

# Mid-Hudson Library System

## Annual Report for Library Systems - 2012 (Public Library Systems)

### 1. General System Information

1.1	SEDCODE	131500700010
1.2	System Name	Mid-Hudson Library System
1.3	Beginning Reporting Year	1/1/2012
1.4	Ending Reporting Year	12/31/2012
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	<a href="http://midhudson.org">http://midhudson.org</a>
1.16	URL of the system's complete Plan of Service	<a href="http://midhudson.org/plan_of_service.htm">http://midhudson.org/plan_of_service.htm</a>
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	Michael
1.25	Last Name of System Director	Nyerges
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	13708

- 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 director@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	1 FTE
2.5	Public Library System Director per CR 90.3(f) - Vacant Position	0 FTE
2.10	Librarians - Filled Position(s)	2 FTE
2.11	Librarians - Vacant Position(s)	0 FTE
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position	1 FTE
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position	0 FTE
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)	2 FTE
2.17	Total Other Professional Staff - Vacant Position(s)	0 FTE
2.18	Total Other Staff - Filled Position(s)	10.74 FTE
2.19	Total Other Staff - Vacant Position(s)	0 FTE
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	16.74
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00
SALARY INFORMATION		
2.22	Entry-Level Librarian (certified) FTE	0
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$105,000

### 3. System Membership, Outlets and Governance

#### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	66
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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	<b>Total Public Service Outlets</b> (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 <u>voting</u> 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, 2013, through December 31, 2013.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2013, through June 30, 2014

#### President/Council Chair

3.26	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
3.27	First Name	Peter R.
3.28	Last Name	Hoffmann
3.29	Institutional Affiliation	Marlboro Free Library
3.30	Professional Title	Registered Architect
3.31	Mailing Address	████████████████████
3.32	City	Marlboro
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 Expires - Month or N/A	December
3.37	Term Expires - Year (YYYY) or N/A	2013

- 3.38 The date the board president took the Oath of Office 01/12/2013  
(mm/dd/yyyy)
- 3.39 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013

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 State note), Vacant Mr.
2. First Name William
3. Last Name Conine
4. Institutional Affiliation Heermance Memorial Library
5. Professional Title Board Member
6. Mailing Address [REDACTED]
7. City Cocksackie
8. Zip Code (enter five digits only) [REDACTED]
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2014
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Caroline
3. Last Name Benton Profera
4. Institutional Affiliation Cairo Public Library
5. Professional Title Board Member
6. Mailing Address [REDACTED]
7. City Round Top
8. Zip Code (enter five digits only) [REDACTED]
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2015
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013

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

2. First Name Martin  
3. Last Name Miller  
4. Institutional Affiliation Patterson Library  
5. Professional Title Former Board President/Bd Member  
6. Mailing Address [REDACTED]  
7. City Patterson  
8. Zip Code (enter five digits only) 12563  
9. Term Expires - Month or N/A December  
10. Term Expires - Year (YYYY) or N/A 2013  
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013  
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.  
2. First Name Lisa Baker  
3. Last Name Brill  
4. Institutional Affiliation Self-employed  
5. Professional Title Fundraiser/Public Relations Consult.  
6. Mailing Address [REDACTED]  
7. City Catskill  
8. Zip Code (enter five digits only) 12414  
9. Term Expires - Month or N/A December  
10. Term Expires - Year (YYYY) or N/A 2016  
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013  
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013

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 [REDACTED]  
7. City Mahopac  
8. Zip Code (enter five digits only) 10541  
9. Term Expires - Month or N/A December  
10. Term Expires - Year (YYYY) or N/A 2016

11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Roland M.
3. Last Name Patterson
4. Institutional Affiliation Poughkeepsie Public Library District
5. Professional Title Board Member
6. Mailing Address [REDACTED]
7. City Poughkeepsie
8. Zip Code (enter five digits only) 12603
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2015
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 3/12/2013
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 [REDACTED]
7. City Hudson
8. Zip Code (enter five digits only) [REDACTED]
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2015
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
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	Hyde Park
8.	Zip Code (enter five digits only)	██████
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2017
11.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/12/2013
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/12/2013

  

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	Saugerties
8.	Zip Code (enter five digits only)	██████
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2017
11.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/12/2013
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/12/2013

  

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	Mac Nish
4.	Institutional Affiliation	Pleasant Valley Free Library
5.	Professional Title	Past President
6.	Mailing Address	██████████
7.	City	Pleasant Valley
8.	Zip Code (enter five digits only)	██████
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2014
11.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/12/2013



12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Matthew
3. Last Name Perry
4. Institutional Affiliation Philmont Public Library
5. Professional Title Board President
6. Mailing Address [REDACTED]
7. City Philmont
8. Zip Code (enter five digits only) [REDACTED]
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2014
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Frank J.
3. Last Name Tuttle
4. Institutional Affiliation Kinderhook Memorial Library
5. Professional Title Board Member
6. Mailing Address [REDACTED]
7. City Kinderhook
8. Zip Code (enter five digits only) [REDACTED]
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2013
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
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, BOT
6. Mailing Address [REDACTED]

7. City Clintondale
8. Zip Code (enter five digits only) [REDACTED]
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2017
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013
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 W.
3. Last Name von Bergen
4. Institutional Affiliation Self-employed attorney
5. Professional Title Esquire
6. Mailing Address [REDACTED]
7. City Garrison
8. Zip Code (enter five digits only) [REDACTED]
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2017
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/12/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2013

### **COORDINATED OUTREACH COUNCIL**

- 3.40 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 Dutchess County Arts Council
5. Professional Title Folklorist
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
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 State note), Vacant Ms.
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 State note), Vacant Ms.
2. First Name Margaret
3. Last Name Pfaff
4. Institutional Affiliation Literacy Connections Dutchess County
5. Professional Title Executive 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 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 State note), Vacant Ms.
2. First Name Margie
3. Last Name Menard
4. Institutional Affiliation Kingston Library
5. Professional Title Library 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 Hilda
3. Last Name Flowers
4. Institutional Affiliation Ulster County BOCES

5. Professional Title Literacy Educator

#### 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 2,190

##### SYSTEM HOLDINGS

4.4 Total Cataloged Book Holdings 1,212

4.5 Non-Cataloged Book Holdings 0

4.6 Total Print Serial Holdings 7

4.7 All Other Print Materials Holdings 1

4.8 Total Electronic Holdings 7

4.9 All Other Holdings 8

4.10 **Grand Total Holdings (total questions 4.4 through 4.9)** 1,235

##### 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 Yes

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 643,298
- 5.9 Number of new titles added by the system in the reporting year 35
- 5.10 Number of Central Library Aid titles added in the reporting year 1,885
- 5.11 Number of new titles added by the members in the reporting year 35,183
- 5.12 Total new titles (total questions 5.9 through 5.11) 37,103

#### 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 643,298
- 5.16 Number of holdings in the system's union catalog 2,294,554
- 5.17 Number of new titles added in the last year 35,183
- 5.18 Number of holdings added in the last year 191,400

#### 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 Yes
- 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 7,727,716

### **STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL<sup>NY</sup>- READY LIBRARIES)**

- 5.28 How many of the system's member libraries have achieved Basic Statewide Internet Library-ready status? 62

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

- 5.30 How many of the system's member libraries have achieved Leader Statewide Internet Library-ready status? 0

5.31 Total Statewide Internet  
Library-Ready Libraries (total 66  
questions 5.28 through 5.30)

### **SYSTEM INTERLIBRARY LOAN ACTIVITY**

5.32 Total items provided (loaned) 657

5.33 Total items received  
(borrowed) 5,767

5.34 Total requests provided  
(loaned) unfilled 1,263

5.35 Total requests received  
(borrowed) unfilled 2,383

5.36 **Total interlibrary loan activity**  
**(total questions 5.32 through** 10,070  
**5.35)**

### **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) 474

### **CONTINUING EDUCATION/STAFF DEVELOPMENT**

#### **Workshops/Meetings/Training Sessions**

#### **Resource sharing (ILL, collection development, etc.)**

5.40 Number of sessions 4

5.41 Number of participants 69

#### **Technology**

5.42 Number of sessions 20

5.43 Number of participants 341

#### **Digitization**

5.44 Number of sessions 9

5.45 Number of participants 160

#### **Leadership**

5.46 Number of sessions 4

5.47 Number of participants 61

#### **Management & Supervisory**

5.48 Number of sessions 5

5.49 Number of participants 53

#### **Planning and Evaluation**

5.50 Number of sessions 4

5.51 Number of participants 71

#### **Awareness and Advocacy**

5.52	Number of sessions	10
5.53	Number of participants	140

#### **Trustee/Council Training**

5.54	Number of sessions	7
5.55	Number of participants	65

#### **Special Client Populations**

5.56	Number of sessions	2
5.57	Number of participants	23

#### **Children's Services/Elementary Grade Levels**

5.58	Number of sessions	4
5.59	Number of participants	67

#### **Young Adult Services/Middle and High School Grade Levels**

5.60	Number of sessions	1
5.61	Number of participants	34

#### **General Adult Services**

5.62	Number of sessions	5
5.63	Number of participants	51

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

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

5.65 **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) 75

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) 1,135

#### **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	No
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	84
5.69	Number of contacts - Consulting with member libraries on funding and governance	1,452
5.70	Number of contacts - Consulting with member libraries on charter and registration work	40
5.71	Number of contacts - Consulting with member libraries on automation and technology	9,192
5.72	Number of contacts - Consulting with member libraries on youth services	420
5.73	Number of contacts - Consulting with member libraries on adult services	924
5.74	Number of contacts - Consulting with member libraries on physical plant needs	348
5.75	Number of contacts - Consulting with member libraries on personnel and management issues	1,104
5.76	Number of contacts - Consulting with state and county correctional facilities	792
5.77	Number of contacts - Providing information to local, county, and state legislators and their staffs	129
5.78	Number of contacts - Providing system and member library information to the media	67
5.79	Number of contacts - Providing website development and maintenance for member libraries	792

- 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                          | Marketing      |
| 2. | Number of contacts (all types) | 660            |
| 1. | Topic                          | Friends Groups |
| 2. | Number of contacts (all types) | 120            |

5.81 **Total other contacts** (total of question #2 of Repeating Group #6) 780

5.82 **Total number of contacts** (total of questions 5.68 through 5.79 and 5.81) 16,124

## REFERENCE SERVICES

5.83 Total Reference Transactions 0

## 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 7

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 the number of items borrowed by a member library from others members; 3) a general ILS (Millennium) fee based either on population-served or circulation, whichever is least; 4) a fixed per license fee based on the ILS session licenses purchased and/or available to members; and 5) a fixed ILS (Millennium) capital set-aside. In addition the system charges fees for attendance by non-member library individuals to System workshops.

## 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	<b>Total County Funding</b>	\$0
6.3	All Other Local Public Funds	\$0
6.4	<b>Total Local Public Funds</b> (total questions 6.2 and 6.3)	\$0

### STATE AID RECEIPTS

6.5	Adult Literacy Library Services Grants	\$0
6.6	Central Library Development Aid	\$166,489

6.7	Central Book Aid	\$57,168
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$29,591
6.10	Coordinated Outreach Services Aid	\$102,017
6.11	Correctional Facilities Library Aid	\$69,374
6.12	County Jails Library Aid	\$4,588
6.14	Family Literacy Grants	\$0
Local Library Services Aid		
6.18	Kept for Headquarters	\$0
6.19	Distributed to members	\$174,564
6.20	Total LLSA (total questions 6.18 and 6.19)	\$174,564
6.21	Local Services Support Aid	\$126,058
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,165,191
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	\$60,000
6.36	Supplementary System Aid	\$158,586
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).	N

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	N/A
2.	Amount	N/A

- 6.43 Total Other State Aid (total question #2 of Repeating Group #9 above) \$0
- 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) \$2,113,626

#### FEDERAL AID

- 6.45 Library Services and Technology Act (LSTA) \$29,400
- 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) \$29,400

#### 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 Fees
3. Total Contract Amount \$488,400
1. Contracting Agency Member Libraries
2. Contracted Service Databases
3. Total Contract Amount \$195,044
1. Contracting Agency Certain Member Libraries
2. Contracted Service Tech Support
3. Total Contract Amount \$23,038
1. Contracting Agency Certain Member Libraries
2. Contracted Service Web Page Hosting
3. Total Contract Amount \$8,750
- 6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$715,232

#### MISCELLANEOUS RECEIPTS

- 6.51 Gifts, Endowments,  
Fundraising, Foundations  
(include Gates Grants here;  
specify project number(s) and  
dollar amount using the state  
note) \$1,500
- 6.53 Income from Investments \$3,768
- Proceeds from Sale of Property
- 6.54 Real Property \$0
- 6.55 Equipment \$500
- 6.56 Does the system have other  
miscellaneous receipts in  
categories not listed in Y  
questions 6.51 through 6.55?  
Enter Y for Yes, N for No.

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 E-rate
2. Amount \$27,399
1. Receipt category Rental of Real Property
2. Amount \$3,340
1. Receipt category Other Miscellaneous
2. Amount \$21,606
1. Receipt category T/O Union Vale Contract
2. Amount \$25,000

6.57 **Total Other Miscellaneous  
Receipts (total question #2 of  
Repeating Group #12 above)** \$77,345

6.58 **Total Miscellaneous Receipts**  
(total questions 6.51 through  
6.55 and question 6.57) \$83,113

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)** \$2,941,371

6.60 **BUDGET LOANS** \$0

#### **TRANSFERS**

- 6.61 From Capital Fund (Same as  
question 9.6) \$6,500
- 6.62 From Other Funds \$0
- 6.63 **Total Transfers (total  
questions 6.61 and 6.62)** \$6,500

- 6.64 CASH BALANCE - Beginning  
of Current Fiscal Reporting  
Year:  
Public Library Systems -  
January 1, 2012; 3Rs - July 1, 2012. (Same as closing cash  
balance at the end of previous  
fiscal reporting year: Public  
Library Systems - December  
31, 2011; 3Rs - June 30, 2012) \$1,528,639
- 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) \$4,476,510  
(School Library Systems - total  
questions 6.59, 6.65 and 6.66 -  
must agree with question 7.83)

## 7. Operating Fund Disbursements

### STAFF EXPENDITURES

#### Salaries

- 7.1 System Director and Librarians \$277,302
- 7.2 Other Staff \$494,660
- 7.3 **Total Salary and Wages**  
**Expenditures (total questions** \$771,962  
**7.1 and 7.2)**
- 7.4 Employee Benefits  
Expenditures \$279,611
- 7.5 **Total Staff Expenditures**  
**(total questions 7.3 and 7.4)** \$1,051,573

### COLLECTION EXPENDITURES

- 7.6 Print Materials Expenditures \$36,158
- 7.7 Electronic Materials  
Expenditures \$187,563
- 7.8 Other Materials Expenditures \$0
- 7.9 **Total Collection**  
**Expenditures (total questions** \$223,721  
**7.6 through 7.8)**

### GRANTS TO MEMBER LIBRARIES

#### Cash Grants Paid From

- 7.10 Local Library Services Aid  
(LLSA) \$175,362
- 7.11 Central Library Aid  
(CLDA/CBA) \$223,657
- 7.15 Other State Aid/Grants (e.g.,  
Construction, Special  
Legislative or Member Grants) \$60,000
- 7.16 Federal Aid \$0

7.17	Other cash grants paid from system funds	\$37,640
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$496,659
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$5,290
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$501,949

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$7,611
7.25	Furniture/Furnishings	\$3,714
7.26	Other Capital Expenditures	\$1,178
7.27	<b>Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)</b>	\$12,503

#### **TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$12,503
7.30	<b>Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)</b>	\$12,503

#### **OPERATION AND MAINTENANCE OF BUILDINGS**

##### Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$29,591
7.32	From Other Funds (72OF)	\$39,101
7.33	<b>Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)</b>	\$68,692
7.34	Other Building & Maintenance Expenses	\$59,824
7.35	<b>Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)</b>	\$128,516

#### **MISCELLANEOUS EXPENSES**

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$463
7.37	Office and Library Supplies	\$15,654
7.38	Telecommunications	\$32,125
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$4,754
7.41	Publicity and Printing	\$2,494
7.42	Travel	\$23,162



7.43	Fees for Consultants and Professionals	\$47,812
7.44	Membership Dues	\$4,360
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	\$333,304
1.	Expense category	Ret Med
2.	Amount	\$162,068
1.	Expense category	EquipLeas
2.	Amount	\$15,976
1.	Expense category	ServContr
2.	Amount	\$158,889

7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$670,237

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$801,061

#### **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

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	<b>Total Capital Purposes Loans</b> (total questions 7.51 and 7.52)	\$0
7.54	Other Loans	0
7.55	<b>Total Debt Service</b> (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) \$2,719,323

## TRANSFERS

Transfers to the Capital Fund

7.57 From Local Public Funds (76PF) \$0

7.58 From Other Funds (76OF) \$125,891

7.59 **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2) \$125,891

7.60 **Total Transfers to Other Funds** \$0

7.61 **Total Transfers** (total questions 7.59 and 7.60) \$125,891

7.62 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61) \$2,845,214

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For Public Library Systems - December 31, 2012) (For 3Rs - June 30, 2013) \$1,631,296

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER** (total questions 7.62, 7.63, 7.73, and 7.82) \$4,476,510

## FISCAL AUDIT

7.84 Last audit performed (mm/dd/yyyy) 08/28/2012

7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2011-12/31/2011

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   | \$132,695          |
| 1.   | Name of bank or financial institution  | First Niagara Bank |
| 2.   | Amount of funds on deposit   | \$545              |
| 1.   | Name of bank or financial institution  | First Niagara Bank |
| 2.   | Amount of funds on deposit   | \$1,591,881        |
| 7.87 | <b>Total Bank Balance</b> (total question #2 of Repeating Group #15)   | \$1,725,121        |
| 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. |                    |

## 8. Capital Fund Receipts

- |     |  |           |
|-----|--|-----------|
| 8.1 | <b>Total Revenue From Local Sources</b>                        | \$0       |
| 8.2 | <b>Transfer From Operating Fund</b><br>(same as question 7.59) | \$125,891 |

### 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.

- |    |                    |     |
|----|--------------------|-----|
| 1. | Contracting Agency | N/A |
| 2. | Amount             | N/A |

- |     |  |     |
|-----|--|-----|
| 8.5 | <b>Total Aid and/or Grants</b><br>(total question #2 of Repeating Group #16 above) | \$0 |
|-----|--|-----|

- |     |  |           |
|-----|--|-----------|
| 8.6 | <b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid</b> (total questions 8.1, 8.2, 8.3, and 8.5) | \$125,891 |
|-----|--|-----------|

- |     |                            |       |
|-----|----------------------------|-------|
| 8.7 | <b>NONREVENUE RECEIPTS</b> | \$191 |
|-----|----------------------------|-------|

- |     |  |           |
|-----|--|-----------|
| 8.8 | <b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7) | \$126,082 |
|-----|--|-----------|

- 8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2012; 3Rs - July 1, 2012. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2011; 3Rs - June 30, 2012.) \$181,765
- 8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$307,847

## 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) \$6,500
- 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) \$6,500
- 9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year** (December 31, 2012, for Public Library Systems; June 30, 2013, for 3Rs) \$301,347
- 9.10 **TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9) \$307,847

## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2013 - December 31, 2013

### PROJECTED OPERATING FUND - RECEIPTS

- 12.1 Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) \$2,302,940

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, 2013, must be the same as the December 31, 2012, closing balance reported on Q7.63 of the 2012 annual report)	\$1,631,296
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)</b>	\$3,934,236

#### **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)	\$2,238,559
12.7	Total Transfers	\$64,381
12.8	Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2013)	\$1,631,296
12.9	<b>Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)</b>	\$3,934,236

#### **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)	\$64,381
12.11	Nonrevenue Receipts	\$0

12.12 Cash Balance in Capital Fund  
at the end of the previous fiscal  
year  
(For Public Library Systems,  
opening balance on January 1, \$301,347  
2013, must be the same as the  
December 31, 2012, closing  
balance reported on Q9.9 of  
the 2012 annual report)

12.13 Grand Total Capital Fund  
Receipts and Balance (total \$365,728  
questions 12.10 through 12.12)

#### **PROJECTED CAPITAL FUND - DISBURSEMENTS**

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

12.15 Cash Balance in Capital Fund  
at the end of the current fiscal  
year \$365,728  
(For Public Library Systems,  
December 31, 2013)

12.16 Grand Total Capital Fund  
Disbursement, Transfers, and  
Balance (Sum of questions \$365,728  
12.14 and 12.15)

#### **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 05/08/2013  
Commissioner, and assures  
that the "Budget Summary"  
was reviewed and accepted by  
the System Board/Council on  
(date - mm/dd/yyyy)

### **13. 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 1 (2012)

13.1 Element 1: Resource Sharing - ""COOPERATIVE COLLECTION DEVELOPMENT: The System  
Results administered and negotiated subscriptions of five databases purchased  
by all member libraries on a cost-sharing basis and with central library  
development aid and one additional database purchased with central  
library aid. MHLS provided remote access to these and NOVEL-NY  
databases to member libraries and their patrons with library-card  
authentication and provided member libraries monthly usage statistics;  
use of four databases purchased by member libraries was an estimated  
65,000 sessions. MHLS administered the Overdrive e-book and  
downloadable audiobook service, which is provided to all member  
libraries under a cost-sharing agreement; titles were added on a weekly  
basis to meet demand; monthly statistics were provided to member  
libraries; guidelines for the collection were also revised by member  
library directors to add titles for children and teens; downloads of

e-books increased 212% and downloadable audiobooks 34% from 2011. Central library aid was used to purchase 1,787 adult non-fiction titles for systemwide circulation and to purchase reference materials to support adequate access across the system to popular items and resources in critical areas. INTEGRATED LIBRARY SYSTEM: The System continued to administer the systemwide ILS used by all member libraries, and managed two transitions: (1) recruiting a new automation coordinator and (2) managing the migration of the ILS from a MHLS server to a vendor's off-site, cloud-based, server. The System also continued to provide ILS training to member library staff. This included system administrator training for six new directors and 16 ILS workshops to improve the management of collections and services that were attended by member library directors and staff with attendance totaling 233. MHLS continued to provide cataloging services, including authority control and creating and reviewing bibliographic and holding records; and the System responded to 3,842 requests for ILS assistance, including requests made to the System's help-desk, as well as responding to requests for onsite support and problem-solving at member libraries. The Resource Sharing Advisory Committee met five times with the Automation Coordinator and other System staff. It recommended actions to the Directors Association, which were approved. These actions include (1) limiting the number of a patron's holds to 50, (2) recommending that member libraries adopt individual staff logins and passwords to increase security and staff accountability, (3) eliminating patron VIP status to improve the collection of statistics, (4) improving the layout and functionality of the OPAC, (5) permitting local holds on second and additional copies, which would reduce physical delivery, support on-site browsing and speed up hold queues. The Committee also clarified how fines and fees of another library should be collected; it reviewed and approved an ILS database cleanup in preparation of the migration to Sierra and adopted a recommended schedule for routine patron and item maintenance by member libraries. It also reviewed statistics that identified the average percentage of DVDs borrowed between the members and identified net lenders and net borrowers, recommending that the Central Library & Collection Development Advisory Committee review the analysis; and it agreed that libraries should not release items to circulation before their publication dates and instructed the System to send reminders as needed. DELIVERY: MHLS conducted a review of delivery routes for increased efficiencies, identifying where deliveries needed to be increased and decreased. This was reviewed and approved by the System Services Ad Hoc Committee. The System renewed and modified its delivery contract to reduce delivery costs and provide for the possible purchase of fuel on state contract. The MHLS delivery service handled over 2 million items. INTER-LIBRARY LOAN: MHLS continued to provide ILL to member libraries under guidelines established by member library directors to make the best use of funds and encourage collection development at the local level that limits ILL to those requests for items not readily available for under \$25 or not popular, readily available DVDs and music CDs. MHLS renegotiated its OCLC fee to reduce costs and facilitated the lending of 653 items out-of-system from member libraries with a fill rate of 34% and borrowed 269 items with a fill rate of 62%. MHLS member libraries also continued to participate in the Southeastern New York Library Resources Council regional SEAL service (26 regional catalogs) for ILL. The Central Library & Collection Development Advisory Committee met with System and Central Library staff four times and additional information on resource sharing is listed under the Central Library Plan of Service Progress Report.""

13.2 Element 2: Special Client Groups - Results

**ADULT LITERACY:** MHLS Outreach Coordinator continued to meet with regional adult education and literacy providers and member library directors and staff to encourage library and special client group provider partnerships; the Coordinator also served on the NYLA digital literacy advisory committee, which resulted in local digital literacy training attended by member library staff and directors. MHLS developed a website listing of all regional literacy providers as a guide for member libraries and facilitated conversations between literacy providers and libraries about needs and resources. Webpages were created for each county to guide patrons to library workforce and skill development resources, and updated the 'Quick Answers - Get Help Finding a Job' webpage for patrons. 32 member libraries participated in NYLA's Digital Literacy Training Program hosted by the System. The System contributed to services supporting adult education through association with the Hudson Valley / Catskill Partnership regional adult education network (RAEN). **COORDINATED OUTREACH:**

Developed an incentive program for member library staff to complete a 20 lesson "Library Spanish" program from Mango Languages, to support libraries providing service to Spanish-speakers, of which Mango views as a model application; 17 completed the program. Administrated a mini-grant program for member library staff who work in small libraries to attend the regional Children's & Teen Literature Conference. **CORRECTIONAL FACILITIES:** MHLS Outreach Coordinator and staff continued support for correctional service librarians, three of seven of whom were new this year, and held two regional meetings with correctional facility library staff to discuss on-going support and services; and provided each MHLS correctional facility library with a collection of materials to support job-reentry and mental health from suggested lists from DOCCS Program staff, facilitated loans of materials from member libraries and provided delivery to correctional facilities, and provided access to relevant training for correctional facility librarians both through MHLS programs and CORT programs at the NYLA Conference. Staff also continued support for county jail library collections programs by providing self-help books, job information and transitional support materials (including MHLS Hudson Valley Connections resource guide for ex-offenders), and support for literacy organizations working with county jail inmates. The Outreach Coordinator also served as leader and instructor at the state-wide correctional services training.

Additionally, MHLS responded to an estimated 219 requests of assistance by staff at correctional facilities and coordinated donations of magazines and VHS tapes to supplement their collections. **YOUTH SERVICES:** The System provided 8 workshops and programs with 158 participants, including two workshops on early literacy & multi-sensory story times and two on summer reading. System staff provided leadership in the regional Fall Into Books Children's & Teen Literature Conference, as well as two regional "notable book" school/library partnership events with regional School Library Systems. The System sponsored a workshop on positive youth behavior. It developed a summer mini-grant program in collaboration with the Dutchess County BOCES School Library System and DLD to encourage school-library collaboration; it compiled a tip sheet on successful school-library collaboration, which was posted on the DLD website. MHLS continued support of the annual regional battle of the books program, which is being developed and sponsored by member libraries, and at which twenty-seven member libraries participated. The System responded to an estimated 561 requests of assistance in support of member library youth services.



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| 13.3 | Element 3: Professional Development and Continuing Education - Results | <p>The System developed and provided workshops in a variety of areas at MHLS as well as at member libraries in all five counties served by the System. The total number of workshops provided by the System was 75 with 1,135 attendees. These included (1) awareness, advocacy, public relations and customer service with 224 participants; (2) professional leadership with 61 participants, including the LSTA-funded "Leadership Development Series with Sandra Nelson" and on how to run a successful public vote and effectively communicating with your community; (3) essential trustee responsibilities with 65 participants; (4) technology with 211 participants, including sessions on e-readers, website development, PC reservation software, and the LSTA-funded 10-week "10 Things" online social media course, as well as hosting two regional digital literacy train-the-trainer workshops; and (5) annual reports for 6 new directors. The System also sponsored the webinar "Essentials for a Safe and Secure Library" with 14 participants. The System continued its Essential Documents Inventory project to help member libraries achieve a full complement of operational policies, long-range plans and annual reports to the community. The Continuing Education &amp; Professional Development Advisory Committee met twice. A survey was conducted on what directors struggle with on a daily basis, to which 63 of 66 directors responded; the results were reviewed to assist in the planning of future professional development opportunities. Other plans include the development of brief instructional videos to assist member libraries and patrons in using System resources, such as the OPAC, and customer service workshops in 2013. Discussions also included the importance of determining the outcomes of workshops. In a follow-up survey of those who attended patron data entry training, 80.6% of respondents reported making changes as a result of attending the training.</p> |
| 13.5 | Element 5: Consulting and Development Services - Results               | <p>MHLS responded to over 1,700 requests for assistance relevant to board and director development, sustainable funding, growth and development and community-based planning. MHLS consultants made over 200 onsite visits as well, including assisting seven libraries interested in establishing a public library district. Assistance on developing legislation was provided to two libraries, which held establishing votes. leading long-range planning focus groups at five member libraries, and leading member library board retreats for three libraries. MHLS consultants continue to provide PR and marketing leadership, including Word-of-Mouth Marketing, developing 200+ content ideas for Facebook and Twitter, and developing and presenting PR Essentials Workshops.</p>  |
| 13.6 | Element 6: Coordinated Services - Results                              | <p>The System coordinates the cost-sharing by all member libraries for the purchase of e-books and downloadable audio. It successfully negotiated a reduction in the costs of five databases purchased on a cost-sharing basis by member libraries for a savings of thousands of dollars, including adding Historical NY Times. MHLS purchased and prepped 70 computers for member libraries, as well as printers and scanners, and provided technical support by contract to five member libraries.</p> <p>The System provided 14 workshop sessions on awareness, advocacy,</p>  |

- 13.7 Element 7: Awareness and Advocacy - Results
- marketing, and public relations. These included advocacy sessions in each of the System's five counties. System consultants provided leadership and PR and marketing training, including sessions on "10 Easy Ways to Ruin Your Library's Reputation" and developing a PR audit assessment for member libraries. This included word-of-mouth marketing strategies, developing content ideas for social media sites, and developing and presenting three workshops on PR essentials, marketing library collections and effective newsletters and other forms of communication, which 47 directors and staff attended. The System also updated member libraries on the changes in state representation resulting from legislative redistricting. MHLS led a letter-writing campaign to local newspapers in support of libraries, resulting in 20 letters being printed in area newspapers. The System continued to coordinate a monthly book review feature, "On the Shelves," in the Poughkeepsie Journal and the weekly "Top Requested @your library" column for the Daily Freeman. The System worked with Ramapo-Catskill Library System to organize travel to Albany and schedule meetings with legislators on Library Advocacy Day. The MHLS Director and Staff met and communicated with state representatives on the value of libraries and library systems throughout the year. In meetings with and written reports to member library directors, the MHLS Director and other staff provided information, tips and progress reports on advocacy efforts with the state. A System consultant provided leadership and coordination with the Office of the State Comptroller, NYLA and others in interpreting the tax cap law to benefit libraries, as well as providing updated information to member libraries and developing a Tax Cap FAQ. A MHLS consultant participated in the hearing before the NYS Assembly Committee on Libraries and Education Technology.
- 13.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results
- Edited a weekly Bulletin to deliver timely information on topics relevant to libraries and library services. MHLS supports a (1) general listserv for all member library staff, as well as specialized listservs that facilitate communication between (2) member library directors, (3) on the systemwide ILS, (4) friends and fundraising, and (5) youth services. System Services Ad Hoc Committee recommended and conducted focus group sessions at the January meeting of the Directors Association on how communication from the System empowers member library success. MHLS hosted 11 meetings of the Directors Association, at which resource sharing, marketing, collection development, cost-sharing and other topics were discussed and on which decisions were reached; on average, 40 directors attended each of these meetings.
- 13.9 Element 9: Cooperative Efforts with Other Library Systems - Results
- The System is a member of the Southeastern NY Library Resources Council and the System Outreach Coordinator continues to serve as a member of the SENYLRC Board. The MHLS Director and Assistant Director participated in SENYLRC's strategic review of its services. System Outreach Coordinator serves as a Dutchess BOCES Council member, meets monthly with the regional school library system directors on school/library initiatives, and served as a NYLA roundtable program coordinator. The MHLS IT Coordinator's statewide survey of cooperative public library systems on IT services, for the purpose of determining the possibility of future shared services, was published in Spring 2012 issue of JLAMS. The System continues participate in ILL with 26 regional systems, including having a delivery transfer point with RCLS, and providing a subsidy to SENYLRC for regional delivery. MHLS annually collaborates with RCLS in planning Advocacy Day in Albany. The MHLS Director and

Assistant Director attended the NYALS summer retreat as well as I2NY. The System developed a summer mini-grant program in collaboration with the Dutchess County BOCES School Library System and DLD to encourage school-library collaboration.

- 13.10 Element 10: Construction - Results  
MHLS provided a public library construction grant workshop for 11 participants and successfully administered 11 grant applications. The MHLS Board updated the criteria used in evaluating member library construction grant applications to comply with the change in the law allowing greater than 50% match for those libraries in economically disadvantaged communities. An MHLS consultant supported extensive facility development planning at two member libraries.
- 13.11 Element 11: Central Library - Results  
The Central Library provided training available to all member libraries on legal reference, the OPAC, and the NOVEL databases. The Library provided 5 training sessions on the OPAC and the NOVEL databases, which were attended by 79 member library staff and directors. It provided 4 sessions on legal reference, which were attended by 41 member library directors and staff. The Library sent 52 weekly "Tuesday Tips" to member library staff using the System's listserv to improve reference skills and understanding. The tips were also listed on the Library's website and available to all member libraries. The System continued to provide remote access to online, system-wide, resources, as well as the virtual reference resources of NOVEL-NY, with library card-based authentication. The Library continued to use NextReads to provide quality non-fiction materials in high-demand and targeted subject areas. The Central Library director and staff met with the Central Library & Collection Development Advisory Committee and System staff quarterly. Together, they: (1) Reviewed the Central Library Plan of Service; (2) Conducted a survey of member libraries on the effectiveness of Central Library services; (3) Conducted a six-month follow-up assessment of the previous year's weeding and updating of medical collections in all member libraries, which were facilitated by the Central Library; (4) Oversaw the development of system-wide collections, including (a) reviewing the use of databases purchased by member libraries under a cost-sharing agreement with the Library, which are available to all member libraries and their patrons; (b) reviewing the use of e-books and downloadable audio books, which are included in the system-wide catalog and available to all member libraries and their patrons; and (c) Amending the ebook and downloadable collection development guidelines to include books for children and teens.
- 13.12 Element 12: Direct Access - Results  
MHLS and all its member libraries continue to facilitate on-site and direct access to all residents in the Mid-Hudson service area in compliance with Commissioner's regulations. Additionally, the Direct Access Plan was revised to clarify what restrictions are allowed in demonstrated cases of serious inequities and hardships. This revision was in response to concerns raised by the NYS Library, Division of Library Development. Restrictions in cases of serious inequities and hardships are now those that are specifically allowed by Education Commissioner's Regulations 90.3 (d)(2) (ii) and (iii), which are included verbatim in the Direct Access Plan. The revision was approved by the MHLS Board, the Directors Association, and the NYS Library, Division of Library Development.
- 13.13 Element 13: Other Goal(s) - Results  
N/A

## 14. Assurance and Contact Information

## CONTACT INFORMATION

- 14.1 Contact name (person completing report) Mike Nyerges/Linda Vittone
- 14.2 Contact phone number (enter 10 digits only and hit the Tab key) (845) 471-6060
- 14.3 Contact e-mail address mnyerges@midhudson.org/lvittone@midhudson.org

## ASSURANCE

- 14.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 05/08/2013

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

- 14.5 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	Mike Nyerges/Linda Vittone
Phone Number and Extension (enter area code, telephone number and extension only):	(845) 471-6060 Ext.217

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