | Expenditure | \$4,200 |
| | | |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Rev.Dr. M. Schaarschmid |
| 3. | Expenditure | \$56 |
| | | |
| 1. | Expenditure Category | Institutional membership dues |
| 2. | Provider of Services | NYLA |
| 3. | Expenditure | \$330 |

13.6.7 **Total Proposed Expenditure - Code 40** \$4,586

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

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 | \$2,037 |
| | | |
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$36,016 |
| | | |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure | \$100 |

13.6.9 **Total Expenditure - Supplies and Materials** \$38,153

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

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	System staff
2.	Expenditure	\$566

13.6.11 **Total Expenditure - Travel** \$566

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

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)** \$71,658

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. \$0

13.6.16 **Total Allocation from 2013-2014 State Aid:** \$72,777

13.6.17 **Cash Balance at the End of the Fiscal Year:** \$1,119

Final Narrative: Budget Summary for State Correctional Facilities Aid: The

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

expenditures help support activities to attain the goals and intended results described in the MHLS 2012 - 2016 POS for Service to State Correctional Facilities, as follows: PROFESSIONAL SALARIES AND BENEFITS: .15 FTE of Outreach Coordinator who works to provide correctional facility librarians with opportunities for continuing education, downloads from the MHLS database of holdings to CD-ROM, consultation in the areas of collection development, technology and developing programs of topical interest. OTHER STAFF SALARIES AND BENEFITS: .4 FTE of ILL staff to provide the interlibrary loan of books, periodicals, videos and books-on-tape to correctional facility libraries, comparable to that of member public libraries. PURCHASED SERVICES: Delivery support to Hudson River Transports for the flow of interlibrary loan materials and access to System information including weekly distribution of the informational MHLS Bulletin; honorarium for program held for inmates; NYLA institutional membership fees for all regional correctional facilities. SUPPLIES AND MATERIALS: Office/library supplies support MHLS staff activities on behalf of correctional facility libraries; funds provided to correctional facility libraries (distributed based on facility population) for the purchase of hardcover reference materials, McNaughton and Baker & Taylor plans; honorarium gift cards for presenters at workshops for correctional facility librarians. TRAVEL: Outreach Coordinator travel to provide workshops and training for correctional facility librarians and attend relevant professional development opportunities.

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 each element for Year 2 (2013)

14.1 Element 1: Resource Sharing - Results

""""""COOPERATIVE COLLECTION DEVELOPMENT: Worked with advisory committee throughout the year to review and respond to member library issues and input, to ensure continuous improvement in the area of cooperative collection development, provide adequate access to popular items, and meet member library expectation of fairness in resource sharing. On-demand, libraries were assisted with collection analysis to provide data to use in purchasing materials to meet local needs. Coordinated expansion of digital collection development, resulting in 55% increase in digital materials checked out vs. 2012 by: Acquiring additional funding: Validating patron satisfaction through eBook user survey based on national ALA/OverDrive survey resulting in improvements to the consortium collection; Responding to patron needs by collecting and purchasing digital title requests to provide access to relevant collections. Administered access and negotiated consortium subscriptions to 7 cost-shared databases to support member library collections, providing budgeting information in advanced for library planning. Conducted Special Collections Survey resulting in a comprehensive look at how member libraries are diversifying collection development and services offered to appeal to a maximum number of residents, building on the traditional collaborative consumption model to provide experienced based education and entertainment opportunities. This information is used in trainings to help all member libraries understand that library service may look a little different than it has in the past. INTEGRATED LIBRARY SYSTEM: Worked with advisory committee throughout the year to review and respond to member library input to insure accuracy of data and reliability of access to member library collections. ILS facilitated over 4.25 million

circulations, and enabled sharing of over 950,000 items between member libraries as a result of patron requests. Provided 3 workshops and 65 on-site trainings at member libraries with a total attendance of 434; 99% of attendees reported it was worth their time. Developed a new Knowledge Base that had nearly 900 visits in 5 months, to insure effective use of the ILS. Administered listserv to provide a communications forum for issues related to circulation of materials among libraries. Coordinated a successful migration to Sierra by conducting a system-wide data clean-up and site visits at each library to insure a smooth transition to the new software. Negotiated no-cost enhancements to the ILS including 'Quick Click' module resulting in expediting bibliographic record additions, 'OCLC via Network' module resulting in more effective access to the OCLC client, and 'Patron Self-Registration' module resulting in enhanced opportunities for new library card registrations. Convened a Discovery Tools Sub-Committee to research improving OPAC search results for patrons, resulting in the consortium decision to implement an enhanced discovery interface for the OPAC (Encore). Added new patron-friendly readers advisory content enhancements to the OPAC through Novelist, and altered the design of the bibliographic pages to improve patron access to the additional information. DELIVERY: Coordinated 6 day-a-week delivery with 29 routes per week, averaging 78 stops per day, throughout the MHLS region to facilitate resource sharing and achieve same-day and next-day delivery to member libraries. Delivered 2 to 100 boxes of materials per week to each library, with the average being 27 boxes. Consistent schedules were maintained, with any deviation reported to libraries in advance. Refined design and procedures in MHLS sorting / delivery bay to expand capacity and expedite delivery. Incorporated new efficiencies into the Holds System for sharing materials to keep holds moving and increase the fill rate at member libraries without unnecessary shipping. INTERLIBRARY LOAN: Facilitated over 500 requests from member libraries from patrons for materials not available in the MHLS collection, and over 1,800 request from outside libraries for materials in MHLS libraries. Communicated with lending libraries across the continental US regarding loan period and costs on behalf of member libraries. Instituted a new online request form, resulting in simplifying and expediting member library ILL requests. Participated in regional resource sharing discussions about increasing member library access to materials outside of the consortium and cost efficiencies in resource sharing. """"""

14.2

Element 2: Special Client Groups - Results

"""""" ADULT LITERACY: Identified existing member library partnerships with regional literacy providers to develop a cohort eligible for NYS Adult Literacy Library Service Grant Program funds to be used to: Develop and expand adult literacy programs which will enhance workforce development services in public libraries; Improve adult literacy on the job and in the home. Participated in Ulster Literacy Association strategic planning process to improve and expand literacy support connections for member libraries. Participated in discussions with our Regional Adult Education Network regarding collaboration opportunities with the System and member libraries. Advertised the consortium Mango language learning database ESL programs and consortium workforce development resources to regional adult literacy providers and BOCES career development departments. Added information about regional access to Adult Literacy support to Hudson Valley Connections. Implemented a new consortium resume preparation electronic resource targeted to assist patrons with low literacy levels, resulting in 142 uses in 5 months. Developed new web resource 'Adult Literacy and Libraries' regarding how public libraries

can support adult literacy and workforce development <http://www.scoop.it/t/adult-literacy-and-libraries>. COORDINATED OUTREACH: Outreach mini grants provided by MHLS resulted in: 14 new public library/school collaborations in the MHLS region; Long term incorporation of early literacy components into story time at 16 libraries; Professional development for 5 small libraries by attending an interactive Children's & Teen Literature Conference; Children's materials for economically challenged non-English speaking families in Phoenicia. Developed and conducted workforce development survey and needs assessment of member libraries based on national data collected by the Information Policy & Access Center (iPAC), collecting information from 100% of members resulting in: Increased relevant information used in advocacy; Department of Labor partnerships to ease and enhance library work supporting workforce development in the MHLS region; Development of a consortium suite of job and career support electronic resources which were used over 9,800 times to provide additional support to member libraries. Instituted OverDrive LEAP program to provide accessible eBooks to patrons, and distributed information to member libraries about the NY Talking Book and Braille Library and BARD program, resulting in increased access to reading opportunities for regional visually impaired patrons.

CORRECTIONAL FACILITIES: Successfully negotiated annual Authentication and Plan of Service with correctional facility librarians, and had approximately 375 contacts with MHLS correctional facility librarians and staff. Facilitated communication with DOCCS and networking with peers through regional meetings and the CORT Roundtable of NYLA, resulting in increased application of best practices. Increased access to materials to fill local needs by: Providing Categorical Aid funds for purchase of materials; Designing new catalog disks for access to MHLS holdings; Providing instruction on requesting materials through the MHLS OPAC; Providing print copies of electronic McNaughton order lists; Coordinating donations of magazines and paperback books to supplement facility collections, and children's books for the facility family waiting rooms. Instituted new system-wide procedure for inmate direct reference requests received by public libraries, supporting mechanisms and procedures from DOCCS, resulting in more of the desired involvement of the facility library. Designed and supplied materials (including bookmarks and Hudson Valley Connections) used by facility librarians at inmate library orientation programs, resulting in more awareness of how they can use the general library now for reentry resources and the public library when they are released. Developed a new web resource supporting prison library service <http://www.scoop.it/t/prison-and-libraries>.

YOUTH SERVICES: Provided 8 workshops for Youth Services (including 'Encouraging Toddler Language Development Through Story Time'; 'Summer Programming Roundtables'; 'School/Library Collaborations that Work') with a total attendance of 140. Administered Youth Services listserv to provide a communications forum. Mini-grants of LSTA Summer Reading funds to 30 libraries for projects collaboratively-planned with schools resulted in: 171 meetings (a 60% increase over last year's LSTA funded mini-grant group) between member library staff and school partners to identify needs and opportunities, and to collaboratively plan the project activities; 100% reported that the mini-grant enabled them to expand programs and services during the summer; 100% reported that young people, families and educators reported that they benefitted from the school/library partnership; Facilitated creation by library staff of '75 Tips for Developing a Successful Public Library / School Collaboration' and '55 Tips for Involving Families in Public Library Summer Reading

Programs', resulting in the sharing of best practices. Developed 5 new web resources: 'Summer Reading @ MHLS Libraries' <http://mhlsbooks.wordpress.com>; 'Building Early Literacy Through Public Libraries' <http://www.scoop.it/t/early-literacy-for-library-staff>; 'Building Family Literacy Through Public Library and School Collaborations' <http://www.scoop.it/t/collaborations-of-public-libraries-school-libraries> 'Youth Literacy Forum' <http://youth.midhudson.org/forums/youthliteracy> resulting in over 65 instances of shared ideas; Upgraded MHLS 'Kids Port' <http://kidsport.midhudson.org> through creation of a Content Advisory Group, resulting in over 4,770 visits. Collected book donations from Books for Kids for libraries in communities with a poverty level of at least 7.8% resulting in 27 MHLS libraries putting new books into the hands of disadvantaged youth. Advertised to BOCES the addition of Lexile levels to the MHLS consortium OPAC, who distributed this information about public library support for shared goals to schools, resulting in increased awareness of teachers and parents."''''''

14.3

Element 3:
Professional
Development and
Continuing
Education - Results

Worked with advisory committee throughout the year to insure continuing education sessions, resources and networking opportunities were comprehensive and responding to member needs, including the review of program evaluation summaries from each workshop for continuous improvement. Provided a total of 133 training sessions with a total attendance of 1,345; 105 of the sessions were provided by MHLS staff; 10 by Central Library staff; 18 by outside experts. Provided additional leadership opportunities for 11 member library staff practitioners who presented training. Provided programs supporting member library staff new to their positions including: 'Orientation for New Summer Programmers'; 'Orientation for New Library Staff and Circulation Essentials'; 'Trustee Essential Roles & Responsibilities'; 'Roundtable for New Directors'. Conducted follow-up outcome-based evaluations on 11 training sessions resulting in responses averaging as follows: 98% said they benefitted from attending the program; 73% said they made changes as a result of attending; 98% said they would recommend that workshop to others. Developed a new enhanced CE attendance database resulting in being able to provide attendance reports for individual member library staff used in: Job evaluation; Resumes; Civil service T&E requirements; Public Librarians Certification requirements. Developed new web resources including 13 Three-minute Training videos and 'Digital Literacy for Library Staff' <http://www.scoop.it/t/digital-literacy-for-library-staff>. Collaborated with NYLA to host Library Assistant / Technician Training 18-hour certificate program at MHLS in early 2014. Piloted access to Lynda.com web-based training through a statewide group buy through the 3R's for libraries to try, resulting in 19 libraries purchasing their own discounted access. Results of 2013 Annual Member Survey showed 'high value was especially placed on trustee education and the professional development opportunities provided to directors and staff. The breadth of continuing education offered by the system was seen as a strong asset by respondents'. MHLS CE was also listed by library directors as a service done well: 'The quality and quantity of continuing education and training services is highly commended'.

Made over 330 on-site visits to member libraries for consultation,

14.5	Element 5: Consulting and Development Services - Results	information, program support, problem solving, technology support and training. Responded to approximately 14,000 total requests for assistance including 2,450 regarding board development; director development; community-based planning, sustainable funding, growth and development. Results of 2013 Annual Member Survey from both board presidents and directors 'placed high value and praise for our system's staff and their expertise. Their comments reinforced our knowledge that our staff is approachable, responsive, knowledgeable about the member libraries and focused on each library's success'. Additionally responses from library directors showed 'Consultation services are essential and excellent' and board presidents indicated 'MHLS consulting services are highly rated and very helpful'.
14.6	Element 6: Coordinated Services - Results	Negotiated consortium subscriptions to 7 cost-shared databases resulting in saving thousands of member library dollars, and access to electronic resources they otherwise wouldn't be able to afford. Coordinated OverDrive access and purchasing, resulting in digital collections of 5,671 eBooks and 1,723 downloadable audiobooks available to the patrons of every member library. Designed and maintained websites for 37 libraries (56%), resulting in a total of 1,158,541 web visits by patrons. Designed and maintained mobile responsive county-based HOMEACCESS websites; 5 months of usage resulted in 11,199 web visits (Columbia County 1,042; Greene County 717; Dutchess County 4,100; Putnam County 2,500; Ulster County 4,777). Provided training and support for eRate application for technology reimbursement, which increased the number of member libraries applying to 15 increased from 10. Facilitated 17 computer equipment purchases for libraries totaling over \$17,000, developing standardized ordering forms that resulted in streamlining the process for member library staff to get the right products and the best prices. Provided technical support on-demand at libraries, including 11 under contract, resulting in improved access to technology and electronic services within their libraries. Registered MHLS with CardStar and coordinated a group purchase of 2D barcode scanners, resulting in member libraries being able to read patron library card barcodes on mobile devices. Provided information regarding purchasing through Office of General Services (OSG) Procurement Services, increasing cost saving opportunities for member libraries.
14.7	Element 7: Awareness and Advocacy - Results	Worked with advisory committee throughout the year on whose mission is 'to help guide the development of strategies and tools to strengthen member libraries' ability to cultivate support amongst users and nonusers', resulting in coordinated initiatives to build the library base of support. Provided 14 workshops on Awareness and Advocacy (including 3 sessions of Advocacy Boot Camp) with attendance total of 202; 100% of attendees reported it was worth their time. Coordinated attendance of over 40 regional library advocates at NYLA Advocacy Day, making appointments with all regional legislators and arranging for bus transportation. Promoted virtual advocacy, resulting in a total of over 1,760 contacts to representatives of our region. MHLS staff member serves on NYLA Legislative Committee, provides contact information for every library to their representatives in the NYS Senate and Assembly, and talking points on significant issues for libraries including Tax Cap information, resulting in year-round advocacy. LibraryAware launched for all members to manage the development and deployment of library publicity materials. Provided 11 training sessions with a total attendance of 83. Supported 30 libraries holding votes in 2013 with vote success ratio of 26:4 . 87% passed (2 special district creations; 4 414's; 17 budget votes; 1 building referendum).

		<p>Conducted post-vote assessments, resulting in additional information to use in vote support. 5 MHLS libraries were awarded Library Journal "Star Library" status - 13% of NY's Star Libraries are in MHLS. Distributed information and developed a cohort for the Impact Survey, resulting in all MHLS libraries planning to run it in early 2014 and share the results. Results of 2013 Annual Member Survey showed 'respondents continue to believe that the system keeps members generally well informed. Communications on political and legal issues were specifically noted as both timely and appreciated.'</p>
14.8	<p>Element 8: Communication among Member Libraries and/or Branch Libraries - Results</p>	<p>Produced weekly MHLS Bulletin of communications, available in print and electronically, resulting in relevant news delivered to each member library and correctional facility library, and sent electronically to 486 subscribers. Directors Association held focus group of 33 member library directors on effectiveness of system communications resulting in actionable feedback about: MHLS weekly Bulletin; Training for member library trustees; MHLS Trustees contact with member libraries; Access to Tech Support; Calendar of billing schedule. Advisory committee worked in conjunction with MHLS Board committee to develop the 2013 Annual Member Survey sent to member library directors and board presidents which resulted in 87 responses (73% of directors and 59% of board presidents) about organizational performance and how the system is meeting their needs, resulting in Priority Themes for 2014 set by MHLS Board. Developed permanent System Services Advisory Committee by merging 2 temporary committees, tasked 'to represent MHLS member library interests by collaborating with System staff and Board in determining services and how they are funded'. Consolidated contact information for MHLS delivery, cataloging, web changes, tech support to expedite communications with MHLS staff. Improved collection of member library email changes to expedite communications with member libraries. Upgraded MHLS online calendar with new categorization of events to improve access to training opportunities. Managed 5 listservs for member libraries which continue to generate positive participation, resulting in member libraries being able to share information, network and get quick answers to questions. Results of 2013 Annual Member Survey to Board presidents: 90% indicated board contact with MHLS staff that influenced a board decision; 95% indicated that MHLS communications provided information that led to useful board discussions; 90% indicated use of the website to get information of importance to the board. MHLS communications was also listed by library directors as a service done well: 'Communications provide important information updates and promotes sharing among members'.</p>
14.9	<p>Element 9: Cooperative Efforts with Other Library Systems - Results</p>	<p>Coordinated advocacy efforts with RCLS, WLS, UHLS, FCLS, and MVLS, resulting in more effective legislative office visits; Coordinated Advocacy Day bus with regional library systems, resulting in facilitating attendance from MHLS, RCLS, SENYLRC and 2 BOCES school library systems. Coordinated Southeastern Region Correctional Facility Librarians meeting with RCLS and WLS, resulting in networking opportunities and sharing of best practices. Collaborated with area school library systems and regional public library systems on programs including 'Notable Book Banquets' and 'Annual Fall Into Books Children's and Teens Literature Conference', resulting in increasing cost effective regional staff development opportunities. Participated in SENYLRC's 'Forum on Shared Services', resulting regional discussion about ways to implement ideas of collaboration, shared services and to explore administrative and/or program consolidation. Participated with regional and statewide peers through NY3R's statewide I2NY Conference, NYALS retreat, monthly</p>

meetings with regional school library system directors, and monthly phone meetings with PULISDO, resulting in ideas and partnerships that save money and expand opportunity. Cooperate on regional delivery of materials by having a weekly transfer exchange point with RCLS, and by delivering to SUNY New Paltz and Vassar College through contract with SENYLRC, resulting in expanded regional access to materials. Participated in statewide group buy through the 3R's for Lynda.com web-based training resulting in over \$3,000 savings.

14.10

Element 10:
Construction -
Results

Conducted System-wide construction needs update survey. MHLS member libraries reported construction / renovation needs totaling \$55,000,000 in the region. This number was shared with the NYS Division of Library Development to help advocate to the Governor and the NYS Legislature for the need to continue the \$14 million State Aid for Public Library Construction Grant program annually. Developed a sample facility plan outline and added this document to the MHLS Essential Documents Inventory project to aid in director and trustee education for the need to plan ahead for major capital repairs, renovations and ultimately expansion. Assisted the following libraries: Phoenicia Library with their rebuild plans (a fire devastated their Main Street facility), slated to result in a highly energy efficient library which is likely to be the first 'Passive House' Library in the United States, if not the world; Hudson Area Association Library in their plans to adaptively reuse the Hudson Armory as the new public library location Woodstock Public Library District in planning their sustainably designed annex building; Amenia Free Library as it plans an expansion project and works to build community support to invest in the project; Valatie Free Library as they reconsidered their plans for the renovation of a newly acquired facility that will be the future home of the library; Tivoli Free Library in their lease negotiations with the Village board; Pine Plains Library as they were faced with possible eviction from their facility, also aided in the path to the referendum that ultimately will mean the library will be able to stay in their new facility; Kingston Library in assessing community priorities as part of their renovation planning project through facilitating community focus groups; Putnam Valley Free Library as they discovered the extent of the damage to their facility after the recent Hurricanes and Superstorm Sandy. Provided Construction Grant Technical Assistance Workshop, attended by 16, 100% of which said it was worth their time. 12 member libraries were recommended awarded funds through State Aid for Public Library Construction program. Projects approved include an energy conservation/restoration project of the Brewster Public Library's 1931 Georgian-style facility; renovation project leading to better accessibility and energy conservation for the Heermance Memorial Library in Coxsackie; an energy conservation project for the Desmond-Fish Library in Garrison; support for a later phase of the Haines Falls Free Library's large project to move into a much larger facility, addressing damage from Hurricane Irene; support of the Hudson Area Association Library's project to adaptively reuse the Hudson Armory as public library space; acquisition of a larger, more handicapped facility for the Hurley Library; a two-part project at the Patterson Library to 1) install a dehumidification system and 2) to purchase a 45kw, 3 phase generator to power the library during outages - enabling it to meet their long-range plan goal to provide services in the aftermath of major weather events that have plagued our region in recent years; support for the multi-year project to rebuild and expand the fire-damaged Phoenicia Library; support for the renovation and expansion of a newly acquired branch facility for the Poughkeepsie Public Library District; renovation of a currently underused space in the historic building

housing the Red Hook Public Library; phase II of a significant stabilization, rehabilitation and energy conservation project for a building on the State and National Registers of Historic Places which houses the Stone Ridge Library; and support for the first phase of a new construction project that will create a library annex building for the Woodstock Public Library District.

14.11

Element 11: Central Library - Results

""DIGITAL COLLECTION DEVELOPMENT: Worked with advisory committee throughout the year whose mission is 'to oversee Central Reference services and to insure that system-wide collections and resources are comprehensive and responsive to patron needs'. Committee coordinated an upgrade to the online catalog through implementation of EBSCO product enhancements (NoveList Select and Content Caf ©), and Hudson Valley Reads can now be subscribed to on any relevant bibliographic record in the OPAC, resulting in improved readers advisory support for library staff and improved patron access to the additional information. Reviewed the suite of databases cost-shared with CLDA funds, and made recommendations for additions and subtractions based on usage that were acted on by the MHLS Directors Association to make the best use of CLDA and consortia funds. Responded to a workforce development survey and needs assessment of member libraries by coordinating a suite of workforce development databases, including picking up the JobNow subscription after the state funding ended, resulting in nearly 10,000 digital uses supporting finding a new job, advancing careers or improving work-related skills. Analyzed usage of digital materials and responses to patron eBook user survey. CLDA and CBA funds are used to support the purchase of the support platform and popular non-fiction titles, yet the use of digital collections (ebooks) continues to grow at a pace that is disproportionate to available funding. Clearly, this is an area ripe for continued growth but the Central Library funding can only support so much, given the current regulations governing the categorical aid. System posts monthly digital usage statistics, including enhanced access to reports including what patrons are waiting for and have checked out, by library. PUBLIC SERVICE STAFF TRAINING AND EDUCATION: Provided 5 workshops on 'Workforce Development Resources' to increase their ability to help patrons who are searching and applying for jobs. There were a total of 83 attendances, with 100% reporting it was worth their time. Provided 5 workshops on 'Reader's Advisory Without Tears' to develop member library staff skills. There were a total of 71 attendances, with 94% of attendees reporting it was worth their time. A post-workshop outcome-based follow-up evaluation was conducted with 92.3% reporting they benefitted from the program and 76.9% reporting they made changes as a result of attending. Conducted training on-demand for member libraries including; Legal information resources workshop for Columbia County libraries; Customer service training for the staff at the Town of Esopus library; Coordinated collection development advice and assistance for Ulster County libraries ad hoc committee. Developed information and referral strategies for libraries in preparation for the launching of the Affordable Health Care Act (ACA). Worked with advisory committees on alternative training methods and attended training on the basics of online training, in order to expand the reach of various Central Library training opportunities. Piloting desktop training using PowerPoint and Adobe (for narration) for library staff customer service training. COLLECTION MANAGEMENT AND USE ANALYSIS: The Central Library / Collection Development Advisory Committee asked the MHLS Directors Associations (which agreed) to require all member library

directors to attend a collection development workshop in 2014 which will cover how to best identify usage data from the ILS in order to implement the best collection development locally, focusing on best practices, coordinated collection development, and user-driven collection development. REFERENCE SERVICES: There is over \$63,000 from CLDA funds and \$12,000 from CBA funds in direct support of online, commercially licensed databases and catalog enhancements used by member library staff and patrons in support of information needs both in the library and from outside the library. Published weekly reference tips (Tuesdays Tips at <http://poklib.org/reference-and-research/tuesdays-tips/>) which are sent out to all member library staff to support best reference practices. Central Library staff developed core reference list for correctional facility librarians. DELIVERY AND INTERLIBRARY LOAN: There is \$47,755 in direct support from CLDA funds for the MHLS delivery service to facilitate resource sharing among member libraries. SUPPLEMENTAL ADULT NON-FICTION COLLECTIONS: 1,808 non-fiction titles funded by CLDA or CBA were added to the collection at the Central Library. Digital non-fiction materials were added to the consortia OverDrive collection."''''

14.12	Element 12: Direct Access - Results	MHLS and all its member libraries continue to facilitate onsite and direct access to all residents in the Mid-Hudson service area. MHLS Resource Sharing Advisory Committee discussed Direct Access Plan and Local Holds practices to insure compliance with Commissioner's regulations. There were no reports in 2013 of new serious inequities or hardship. MHLS continued to work with the Town of Unionvale on behalf of 4 member libraries (Beekman, Millbrook Free, LaGrange Association and Dover Plains Libraries), as the Town does not provide public library services to their residents, negotiating a contract with the Town for the purpose of paying for public library services to residents of the town. These funds (\$25,000 in 2013, and negotiated \$30,000 for 2014) are sent by MHLS to the libraries on a basis proportionate of circulation.
14.13	Element 13: Other Goal(s) - Results	N/A

15. Assurance and Contact Information

CONTACT INFORMATION

15.1	Contact name (person completing report)	Linda Vittone/Merribeth Advocate
15.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(845) 471-6060
15.3	Contact e-mail address	lvittone@midhudson.org/madvocate@midhudson.org

ASSURANCE

15.4

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 05/07/2014
(date - mm/dd/yyyy)

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

15.5

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

Suggested Improvements

Library System	Mid-Hudson Library System
Name of Person Completing Form	Linda Vittone/Merribeth Advocate
Phone Number and Extension (enter area code, telephone number and extension only):	(845) 471-6060

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