Mid-Hudson Library System
Annual Report for Library Systems - 2016 (Public Library Systems 2016)

1. General System Information

1.1	SEDCODE	131500700010
1.2	System Name	Mid-Hudson Library System
1.3	Beginning Reporting Year	1/1/2016
1.4	Ending Reporting Year	12/31/2016
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://da.midhudson.org/wp-content/uploads/2016/06/2012-2016-full-submitted-plan-o
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.	27215

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
1.47	Is the library system a member of the New York State and Local Retirement System?	Y
1.48	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	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	$72,000
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	PARTIAL
1.49	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.	N

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

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

| 1.51 | President/CEO Phone Number | |
| 1.52 | President/CEO Email | |

2. Personnel Information

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	2
2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)	4.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	3
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	10.14
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	17.14
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	$0
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	$138,650

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	Current number of <u>voting</u> positions on system board/council	15
3.25	Term length for system board/council members	5 years

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

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

SYSTEM BOARD/COUNCIL

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

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

President/Council Chair

3.27	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
3.28	First Name	Camilla
3.29	Last Name	von Bergen
3.30	Institutional Affiliation	Self-employed attorney
3.31	Professional Title	Esquire
3.32	Mailing Address	16 Ferris Drive
3.33	City	Garrison
3.34	Zip Code (enter five digits only)	10524
3.35	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(845) 424-3871
3.36	E-mail Address	cvonbergen@highlands.com
3.37	Term Begins - Month	January
3.38	Term Begins - Year (yyyy)	2013
3.39	Term Expires - Month or N/A	December
3.40	Term Expires - Year (YYYY) or N/A	2017
3.41	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
3.42	The date the board president took the Oath of Office (mm/dd/yyyy)	01/12/2013
3.43	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/12/2013
3.44	Is this a brand new trustee?	N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in qu enter N/A in questions 2-16 of the repeating group. The number of Council members must be 5 to 11 (no less than five and no 11).

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Stuart
3.	Last Name	Auchincloss
4.	Institutional Affiliation	Woodstock Public Library District
5.	Professional Title	Former President
6.	Mailing Address	2342 Glasco Turnpike
7.	City	Woodstock
8.	Zip Code (enter five digits only)	12498

9.	Term Begins - Month	December
10.	Term Begins - Year (yyyy)	2015
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	12/11/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/14/2015
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	John
3.	Last Name	Bickford
4.	Institutional Affiliation	Hyde Park Free Library
5.	Professional Title	N/A
6.	Mailing Address	64 Rogers Road
7.	City	Hyde Park
8.	Zip Code (enter five digits only)	12538
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.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/12/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/12/2013
16.	Is this a brand new trustee?	N

13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/21/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/24/2015
16.	Is this a brand new trustee?	N

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2017, throu 31, 2017. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. The nu council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Polly
3.	Last Name	Adema
4.	Institutional Affiliation	Arts Mid-Hudson
5.	Professional Title	Director, Folk Arts Program
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	Melissa
3.	Last Name	Clark
4.	Institutional Affiliation	United Way of Dutchess-Orange Region
5.	Professional Title	Manager of Community Mobilization

1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Carolyn
3.	Last Name	Bennett Glauda
4.	Institutional Affiliation	Southeastern NY Library Resources Council
5.	Professional Title	Member Services Librarian for Education & Outreach
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Mary Ellen
3.	Last Name	Iatropoulos
4.	Institutional Affiliation	Spark Media Project
5.	Professional Title	Director of Education
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Elinor
3.	Last Name	Levy
4.	Institutional Affiliation	Arts Mid-Hudson
5.	Professional Title	Director, Folk Arts Program

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	0
4.2	System Visits	1,803

CIRCULATION

4.3	Total Cataloged Book Circulation	4,555
4.4	Total Circulation of Other Materials	3,004
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	7,559
4.6	Use of Electronic Material	0
4.7	Successful Retrieval of Electronic Information	0
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	0
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	7,559
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	7,559

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	186

4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	7
4.14	All Other Print Materials Holdings	128
4.15	Total Number of NOVELNY Databases	10
4.16	Total Electronic Holdings	12,266
4.17	Other Non-Electronic Materials	325
4.18	Grand Total Holdings (total questions 4.11 through 4.17)	12,922

ROTATING COLLECTIONS/BOOK LOANS

4.19	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	N
4.20	Number of collections	0
4.21	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	677,066
5.9	Number of new titles added by the system in the reporting year	0
5.10	Number of Central Library Aid titles added in the reporting year	1,994
5.11	Number of new titles added by the members in the reporting year	34,788
5.12	Total new titles (total questions 5.9 through 5.11)	36,782

UNION CATALOG OF RESOURCES

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

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

a.	Print	No
b.	Disc	No
c.	Online (virtual catalog)	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	66
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N
5.16	Number of titles in the system's union catalog	677,066
5.17	Number of holdings in the system's union catalog	2,974,374
5.18	Number of new titles added in the last year	36,782
5.19	Number of holdings added in the last year	427,553

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

a.	Non-member catalogs are included (if checked, please name non-member catalogs using the State note)	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No

c.	Patron-initiated ILL available and used through this catalog	Yes

UNION LIST OF SERIALS

5.21	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.)	Y
5.22	How many libraries participate in (or submit records for) the union list of serials?	66

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	167,278

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	462
5.26	Total items received (borrowed)	3,872
5.27	Total requests provided (loaned) unfilled	1,387
5.28	Total requests received (borrowed) unfilled	242
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	5,963

DELIVERY

5.30 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	Yes
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
5.31	Number of stops (pick-up and delivery sites per week)	341

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	12

5.33	Number of participants	119

Technology

5.34	Number of sessions	0
5.35	Number of participants	0

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	6
5.39	Number of participants	152

Management & Supervisory

5.40	Number of sessions	12
5.41	Number of participants	219

Planning and Evaluation

5.42	Number of sessions	4
5.43	Number of participants	86

Awareness and Advocacy

5.44	Number of sessions	4
5.45	Number of participants	106

Trustee/Council Training

5.46	Number of sessions	6
5.47	Number of participants	61

Special Client Populations

5.48	Number of sessions	0
5.49	Number of participants	0

Children's Services/Birth to Kindergarten

5.50	Number of sessions	9
5.51	Number of participants	89

Children's Services/Elementary Grade Levels

5.52	Number of sessions	0
5.53	Number of participants	0

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	0
5.55	Number of participants	0

General Adult Services

5.56	Number of sessions	0
5.57	Number of participants	0

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

1.	Topic	Construction
2.	Number of sessions	2
3.	Number of participants	36

1.	Topic	Library User Experience
2.	Number of sessions	8
3.	Number of participants	88
5.59	**Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	63
5.60	**Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	956
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y

COORDINATED SERVICES

5.62 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

| 5.63 | Number of contacts - Consulting with member libraries on grants, and state and federal funding | 88 |

5.64	Number of contacts - Consulting with member libraries on funding and governance	1,392
5.65	Number of contacts - Consulting with member libraries on charter and registration work	75
5.66	Number of contacts - Consulting with member libraries on automation and technology	9,266
5.67	Number of contacts - Consulting with member libraries on youth services	200
5.68	Number of contacts - Consulting with member libraries on adult services	0
5.69	Number of contacts - Consulting with member libraries on physical plant needs	1,206
5.70	Number of contacts - Consulting with member libraries on personnel and management issues	1,364
5.71	Number of contacts - Consulting with state and county correctional facilities	296
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	144
5.73	Number of contacts - Providing system and member library information to the media	76
5.74	Number of contacts - Providing website development and maintenance for member libraries	691
5.75	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	Y
1.	Topic	ILL
2.	Number of contacts (all types)	1,067
1.	Topic	Cataloging
2.	Number of contacts (all types)	5,702
	Total other contacts	

5.76	(total of question #2 of Repeating Group #6)	6,769
5.77	**Total number of contacts** (total of questions 5.63 through 5.74 and 5.76)	21,567

REFERENCE SERVICES

5.78	Total Reference Transactions	0

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No

5.80	Number of BOOKS BY MAIL loans	0
5.81	Number of member libraries with Job/Education Information Centers or collections	66
5.82	Number of State Correctional Facilities libraries served	6
5.83	Number of County Jails libraries served	5
5.84	Number of institutions served other than jails or correctional facilities	0
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A

5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y
5.87	Description of fees	Member libraries are assessed though a formula of the following 4 elements: a general four fixed levels determined by population served; a holds received/delivery fee based of items borrowed by one member from other members; a general ILS fee based on eit population served or circulation (whichever is least);a fixed per license fee and 5) a fix capital set-aside. Fees are also charged to member libraries choosing the a la carte serv page hosing, Tech contracts/service, Teleforms and Smart Activity Manger (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	$72,000
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$72,000

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$8,386
6.6	Central Library Development Aid	$194,830
6.7	Central Book Aid	$66,900
6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$50,850
6.10	Coordinated Outreach Services Aid	$119,383
6.11	Correctional Facilities Library Aid	$81,183
6.12	County Jails Library Aid	$6,844
6.14	Family Literacy Grants	$13,045
6.18	Local Library Services Aid - Kept at System	$0
6.19	Local Library Services Aid - Distributed to Members	$204,926

6.20	Total LLSA (total questions 6.18 and 6.19)	$204,926
6.21	Local Services Support Aid	$147,727
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$1,363,539
6.27	Public Library System Supplementary Operational Aid	$185,582
6.36	Special Legislative Grants and Member Items	$427,500
6.37	The New York Public Library - The Research Libraries	$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	$0
6.39	The New York Public Library, City University of New York	$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	$0
6.41	The New York Public Library, Science, Industry and Business Library	$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	Y

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

1.	Funding Source	MTA
2.	Amount	$18,687
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$18,687
6.44	**Total State Aid Receipts** (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	$2,889,382

FEDERAL AID

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

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

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

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

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

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Automation/Delivery
3.	Total Contract Amount	$546,742
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Tech Services/Support
3.	Total Contract Amount	$38,489
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Databases/Catalog Enhancements
3.	Total Contract Amount	$134,807
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Digital Content
3.	Total Contract Amount	$79,445
6.50	**Total Contracts** (total question #3 of Repeating Group #11 above)	$799,483

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$17,322
6.53	Income from Investments	$1,322

Proceeds from Sale of Property

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

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

1.	Receipt category	Rental of Real Property
2.	Amount	$2,450
1.	Receipt category	Refund of Prior Year Expense
2.	Amount	$1,835
1.	Receipt category	E-rate

2.	Amount	$32,310
1.	Receipt category	Other Miscellaneous
2.	Amount	$14,845
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$51,440
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$70,084
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)	$3,830,949
6.60	**BUDGET LOANS TRANSFERS**	$0
6.61	Transfers from Capital Fund (Same as question 9.6)	$27,506
6.62	Transfers from Other Funds	$0
6.63	**Total Transfers** (total questions 6.61 and 6.62)	$27,506
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016.)	$1,945,562
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.)	$5,804,017

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	$357,040

7.2	Other Staff	$625,096
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$982,136
7.4	Employee Benefits Expenditures	$358,689
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$1,340,825

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$41,149
7.7	Electronic Materials Expenditures	$244,993
7.8	Other Materials Expenditures	$0
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$286,142

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$204,926
7.11	Central Library Aid (CLDA/CBA)	$261,730
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$446,187
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$54,389
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$967,232
7.19	Book/Library Materials Grants	$7,665
7.20	Other Non-Cash Grants	$5,056
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$979,953

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$20,322
7.25	Furniture/Furnishings	$0
7.26	Other Capital Expenditures	$0
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$20,322

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0
7.29	From Other Funds (71OF)	$20,322

7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$20,322

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$0
7.32	From Other Funds (72OF)	$121,375
7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$121,375
7.34	Other Building & Maintenance Expenses	$98,471
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$219,846

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$217
7.37	Office and Library Supplies	$35,746
7.38	Telecommunications	$28,503
7.39	Binding Expenses	$0
7.40	Postage and Freight	$4,994
7.41	Publicity and Printing	$8,885
7.42	Travel	$29,184
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$38,967
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$5,274
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y

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

1.	Expense category	Delivery Ser
2.	Amount	$311,473
1.	Expense category	BOT Mileage
2.	Amount	$1,201
1.	Expense category	Retiree Medi
2.	Amount	$166,525
1.	Expense category	Workshops

2.	Amount	$9,233
1.	Expense category	Equip Lease
2.	Amount	$7,495
1.	Expense category	Service Cont
2.	Amount	$163,603

7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	$659,530
7.48	**Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47)	$811,300

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

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

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

1.	Contracting Agency (specify using the State note)	Beekman Library
2.	Contracted Service (specify using the State note)	Union Vale
3.	Total Contract Amount	$26,111
1.	Contracting Agency (specify using the State note)	Dover Plains Library
2.	Contracted Service (specify using the State note)	Union Vale
3.	Total Contract Amount	$4,669
1.	Contracting Agency (specify using the State note)	LaGrange Asso. Library
2.	Contracted Service (specify using the State note)	Union Vale
3.	Total Contract Amount	$21,092
1.	Contracting Agency (specify using the State note)	Millbrook Library
2.	Contracted Service (specify using the State note)	Union Vale
3.	Total Contract Amount	$20,128
7.50	**Total Contracts** (total question #3 of Repeating Group #14 above)	$72,000

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
	Total Debt Service	

7.55	(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)**	$3,730,388

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	$0
7.58	From Other Funds (76OF)	$39,600
7.59	**Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)	$39,600
7.60	**Total Transfers to Other Funds**	$0
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$39,600
7.62	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61)	$3,769,988
7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2016) (For 3Rs - June 30, 2017)**	$2,034,029
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63)	$5,804,017

FISCAL AUDIT

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

7.84	Last audit performed (mm/dd/yyyy)	04/15/2016

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

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	Key Bank
2.	Amount of funds on deposit	$114,227
1.	Name of bank or financial institution	Key Bank
2.	Amount of funds on deposit	$13,498
1.	Name of bank or financial institution	Key Bank
2.	Amount of funds on deposit	$2,013,865
1.	Name of bank or financial institution	Key Bank
2.	Amount of funds on deposit	$248,731
1.	Name of bank or financial institution	Key Bank
2.	Amount of funds on deposit	$205,146
7.87	**Total Bank Balance** (total question #2 of Repeating Group #15)	$2,595,467
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)	$39,600

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
	Total Aid and/or Grants	

8.5	(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)	$39,600
8.7	**NONREVENUE RECEIPTS**	$256
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$39,856
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016)	$441,527
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$481,383

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)	$27,506
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)	$27,506

9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2016, for Public Library Systems; June 30, 2017, for 3Rs)**	$453,877
9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$481,383

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

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$3,365,761
12.2	Budget Loans	$0
12.3	Total Transfers	$75,387
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q7.63 of the 2016 annual report)	$2,034,029
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	$5,475,177

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)	$3,352,435
12.7	Total Transfers	$39,600

12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2017)	$2,083,142
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$5,475,177

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)	$39,600
12.11	Nonrevenue Receipts	$80
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q9.9 of the 2016 annual report)	$453,877
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$493,557

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$75,387
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2017)	$418,170
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$493,557

13. State Formula Aid Disbursements
Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(6) Commissioners Regulations 90.3 and 90.10 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.
Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(12)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)

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

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

| 13.1.1 | Total Full-Time Equivalents (FTE) | 3.67 |
| 13.1.2 | Total Expenditure for Professional Salaries | $328,474 |

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)	9.33
13.1.4	Total Expenditure for Other Staff Salaries	$584,832
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$336,580
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Central Hudson/Selective Ins/Vector Security/Appllo Heating/Royal Carting/Davies Hardware/Misc.Other
3.	Expenditure	$102,412

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Alfandre Architecture/Sedore & Co/Ulster BOCES/Whiteman,Osterman & Hanna
3.	Expenditure	$38,967

1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	ALA/NYLA/LTA/PULISDO/SHRM/SENYLRC
3.	Expenditure	$5,274

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Lightower/Verizon
3.	Expenditure	$23,056

1.	Expenditure Category	Delivery/courier
2.	Provider of Services	ALDS
3.	Expenditure	$41,364

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	NYSHIP/MVP
3.	Expenditure	$166,525

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Pitney Bowes/Toshiba
3.	Expenditure	$7,495

13.1.7	**Total Expenditure - Purchased Services**	$385,093
13.1.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$6,417

1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	$12,254

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	$3,903

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	$16,926

13.1.9	**Total Expenditure - Supplies and Materials**	$39,500
13.1.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	Y

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

1.	Type of Travel	System Staff Travel
2.	Expenditure	$20,054

13.1.11	**Total Expenditures - Travel**	$20,054

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

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

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

13.1.13	Total Expenditure - Equipment and Furnishings	$0
13.1.14	**Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.	$204,926
13.1.15	**Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.	Y

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

1.	Recipient	Member Libraries
2.	Allocation	$2,315
3.	Project Description (no more than 300 words)	A Mileage Equalization Grant to equalize member libraries that are more than 20 mile from MHLS. To compensate libraries for staff to attend meetings, trainings and contin education at MHLS.

13.1.16	Total Expenditures - Grants for Member Libraries	$2,315
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)	$1,901,774
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 2016 - 2017 State Aid:**	$1,901,787
13.1.20	**Cash Balance at the End of the Current Fiscal Year**	$0
	Final Narrative:	PROFESSIONAL SALARIES/BENEFITS: 3.67 FTE to facilitate the promotion of pro

13.1.21   Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.

library service, provide for professional oversight of system offerings and professional for member libraries on library related issues. | OTHER STAFF SALARIES/BENEFIT FTE to work with professional staff to achieve the following: Assist member libraries developing collections designed to meet the needs of patrons, considering new technol formats in addition to traditional formats. | Maintain, support and provide training for library system (ILS) that responds to member library and patron needs. | Provide physi service to all member libraries. | Facilitate access to nationwide collections for membe Inform member libraries of literacy service trends, resources and programs, and encou sharing of related experiences. | Provide member libraries with the information and aw develop programs and services to attract and connect to outreach target populations an relevant community partnerships at the local level. | Provide services to state and coun correctional facility libraries per the Correctional Services State Aid Guidelines. | Prov libraries the information and awareness to develop sustainable programs and services Provide member library directors, staff, Friends and trustees with the opportunity to de skills and knowledge necessary to fulfill their roles and responsibilities and to proactiv current and future challenges of the community. | Provide consulting and development designed to meet the varying needs expressed by member libraries. | Provide member opportunities to participate in cost-sharing and group purchasing of products and servi Provide member libraries the education, skills and resources to obtain sustainable func community support through advocacy and greater public awareness. | Identify, develop provide for an integrated system of communication among member libraries. | Collabo other library systems on projects that benefit member libraries. | Support member libra facility assessment, development, management and planning, construction and renovat PURCHASED SERVICES: Operation and maintenance of buildings for our centrally office, delivery/sorting space and meeting/workshop space, including utilities and insu Consultant and professional fees to assist with system operations including architect, attorney. | Institutional membership fees for relevant staff in professional organization NYLA, PULISDO, SHRM, LTA, SENYLRC). | Telecommunication expenses includi lines and Internet for the system building. | Delivery expenses to facilitating resource s continuous basis through truck delivery to member libraries. | Retiree Medical. | Equip of office equipment including copier for internal use and to produce material for mem Workshop expenses for member library directors, staff, trustees and Friends. | SUPPL MATERIALS: Office supplies including includes postage for the return of ILL loans member libraries through OCLC and NYSILL. | Furnishings/equipment under $5,000, computer equipment for system staff | TRAVEL EXPENDITURES: For MHLS staff t consultation and training at member libraries, attend meetings throughout the region, a state and national conferences. | GRANTS TO MEMBER LIBRARIES: LLSA paid to libraries. | Grants to member libraries for mileage equalization to libraries that are mor miles in distance from MHLS to compensate libraries for staff to attend meetings, trai continuing education at MHLS.

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. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.
Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

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.　N

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

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

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

13.2.2 Total Expenditure - Purchased Services　$0

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.　N

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

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

1.	Expenditure Category	N/A
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	N/A

13.2.4 Total Expenditure - Supplies and Materials　$0

13.2.5 **Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.　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	Poughkeepsie Public Library District
2.	Allocation	$66,900
3.	Project Description (no more than 300 words)	

13.2.6 Total Expenditure - Grants to Central/Co-Central Libraries　$66,900

13.2.7 Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)　$66,900

13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
13.2.9	**Total Allocation from 2016 - 2017 State Aid**	$66,900
13.2.10	**Cash Balance at the End of the Current Fiscal Year**	$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.	n/a

Central Library Development Aid

<div align="center">

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

</div>

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. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information. Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

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

13.3.1	Total Full-Time Equivalents (FTE)	0
13.3.2	Total Expenditure for Professional Salaries	$0

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)	0
13.3.4	Total Expenditures for Other Staff Salaries	$0
13.3.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds).	$0
13.3.6	**Purchased Services**: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N

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

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

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

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

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

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

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

13.3.9	**Total Expenditure - Supplies and Materials**	$0
13.3.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	N

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

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

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

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

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

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

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

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

1.	Recipient	Poughkeepsie Public Library District
2.	Allocation	$194,830
3.	Project Description (no more than 300 words)	

13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	$194,830
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)**	$194,830
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 2016 - 2017 State Aid:**	$194,830
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.	n/a

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) | 0.28 |
| 13.4.2 | Total Expenditure for Professional Salaries | $24,238 |

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)	0.46
13.4.4	Total Expenditure for Other Staff Salaries	$19,993
	Employee Benefits:	

13.4.5	Indicate the total expenditures for all system employee benefits.	$16,259
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	Other (specify using the State note)
2.	Provider of Services	ALA Webinar/Panera Bread
3.	Expenditure	$255

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Ulster Literacy Association
3.	Expenditure	$2,500

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Spark Media
3.	Expenditure	$2,400

13.4.7	**Total Expenditure - Purchased Services**	$5,155
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	Non-print resources (electronic content)
2.	Expenditure	$10,000

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$9,004

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	$841

13.4.9	Total Expenditure - Supplies and Materials	$19,845
	Travel Expenditures:	

13.4.10   Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category.   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 | $2,364 |

13.4.11 **Total Expenditure - Travel** $2,364

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	24 Member Libraries
2.	Allocation	$26,793
3.	Description of Project	

1.	Recipient	6 Member Libraries
2.	Allocation	$787
3.	Description of Project	

1.	Recipient	6 Member Libraries
2.	Allocation	$675
3.	Description of Project	

1.	Recipient	3 Member Libraries
2.	Allocation	$338
3.	Description of Project	

13.4.15	Total Expenditure - Grants to Member Libraries	$28,593
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)	$116,447
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.	$64
13.4.18	**Total Allocation from 2016 - 2017 State Aid:**	$119,383
13.4.19	**Cash Balance at the End of the Current Fiscal Year**	$3,000
13.4.20	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	The expenditures, as follows, help support activities to attain the goals and intended re described in the MHLS 2007-2011 POS for Coordinated Outreach Library Services Ai library services for all area residents including groups traditionally underserved by libr intended result is that member libraries will have the training and resources to recogni with, attract and provide services for outreach target groups at the local level, and to d community contacts and relevant local partnerships.	PROFESSIONAL SALARIES/E .28 FTE of Assistant Director who is designated Outreach Coordinator and works as p MHLS senior staff to integrate the mission of outreach into the system's offerings, pro mini-grant opportunities to incentive adoption of best practices to reach target audienc training, and professional guidance for member libraries on outreach related issues.	C STAFF SALARIES/BENEFITS: .46 FTE to work with professional staff on outreach projects.	PURCHASED SERVICES: Community based partnerships facilitated by M institutions serving targeted populations to improve outreach services: Ulster Literacy $2,500 to purchase materials for volunteer tutors for training held at Kingston Library. Media Project $2,400 for youth stipends to participate in an Information Literacy in th Age program.	SUPPLIES AND MATERIALS: Purchased books for 4 regional Divis Juvenile Justice and Opportunities for Youth (DJJOY) facilities. Purchased digital mat support people who have difficulties with vision, or turning pages, or getting to the lib TRAVEL/ SYSTEM STAFF: To provide education opportunities locally for member l consultation on-demand at member libraries, and attend NYLA conference.	GRANT MEMBER LIBRARIES: Provided a total of $26,793 in grants to member libraries (24 to $1,200 each) to develop programs and services to attract and connect to outreach ta populations and form relevant community partnerships at the local level. Provided a to of tuition support for 6 member library staff completing Collaborating with Teens to B Library Programs, 6 member library staff completing Teen Services Fundamentals, 3 library staff completing Library Services for Patrons Experiencing Homelessness.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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

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	System Staff
3.	Expenditure	$1,000

13.5.2	**Total Expenditure - Purchased Services**	$1,000
13.5.3	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	$5,344

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$250

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	$250

13.5.4	**Total Expenditure - Supplies and Materials**	$5,844
13.5.5	**Total Expenditure (total 13.5.2, and 13.5.4)**	$6,844
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 2016 - 2017 State Aid**	$6,844
13.5.8	**Cash Balance at the End of the Current Fiscal Year**	$0
	Final Narrative:	The expenditures help support activities to attain the goals and intended results describ

| 13.5.9 | Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. | MHLS 2012 -2016 POS for Service to County Jails, as follows: Paperback books are s purchased for the jails, centrally received at MHLS, labeled with MHLS Outreach stic then mailed to the jails during the year (Other Support for System staff). Titles are sele MHLS Outreach Coordinator with input from jail staff about local needs and recomme from the NYS Department of Corrections. Titles concentrate in the following areas: se inspirational materials, relevant biographies, job information, low literacy resources, p anger management, materials in Spanish, and also early literacy books for the facility v waiting rooms. Hudson Valley Connections (a resource guide for ex-offenders returnir Columbia, Dutchess, Greene, Putnam or Ulster counties in New York State) is develop MHLS staff, printed and distributed. |

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ON

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. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information. |

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

| 13.6.1 | Total Full-Time Equivalents (FTE) | 0.05 |
| 13.6.2 | Total Expenditure for Professional Salaries | $4,328 |

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)	0.42
13.6.4	Total Expenditure for Other Staff Salaries	$19,271
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$5,850
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Delivery/courier
2.	Provider of Services	ALD
3.	Expenditure	$6,881

1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	NYLA
3.	Expenditure	$255

13.6.7	**Total Expenditure - Purchased Services**	$7,136

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	Books and other print materials
2.	Expenditure	$35,143

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$3,845

13.6.9	**Total Expenditure - Supplies and Materials**	$38,988

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

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

1.	Type of Travel	System staff
2.	Expenditure	$435

1.	Type of Travel	Other
2.	Expenditure	$2,108

13.6.11	**Total Expenditure - Travel**	$2,543

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

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

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

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

13.6.14	Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)	$78,116
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.	$1,891
13.6.16	**Total Allocation from 2016 - 2017 State Aid:**	$81,183
13.6.17	**Cash Balance at the End of the Fiscal Year:**	$4,958
13.6.18	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	The expenditures help support activities to attain the goals and intended results describ MHLS 2012 - 2016 POS for Service to State Correctional Facilities, as follows: PROF SALARIES AND BENEFITS: .05 FTE of Assistant Director who is designated Outrea Coordinator and works to provide correctional facility librarians with opportunities for education, downloads from the MHLS database of holdings to CD-ROM, consultation such as collection development and developing programs of topical interest.	OTHER SALARIES AND BENEFITS: .42 FTE to provide the interlibrary loan of books, peric videos and books-on-tape to correctional facility libraries, comparable to that of memb libraries.	PURCHASED SERVICES: Delivery support to ALD for the flow of interli materials and access to System information including weekly distribution of the inform MHLS Bulletin. NYLA Institutional Memberships for correctional facility librarians.	AND MATERIALS: BOOKS AND OTHER PRINT MATERIAL: Funds provided to facility libraries (distributed based on facility population) for the purchase of books an McNaughton and Baker & Taylor plans.	OFFICE/LIBRARY SUPPLIES: Support M activities on behalf of correctional facility libraries.	TRAVEL: Outreach Coordinator provide workshops and training for correctional facility librarians and attend relevant p development opportunities. Correctional facility librarian travel to NYLA conference.

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of eac Year 5 (2016)

14.1	Element 1: Resource Sharing - Results	""""""""""""""""""COOPERATIVE COLLECTION DEVELOPMENT: Service Evaluat Conducted a prioritization of MHLS Services among stakeholders and this section of t Service was ranked 7th out of 16.	Advisory Committee: Worked with advisory comm throughout the year to review and respond to member library issues and input regardin member libraries in developing collections designed to meet the needs of patrons.	Co Analysis: MHLS facilitated decision making on managing library physical collections statistics and trend information to develop collections.	Shared Collections: MHLS co 236 Book in a Bag Kit reservations and 93 Big Book circulations for member libraries patrons.	Digital Collections: eBooks & eAudio: 3,226 eBook/eAudio titles were adde shared collection bringing the total to 15,492 titles. Circulation increased 21% with170 eBooks and 64,677 eAudiobooks loaned. eMagazines: 56,154 circulations from a colle titles. Databases: 18,588 retrievals of electronic content from 6 system-wide collective databases. Advisory committee reviewed the usage to insure they are cost effective an enough to be worthy of renewal. The committee reviewed the Central Library Develop (CLDA) and Central Book Aid (CBA) budget that cost-shares the price of the databas member libraries. The MHLS Directors Association voted to approve the recommende cost-shared eResources for the coming year.	INTEGRATED LIBRARY SYSTEM: S Evaluation: Conducted a prioritization of MHLS Services among stakeholders and this the Plan of Service was ranked 2nd out of 16.	Advisory Committee: Worked with adv committee throughout the year to review and respond to member library issues and inp Resource Sharing among member libraries.	Patron functionality: Coordinated ILS of items, resulting in 3,785,618 circulations, and the sharing of 918,937 items between m libraries as a result of patron requests. Facilitated E-Commerce functionality, enabling

pay library fines/fees online, collecting $41,822 for member libraries. | Training for M Library staff: Provided 12 trainings for library staff, with 119 attendances, designed to accuracy and efficiency of the shared Sierra database, including topical Sierra lunch ti webinars. Provided documentation to insure effective use of the ILS through MHLS II Knowledge Base, used 2,519 times by MHLS member library staff. | Catalog Analysis Exemplar Search analysis every 6 months to measure catalog quality (replicable searcl intended to capture the most likely or typical patron search terms likely placed against our catalog) resulting in the MHLS OPAC returning outstanding results. | Catalog Mai MHLS staff maintained a catalog of 673,720 unique bibliographic records, with recorc new titles and 427,553 holdings added. Bibliographic records were modified/deleted/n (including global updates), item records were modified, order records were created. | L Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders section of the Plan of Service was ranked 1st out of 16. | Delivery Service to Member Coordinated 5 day-a-week delivery (251 delivery days) to 74 destinations throughout t region to facilitate resource sharing. Weekly 3,576 miles were covered with 25 routes stops per week. A total of 3,506,913 items were transported from one location to anotl library to library, library to MHLS, MHLS to library). A total of 1,433,115 items were MHLS, with 4,929,120 items touched by MHLS staff during the sorting process. | INTERLIBRARY LOAN (ILL): Service Evaluation: Conducted a prioritization of MF among stakeholders and this section of the Plan of Service was ranked 9th out of 16. | Services to Member Libraries: Brought in 293 items not available in the MHLS collec requested by member libraries for their patrons. Facilitated the provision of 408 items libraries to outside libraries. Communicated with lending libraries across the continent regarding loan period and costs on behalf of member libraries. Began participation in s Empire Delivery Services receiving 86 and providing 206 ILL items.""""""""""""""""""

14.2	Element 2: Special Client Groups - Results	ADULT LITERACY: Service Evaluation: Conducted a prioritization of MHLS Servic stakeholders and this section of the Plan of Service was ranked 14th out of 16.	Grants Libraries: Supported 5 member libraries who have existing partnerships with regional providers with NYS Adult Literacy Library Service Grant Program funds of $8,421, be develop and expand adult literacy programs which will enhance workforce developme in public libraries and improve adult literacy on the job and in the home.	COORDIN/ OUTREACH: Conducted a prioritization of MHLS Services among stakeholders and t of the Plan of Service was ranked 12th out of 16.	Grants to Member Libraries: Provic $26,793 in grants to member libraries (24 libraries, up to $1,200 each) to develop prog services to attract and connect to outreach target populations and form relevant commu partnerships at the local level. Provided a total of $1,800 of tuition support for 6 memt staff completing Collaborating with Teens to Build Better Library Programs, 6 membe staff completing Teen Services Fundamentals, 3 member library staff completing Libr; for Patrons Experiencing Homelessness. Digital Content: Purchased digital materials t people who have difficulties with vision, or turning pages, or getting to the library. Co Based Partnerships: Community based partnerships facilitated by MHLS with instituti targeted populations to improve outreach services: Ulster Literacy Association $2,500 materials for volunteer tutors for training held at Kingston Library. Spark Media Proje for youth stipends to participate in an Information Literacy in the Digital Age program purchased (total) for the four Division of Juvenile Justice and Opportunities for Youth facilities in the MHLS region.	CORRECTIONAL FACILITIES (State and Local): St; contacts with facility librarians and staff. Successfully negotiated annual Authenticatic of service with correctional facility librarians. Increased access to materials to fill loca Providing Categorical Aid funds for purchase of materials; Facilitating borrowing of 3 Coordinated donations of 2,600 magazines and paperback books to supplement facility Coordinated annual Southeastern Region Correctional Facility Librarians meeting (wit WLS, and the correctional facility libraries in the southeastern region of NY) and Con Outreach Resource Team (CORT) programming at the NYLA Conference, resulting in opportunities and sharing of best practices.	County Jails: 308 books purchased. 1,200 supporting early literacy sent to family waiting rooms.	550 Hudson Valley Connectio provided to regional jails and prisons, and 100 provided upon individual request.	YO1 SERVICES: Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders and this section of the Plan of Service was ranked 13th out of 16. 9 traini

provided with a total of 102 participants in the category of Children's Services/Birth to Kindergarten. 200 contacts with members regarding early literacy services. Developed 12 member libraries who were supported in their efforts of making their library a vital partner and early learning hub in their community. 26 libraries were supported in their participation in middle school Battle of the Books, and 9 libraries were supported in th participation in high school Battle of the Book. 7 member library partnerships generate Spark Media Project.

14.3	Element 3: Professional Development and Continuing Education - Results	Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders section of the Plan of Service was ranked 5th out of 16. Support for Member Library S Provided attendance reports for individual member library staff used in job evaluation civil service T&E requirements, and Public Librarians Certification requirements. Dist information about how directors could support, and individuals could comply, with the mandates for Public Librarian Certificate retention. Facilitated group buy of Lynda.co licenses (15 libraries participating with 16 licenses) at 54% discount, saving libraries $ Grand Total Sessions Provided by MHLS: 63; Grand Total Participants: 956. Total of additional webinars promoted. Details of the specific categories: Resource sharing: 12 119 participants (promoted 3 additional webinars in this category); Leadership: 6 sessi participants (promoted 9 additional webinars in this category); Management & Superv sessions; 219 participants (promoted 7 additional webinars in this category); Planning Evaluation: 4 sessions; 86 participants (promoted 16 additional webinars in this catego Awareness and Advocacy: 4 sessions; 106 participants (promoted 1 additional webina category); Trustee Training: 6 sessions; 61 participants; Children's Services/Birth to K 9 sessions; 102 participants (promoted 6 additional webinars in this category); Constru sessions; 36 participants (promoted 2 additional webinars in this category); Library Us Experience: 8 sessions; 88 participants (promoted 28 additional webinars in this catego
14.5	Element 5: Consulting and Development Services - Results	Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders section of the Plan of Service was ranked 6th out of 16.	1,206 consultations/requests member libraries, providing technical assistance (in areas including Municipal and Sch Ballot Initiatives, Public Vote Strategy, NYS Property Tax Cap, Open Meeting Law; u executive session, Civil Service, Oaths of Office, Freedom of Information Law reques Non-profit Revitalization implications for public libraries and Friends Groups, Charter amendments, Meeting Minimum Standards for Public Libraries in New York State, Bu planning, Conflicts of interest, Bylaw revisions, Removal of a trustee), Policy Develop Assistance, Consultations on fiscal accountability/transparency, Board president assist Support for boards in hiring a new director, Support for interim directors, Friends Gro Consultation on personnel issues, Risk management assistance and disaster recovery s for 22 libraries on-site/in-person visits consulting on Sustainable Funding informationa Campaign strategy consultations for successful public votes, Long-range and strategic consultations, Facilitation of community focus groups, Mediation (Between boards and Among trustees, Between boards and municipal officials, Between directors, boards a Groups), New director orientation and on-boarding, Director development sessions, Pl facilitation of board retreats. 50 member libraries participated in the MHLS Action Me Minimum wage survey to calculate the impact of an increase in the NYS minimum wa budgets over the next five years.
14.6	Element 6: Coordinated Services - Results	Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders section of the Plan of Service was ranked 4th out of 16.	Support for Member Library Website Development and Hosting: Designed and maintained websites for 39 libraries resulting in a total of 883,028 web visits by patrons. Designed and maintained mobile county-based eResources/HOMEACCESS websites used 559,166 times by patrons (C County 52,023; Greene County 75,211; Dutchess County 269,574; Putnam County 45 County 116,453).	IT Support resulting in improved access to technology and electron Contracted Support: 13 libraries contract with MHLS for IT services, receiving 56 con visits (i.e. training, documentation, computer/software/printer upgrades, updates, repai installation), and 23 microcomputer repair/upgrades. Off-Contract Support: Provided 2 non-contracted visits and 16 microcomputer repair/upgrades.	IT Equipment Purchase Member Libraries: Facilitated $35,989 worth of equipment purchased, involving MHL facilitation of OGS contracts and vendors, staff expertise in selection, initial equipmer

configuration, delivery to library, and billing/invoicing/documentation. Developed star ordering forms that resulted in streamlining the process for member library staff to get products and the best prices. | IT Helpdesk: Ticket system implemented for technology issues was used by member libraries (tickets average 30 minutes to resolve), assisting prioritizing issues, improved delegating of responsibilities, keep more accurate statisti training and support knowledgebase, and maintaining open phone lines for emergencie cannot be handled in other ways. Total contacts with members: 10,421 (ILS 1,349; Ov 1,098; Websites 1,118; Cataloging 5,702; Other 1,155). | E-Rate: Provided grant applic assistance provided to 10 libraries entailing 20 hours of staff time.

14.7	Element 7: Awareness and Advocacy - Results	Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders section of the Plan of Service was ranked 8th out of 16.	Local Awareness and Advoca votes were held with 96% of votes passing in 2016. Development of the Real People. Dollars. Campaign resulting in 49 photos from 20 member libraries used on member li media channels. "Family Fun @your library" lawn signs distributed to 17 member libr participated in the MHLS Inquiry Based Programming for Families - Phase 2 - Contin Collaboration Mini-grant. 1,036 visits to the Public Library Vote Toolbox [http://vote.midhudson.org].	County Awareness & Advocacy: Event attended by 9 re from all five counties regarding County Advocacy. 100% reported that the event was a their time. Promotion of an annual report template for use by county-level advocates. Development of demographic reports for each of the five (5) counties served by MHL Awareness & Advocacy: 2,838 points of online contact between constituents and state serving the MHLS service area, representing a 92% increase over the previous year. A over 50 regional library advocates at NYLA Advocacy Day. A 27% increase over the year. Coordination of a letter drive from member libraries to state Senators resulting in Legislative Aid awarded to 65 (98% of member libraries), a 26% increase in the numb libraries receiving this aid. The total amount of aid awarded was $424,500, a 69% incr the previous year. 6 reports to the Directors Association on the NYS Property Tax Cap the 87% of member libraries required to comply with the tax cap law. Development of demographic reports for each of the 15 state legislative districts encompassed within t service area. 12 hours of service to the NYLA Legislative Committee. 3 meetings of a group to seek the preservation of the special district funding model for public libraries
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders section of the Plan of Service was ranked 11th out of 16. Composed and published 51 MHLS Bulletin of communications sent electronically to 836 subscribers with average of 46% and sent in-print to 76 locations; Website hits 6,161. Posted original MHLS content/information which may be time sensitive, through an official communication known as the MHLS Alerts List with 196 subscribers, to all member libraries via emai homepage postings. Supported 5 discussion lists (MHLS Main, MHLS Sierra, MHLS Services, MHLS Programming, MHLS Friends & Fundraising) with 1,516 subscribers the Directors Association: Assisted with scheduling, developing and distributing meeti and documents, and reporting for 8 DA meetings; Assisted with scheduling, developin distributing meeting agendas and documents, and reporting for 15 DA advisory comm meetings; Managed DA Website which received 2,890 hits; Supported Directors discu provide an electronic communication forum for all current member library directors to discuss and receive information exclusively of common concern and interest to library including the Directors Association meeting packet. Compiled and maintained the MH with 386 events posted. Compiled and Summarized Member Library Annual Reports (2 formats each http://midhudson.org/topics/statistics-research/annual-report). 16 on-si participations in County Library Directors/Associations Meetings.

Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders |

14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	section of the Plan of Service was ranked 15th out of 16.	Regional Cooperation: Coo advocacy efforts with RCLS, WLS, UHLS, FCLS, and MVLS, resulting in more effec legislative office visits; Coordinated Advocacy Day bus with regional library systems, facilitating attendance from MHLS, RCLS, SENYLRC and 2 BOCES school library s Collaborated with area school library systems and regional public library systems on p including 'Notable Book Banquets' and 'Annual Fall Into Books Children's and Teens Conference', resulting in increasing cost effective regional staff development opportun Cooperate on regional delivery of materials by having a weekly transfer exchange poir RCLS, and by participating in state-wide ALD delivery with SENYLRC, resulting in e regional access to materials. Coordinated Southeastern Region Correctional Facility Li meeting with RCLS and WLS, resulting in networking opportunities and sharing of be Served on SENYLRC Board of Trustees Council resulting in making strong regional c more exposure to MHLS services in the community, and affecting regional decisions f of member libraries.	Statewide Cooperation: ILEAD; New York State Library's Read Initiative; NYLA Sustainability Committee; PULISDO.
14.10	Element 10: Construction - Results	Service Evaluation: Conducted a prioritization of MHLS Services among stakeholders section of the Plan of Service was ranked 10th out of 16.	1,206 consultations/requests member libraries, providing technical assistance in areas including Long-range facility Construction process, Financing and fundraising for construction/renovation, Space pl Consultation with library architects/consultants, Energy efficiency issues, Facility ope Aid for Public Library Construction Program. 14 for 12 libraries on-site/in-person visi on Long-range facility planning, Construction process, Financing and fundraising for construction/renovation, Space planning, Consultation with library architects/consultar efficiency issues, Facility operations, State Aid for Public Library Construction Progra of member libraries with a board approved facility plan increased from 20-27 (35%). (Member Libraries: 12 member libraries were recommended awarded funds through St Public Library Construction program, totaling $540,172. All funded projects were part long-range plan or prioritized facility plan and were ranked for funding on the followir An increase in services, through an increase in usable public space or increased staff e (e.g., new buildings, additions to current buildings, renovation of existing areas for ne and/or An increase in access (e.g., handicapped accessibility; to optimize a space to br or underserved population); and/or Energy conservation in the context of a professiona recommendations or with an historic preservation element.
14.11	Element 11: Central Library - Results	Digital Collection Development: Central library staff worked with advisory committee the year whose mission is 'to oversee Central Reference services and to insure that sys collections and resources are comprehensive and responsive to patron needs'. CLDA/C were used to support the purchase of the OverDrive service platform, non-fiction purcl eBook and downloadable audiobook titles, eMagazines and databases.	Public Service Training and Education: Central library staff published 44 Tuesdays Tips (weekly refe http://poklib.org/reference-and-research/tuesdays-tips/) which are sent out to all memb staff to support best reference practices. Conducted 5 workshops with a total attendanc Gale Testing & Education Resource Center database.	Collection Management and U: Central Library staff continue to provide collection development support and analysis collections and various print collections, on demand.	Reference Services: $52,793 in support of catalog enhancements (federated searching using Encore, NextReads, Nove Syndetics) in order to provide added content to OPAC search results.	Delivery and In Loan: Provided $47,755 in direct support from CLDA funds for the MHLS delivery se facilitate resource sharing among member libraries. Interlibrary loan service for all libi implemented by staff at MHLS and funded by MHLS, fully.	Supplemental Adult Nor Collections: 1,994 non-fiction titles were added to the collection at the Central Library
14.12	Element 12: Direct Access - Results	MHLS and all its member libraries continue to facilitate direct access to public library all residents in the Mid-Hudson service area. In 2016, MHLS administered the first ye year signed agreement between MHLS and the Town of Union Vale for providing pub services to Town residents.
14.13	Element 13: Other Goal(s) - Results	n/a

15. Current system URL's

15.1	System Home Page URL	http://midhudson.org
15.2	URL of Current List of Members	http://midhudson.org/libraries
15.3	URL of Current Governing Bylaws	http://board.midhudson.org/wp-content/uploads/2013/11/Bylaws2014.pdf
15.4	URL of Evaluation Form	http://midhudson.org/wp-content/uploads/2012/11/Prioritizing-MHLS-Services-Survey
15.5	URL of Evaluation Results	http://midhudson.org/topics/statistics-research/moving-forward/
15.6	URL of Central Library Plan	http://midhudson.org/wp-content/uploads/2013/08/Board-State-Approved-Central-Libr
15.7	URL of Direct Access Plan	http://midhudson.org/wp-content/uploads/2013/08/Board-Staff-Approved-Direct-Acce

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" and "Projected Annual Budget" were reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy).	05/10/2017

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

16.5	The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).	05/10/2017

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 Ext.213
Please share with us your suggestions for improving the *Annual Report*. Thank You!	