Mid-Hudson Library System
Annual Report for Library Systems - 2018 (Public Library Systems 2018)

		CURRENT YEAR	PREVIOUS YEAR

1. General System Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

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

		CURRENT YEAR	PREVIOUS YEAR
1.1	SEDCODE	131500700010	*131500700010*
1.2	Institution ID	800000053308	*800000053308*
1.3	System Name	Mid-Hudson Library System	*Mid-Hudson Library System*
1.4	Beginning Reporting Year	01/01/2018	*1/1/2017*
1.5	Ending Reporting Year	12/31/2018	*12/31/2017*
1.6	Street Address	103 Market Street	*103 Market Street*
1.7	City	Poughkeepsie	*Poughkeepsie*
1.8	Zip Code	12601	*12601*
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4028	*4028*
1.10	Mailing Address	103 Market Street	*103 Market Street*
1.11	City	Poughkeepsie	*Poughkeepsie*
1.12	Zip Code	12601	*12601*
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4028	*4028*
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(845) 471-6060	*(845) 471-6060*
1.15	Fax Number (enter 10 digits only)	(845) 454-5940	*(845) 454-5940*
1.16	System Home Page URL	https://midhudson.org	*https://midhudson.org*
1.17	URL of the system's complete Plan of Service	https://midhudson.org/about-mhls/mhls-plan-of-service/	*https://midhudson.org/about-mhls/mhls-plan-of-service/*
1.18	Population Chartered to Serve (2010 Census)	650,704	*650,704*
1.19	Area Chartered to Serve (square miles)	2,926	*2,926*
1.20	Federal Employer Identification Number	141458489	*141458489*
1.21	County	Dutchess	*Dutchess*
1.22	County (Counties) Served	Columbia, Dutchess, Greene, Putnam, Ulster	*Columbia, Dutchess, Greene, Putnam, Ulster*
1.23	School District	Poughkeepsie City School District	*Poughkeepsie City School District*
1.24	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Ms.	*Mr.*
1.25	First Name of System Director	Rebekkah Smith	*Tom*
1.26	Last Name of System Director	Aldrich	*Sloan*
1.27	NYS Public Librarian Certification Number of the	23875	*27215*

	Director of Public Library System, and Reference and Research Library Resources System.		
1.32	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(845) 471-6060 Ext.239	*(845) 471-6060 Ext.217*
1.33	E-Mail Address of the System Director	rsmith@midhudson.org	*tsloan@midhudson.org*
1.34	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(845) 454-5940	*(845) 454-5940*
1.35	Name of Outreach Coordinator	Merribeth Advocate	*Merribeth Advocate*
1.48	Is the library system a member of the New York State and Local Retirement System?	Y	*Y*
1.49	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	Y	*Y*
1.	Name of Contracting Municipality or District	Town of Union Vale	*Town of Union Vale*
2.	Is this a written contract? (Enter Y for Yes, N for No)	Y	*Y*
3.	Population of the geographic area served by this contract	4,877	*4,877*
4.	Dollar amount of contract	$74,909	*$73,440*
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	PARTIAL	*PARTIAL*
1.50	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.	N	*N*

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

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

2. Personnel Information

2.1	FTE (Full-Time Equivalent	35	*35*

Calculation)
The number of hours per work week used to compute FTE for all budgeted positions.

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	*1*
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0	*0*
2.10	Librarians - Filled Position(s) FTE	3	*3*
2.11	Librarians - Vacant Position(s) FTE	0	*0*
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1	*1*
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0	*0*
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	5.00	*5.00*
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	*0.00*
2.16	Total Other Professional Staff - Filled Position(s) FTE	4	*4*
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	*0*
2.18	Total Other Staff - Filled Position(s) FTE	8.86	*8.91*
2.19	Total Other Staff - Vacant Position(s) FTE	0	*0*
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	17.86	*17.91*
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	*0.00*

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A	*N/A*
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A	*N/A*
2.24	System Director FTE	1	*1*
2.25	System Director Current Annual Salary	$127,000	*$141,423*

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	66	*66*
3.15	Main Library/System Headquarters	1	*1*
3.16	Indicate the year the system building was initially constructed	1966	*1966*
3.17	Indicate the year the system	2001	*2001*

	building underwent a major renovation costing $25,000 or more		
3.18	Square footage of the system building	12,000	*12,000*
3.19	Branches of the Library System	0	*0*
3.20	Bookmobiles	0	*0*
3.21	Reading Centers	0	*0*
3.22	Other Outlets	0	*0*
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	1	*1*
3.24	Name of Central Library/Co-Central Libraries	Poughkeepsie Public Library District	*Poughkeepsie Public Library District*

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	7	*7*
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15	*15*
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5 years	*5 years*

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

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

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2019, through December 31, 2019.

President/Council Chair

3.29	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.	*Mr.*
3.30	First Name	Mark	*Mark*
3.31	Last Name	Wilson	*Wilson*
3.32	Institutional Affiliation	Kinderhook Library	*Kinderhook Library*
3.33	Professional Title	Trustee	*Trustee*
3.34	Mailing Address	28 William Street	*28 William Street*
3.35	City	Kinderhook	*Kinderhook*
3.36	Zip Code (enter five digits only)	12106	*12106*
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(518) 496-5130	*(518) 496-5130*
3.38	E-mail Address	moore49@nycap.rr.com	*moore49@nycap.rr.com*
3.39	Term Begins - Month	January	*January*

3.40	Term Begins - Year (yyyy)	2015	*2015*
3.41	Term Expires - Month or N/A	December	*December*
3.42	Term Expires - Year (YYYY) or N/A	2019	*2019*
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	03/21/2015	*03/21/2015*
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/24/2015	*03/24/2015*
3.46	Is this a brand new trustee?	N	*N*

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.	*Mr.*
2.	First Name	Stuart	*Stuart*
3.	Last Name	Auchincloss	*Auchincloss*
4.	Institutional Affiliation	Woodstock Public Library District	*Woodstock Public Library District*
5.	Professional Title	Former President	*Former President*
6.	Mailing Address	2342 Glasco Turnpike	*2342 Glasco Turnpike*
7.	City	Woodstock	*Woodstock*
8.	Zip Code (enter five digits only)	12498	*12498*
9.	Term Begins - Month	January	*December*
10.	Term Begins - Year (yyyy)	2019	*2015*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2023	*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).	Yes	*No*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/19/2019	*12/11/2015*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2019	*12/14/2015*
16.	Is this a brand new trustee?	N	*N*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mrs.	*Ms.*
2.	First Name	Sharon	*Lisa Baker*
3.	Last Name	Davis	*Brill*
4.	Institutional Affiliation	None	*Self-employed*

5.	Professional Title	School Library Media Specialist	*Fundraiser/Pub.Relations Consult.*
6.	Mailing Address	PO Box 306	*1501 High Falls Road*
7.	City	Copake	*Catskill*
8.	Zip Code (enter five digits only)	12516	*12414*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2016	*2017*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2020	*2021*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2016	*06/09/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2016	*07/06/2017*
16.	Is this a brand new trustee?	N	*N*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	*Mr.*
2.	First Name	Lisa Baker	*Robert*
3.	Last Name	Brill	*Culp*
4.	Institutional Affiliation	Self-employed	*A.C Desmond & H.Fish Library*
5.	Professional Title	Fundraiser/Pub.Relations Consultant	*Trustee*
6.	Mailing Address	1501 High Falls Road	*37 Philipse Brook Road*
7.	City	Catskill	*Garrison*
8.	Zip Code (enter five digits only)	12414	*10524*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2017	*2017*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2021	*2021*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/09/2017	*01/28/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/06/2017	*02/01/2017*
16.	Is this a brand new trustee?	N	*N*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.	*Mrs.*
2.	First Name	Robert	*Sharon*
3.	Last Name	Culp	*Davis*
4.	Institutional Affiliation	A.C Desmond & H. Fish Library	*None*

#	Field	Value	Value
5.	Professional Title	Retired Non-profit Executive	*Professor Emeritus*
6.	Mailing Address	61 Oak Hollow	*1066 Churchland Lane*
7.	City	Garrison	*Saugerties*
8.	Zip Code (enter five digits only)	10524	*12477*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2018	*2017*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2022	*2021*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/27/2018	*01/28/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2018	*02/01/2017*
16.	Is this a brand new trustee?	N	*N*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.	*Ms.*
2.	First Name	Rajene	*Priscilla*
3.	Last Name	Hardeman	*Goldfarb*
4.	Institutional Affiliation	Howland Public Library	*None*
5.	Professional Title	Trustee	*Retired Non-profit Executive*
6.	Mailing Address	5 Colonial Road #53	*61 Oak Hollow*
7.	City	Beacon	*Garrison*
8.	Zip Code (enter five digits only)	12508	*10524*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2018	*2018*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2022	*2022*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Y*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/27/2018	*01/27/2018*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2018	*01/31/2018*
16.	Is this a brand new trustee?	N	*Y*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	*Ms.*
2.	First Name	Debra	*Rajene*
3.	Last Name	Klein	*Hardeman*
4.	Institutional Affiliation	Bard College	*Howland Public Library*

No.	Field	Value	Value
5.	Professional Title	Financial Advisor	*Trustee*
6.	Mailing Address	8 Broadview Lane	*1027 Farmers Mill Road*
7.	City	Red Hook	*Carmel*
8.	Zip Code (enter five digits only)	12571	*10512*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2016	*2014*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2020	*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).	Yes	*Y*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/30/2016	*01/18/2014*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2016	*03/27/2014*
16.	Is this a brand new trustee?	N	*N*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	*Mr.*
2.	First Name	Lynne	*Barry*
3.	Last Name	Ridgeway	*Ramage, CRPC*
4.	Institutional Affiliation	Plattekill Public Library	*UBS Financial Services*
5.	Professional Title	President	*Financial Advisor*
6.	Mailing Address	PO Box 282	*8 Broadview Lane*
7.	City	Clintondale	*Red Hook*
8.	Zip Code (enter five digits only)	12515	*12571*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2018	*2016*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2022	*2020*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Y*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/27/2018	*01/30/2016*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2018	*02/24/2016*
16.	Is this a brand new trustee?	N	*N*
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	*Ms.*
2.	First Name	Janet	*Lynne*
3.	Last Name	Schnitzer	*Ridgeway*
4.	Institutional Affiliation	Hudson City School District	*Plattekill Public Library*

No.	Field	Value	Value (italic)
5.	Professional Title	Retired 2016	*Retired 2016*
6.	Mailing Address	65 Highland Road	*65 Highland Road*
7.	City	Greenville	*Greenville*
8.	Zip Code (enter five digits only)	12083	*12083*
9.	Term Begins - Month	January	*May*
10.	Term Begins - Year (yyyy)	2017	*2016*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2019	*2019*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N	*N*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2017	*01/28/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/01/2017	*02/01/2017*
16.	Is this a brand new trustee?	N	*N*

COORDINATED OUTREACH COUNCIL

No.	Field	Value	Value (italic)
3.47	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	*Y*

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2019, through December 31, 2019. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

No.	Field	Value	Value (italic)
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	*Ms.*
2.	First Name	Casandra	*Marisol*
3.	Last Name	Beam	*Rodriguez*
4.	Institutional Affiliation	Ulster Literacy Association	*Literacy Connections*
5.	Professional Title	CEO	*Executive Director*
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	*Ms.*
2.	First Name	Melissa	*Cassandra*
3.	Last Name	Clark	*Beam*
4.	Institutional Affiliation	United Way of Dutchess-Orange Region	*Ulster Literacy Association*
5.	Professional Title	Manager of Community Mobilization	*CEO*
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	*Ms.*
2.	First Name	Rebecca	*Melissa*

3.	Last Name	Gerald	*Clark*
4.	Institutional Affiliation	Dutchess BOCES, Career & Technical Instiute	*United Way of Dutchess-Orange Region*
5.	Professional Title	Coordinator, School Library System	*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.	*Ms.*
2.	First Name	Carolyn Bennett	*Carolyn*
3.	Last Name	Glauda	*Bennett Glauda*
4.	Institutional Affiliation	Southeastern NY Library Resources Council	*Southeastern NY Library Resources Council*
5.	Professional Title	Member Services Librarian for Education & Outreach	*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.	*Ms.*
2.	First Name	Alison	*Mary Ellen*
3.	Last Name	Herrero	*Iatropoulos*
4.	Institutional Affiliation	Howland Public Library	*Spark Media Project*
5.	Professional Title	Head of Adult Service & Digital Literacy	*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	Mary Ellen	
3.	Last Name	Iatropoulos	
4.	Institutional Affiliation	The Art Effect	
5.	Professional Title	Director of Education & Experience	
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	
2.	First Name	Jessica	
3.	Last Name	Sherman	
4.	Institutional Affiliation	Poughkeepsie Public Library District	
5.	Professional Title	Adult Services Librarian	
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.	
2.	First Name	Ashley	
3.	Last Name	Wright	
4.	Institutional Affiliation	Dutchess One Stop Career Center	
5.	Professional Title	Career Center Manager	

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	0	*0*
4.2	System Visits	1,050	*929*
CIRCULATION			
4.3	Total Cataloged Book Circulation	0	*243*
4.4	Total Circulation of Other Materials	0	*523*
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	0	*766*

4.6	Use of Electronic Material	0		0
4.7	Successful Retrieval of Electronic Information	0		0
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	0		0
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	0		766
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	0		766

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	14		25
4.12	Uncataloged Book Holdings	0		0
4.13	Total Print Serial Holdings	4		3
4.14	All Other Print Materials Holdings	7		110
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	25		138
4.16	Electronic Books	0		0
4.17	Local Electronic Collections	0		0
4.18	Total Number of NOVELNY Databases	16		16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	0		0
4.20	Audio - Downloadable Units	0		0
4.21	Video - Downloadable Units	0		0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0		0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	16		16
Non-Electronic Materials				
4.24	Audio - Physical Units	0		0
4.25	Video - Physical Units	0		0
4.26	Other Non-Electronic Materials	114		325
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	114		325
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	155		479

ROTATING COLLECTIONS/BOOK LOANS

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

5. System Services
TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an	Y		Y

integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)

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

a.	Circulation	Yes	Yes
b.	Public Access Catalog	Yes	Yes
c.	Cataloging	Yes	Yes
d.	Acquisitions	Yes	Yes
e.	Inventory	Yes	Yes
f.	Serials Control	No	No
g.	Media Booking	No	No
h.	Community Information	No	No
i.	Electronic Resource Management	Yes	Yes
j.	Digital Collections Management	No	No
5.3	Identify ILS system vendor	Innovative Interfaces Inc.	*Innovative Interfaces Inc.*
5.4	How many member libraries fully participate in the ILS?	66	*66*
5.5	% of member libraries participating (calculated field)	100.00%	*100.00%*
5.6	How many member libraries participate in some ILS modules?	66	*66*

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

a.	ILS shared with other library systems	No	No
b.	ILS software permits patron-initiated ILL	Yes	Yes
c.	ILL feature implemented and used	Yes	Yes
5.8	Number of titles in the ILS bibliographic database	673,025	*663,723*
5.9	Number of new titles added by the system in the reporting year	0	*2*
5.10	Number of Central Library Aid titles added in the reporting year	1,620	*2,082*
5.11	Number of new titles added by the members in the reporting year	35,860	*35,787*
5.12	Total new titles (total questions 5.9 through 5.11)	37,480	*37,871*

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

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

a.	Print	No	No
b.	Disc	No	No
c.	Online (virtual catalog)	Yes	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	66	*66*
5.15	Is the system's union catalog shared with any other library	N	*N*

5.16	Number of titles in the system's union catalog	673,025	*663,723*
5.17	Number of holdings in the system's union catalog	3,115,772	*2,916,563*
5.18	Number of new titles added in the last year	35,860	*35,787*
5.19	Number of holdings added in the last year	195,996	*302,246*

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	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No	No
c.	Patron-initiated ILL available and used through this catalog	Yes	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	*Y*
5.22	How many libraries participate in (or submit records for) the union list of serials?	66	*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	*Y*

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	104,706	*124,612*

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	100	*228*
5.26	Total items received (borrowed)	4,049	*4,046*
5.27	Total requests provided (loaned) unfilled	35	*1,137*
5.28	Total requests received (borrowed) unfilled	356	*192*
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	4,540	*5,603*

DELIVERY

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

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

a.	System courier (on the System's payroll)	No	No
b.	Other system's courier	Yes	Yes
d.	Contracted service (paid by System - not on payroll)	Yes	Yes
e.	U.S. Mail	No	No
f.	Commercial carrier (e.g.,	No	No

	UPS, DHL, etc.)		
g.	Other (specify using the State note)	No	No
5.31	Number of stops (pick-up and delivery sites per week)	346	*342*

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	16	*13*
5.33	Number of participants	56	*125*

Technology

5.34	Number of sessions	0	*0*
5.35	Number of participants	0	*0*

Digitization

5.36	Number of sessions	0	*0*
5.37	Number of participants	0	*0*

Leadership

5.38	Number of sessions	4	*2*
5.39	Number of participants	52	*25*

Management & Supervisory

5.40	Number of sessions	4	*6*
5.41	Number of participants	95	*70*

Planning and Evaluation

5.42	Number of sessions	4	*2*
5.43	Number of participants	80	*68*

Awareness and Advocacy

5.44	Number of sessions	3	*2*
5.45	Number of participants	56	*33*

Trustee/Council Training

5.46	Number of sessions	8	*8*
5.47	Number of participants	103	*115*

Special Client Populations

5.48	Number of sessions	0	*0*
5.49	Number of participants	0	*0*

Children's Services/Birth to Kindergarten

5.50	Number of sessions	5	*5*
5.51	Number of participants	39	*67*

Children's Services/Elementary Grade Levels

5.52	Number of sessions	0	*0*
5.53	Number of participants	0	*0*

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	0	*0*
5.55	Number of participants	0	*0*

General Adult Services

5.56	Number of sessions	0	*0*
5.57	Number of participants	0	*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	*Y*
1.	Topic	Construction	*Construction*
2.	Number of sessions	2	*4*
3.	Number of participants	34	*56*

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)	46	*42*
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)	515	*559*
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	*Y*

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	255	*230*
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	396	*407*
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	178	*169*
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	7,292	*7,278*
5.67	Number of contacts -	70	*65*

	Consulting with member libraries and/or branches on youth services		
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	0	*0*
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	421	*403*
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	489	*446*
5.71	Number of contacts - Consulting with state and county correctional facilities	109	*126*
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	97	*87*
5.73	Number of contacts - Providing system and member library information to the media	60	*52*
5.74	Number of contacts - Providing website development and maintenance for member libraries	834	*779*
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.	N	*N*
1.	Topic	N/A	*N/A*
2.	Number of contacts (all types)	N/A	*N/A*
5.76	**Total other contacts** (total of question #2 of Repeating Group #6)	0	*0*
5.77	**Total number of contacts** (total of questions 5.63 through 5.74 and 5.76)	10,201	*10,042*

REFERENCE SERVICES

5.78	Total Reference Transactions	0	*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	Yes
b.	Services for patrons who are educationally disadvantaged	Yes	Yes
c.	Services for patrons who are aged	Yes	Yes
d.	Services for patrons who are geographically isolated	Yes	Yes
e.	Services for patrons who are members of ethnic or	Yes	Yes

	minority groups in need of special library services			
f.	Services to patrons who are in institutions	Yes		Yes
g.	Services for unemployed and underemployed individuals	Yes		Yes
i.	N/A	No		No
5.80	Number of BOOKS BY MAIL loans	0		*0*
5.81	Number of member libraries with Job/Education Information Centers or collections	66		*66*
5.82	Number of State Correctional Facilities libraries served	6		*6*
5.83	Number of County Jails libraries served	4		*5*
5.84	Number of institutions served other than jails or correctional facilities	0		*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		*N*
1.	Service provided	N/A		*N/A*
2.	Number of facilities/institutions served	N/A		*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		*Y*
5.87	Description of fees	Member libraries are assessed though a formula of the following 4 elements: a general fee with four fixed levels determined by population served; a holds received/delivery fee based on number of items borrowed by one member from other members; a general ILS fee based on either population served or circulation (whichever is least);a fixed per license fee and 5) a fixed ILS capital set-aside. Fees are also charged to member libraries choosing the a la carte services of Web page hosing, Tech contracts/service, Teleforms and Smart Activity Manger (SAM).		*Response has been entered.*

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		*N*
1.	County Name	N/A		*N/A*
2.	Amount	N/A		*N/A*
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N/A		*N/A*
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N/A		*N/A*

6.2	Total County Funding	$0	*$0*
6.3	All Other Local Public Funds	$74,909	*$73,440*
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$74,909	*$73,440*

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$8,501	*$8,426*
6.6	Central Library Development Aid	$196,866	*$194,935*
6.7	Central Book Aid	$67,599	*$66,936*
6.8	Conservation/Preservation Grants	$0	*$0*
6.9	Construction for Public Libraries Aid	$108,634	*$71,297*
6.10	Coordinated Outreach Services Aid	$120,631	*$119,447*
6.11	Correctional Facilities Library Aid	$82,032	*$81,227*
6.12	County Jails Library Aid	$6,416	*$6,726*
6.14	Family Literacy Grants	$13,223	*$13,105*
6.18	Local Library Services Aid - Kept at System	$0	*$0*
6.19	Local Library Services Aid - Distributed to Members	$207,068	*$205,036*
6.20	Total LLSA (total questions 6.18 and 6.19)	$207,068	*$205,036*
6.21	Local Services Support Aid	$149,256	*$147,807*
6.22	Local Consolidated Systems Aid	$0	*$0*
6.26	Public Library System Basic Aid	$1,377,789	*$1,364,273*
6.27	Public Library System Supplementary Operational Aid	$187,522	*$185,682*
6.36	Special Legislative Grants and Member Items	$399,500	*$410,000*
6.37	The New York Public Library - The Research Libraries	$0	*$0*
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	$0	*$0*
6.39	The New York Public Library, City University of New York	$0	*$0*
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	$0	*$0*
6.41	The New York Public Library, Science, Industry and Business Library	$0	*$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).	N	*N*

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

1.	Funding Source	N/A	*N/A*
2.	Amount	N/A	*N/A*
6.43	Total Other State Aid (total	$0	*$0*

#	Item		
	(question #2 of Repeating Group #9 above)		
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)	$2,925,037	*$2,874,897*

FEDERAL AID

#	Item		
6.45	Library Services and Technology Act (LSTA)	$0	*$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	*N*

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

#	Item		
1.	Funding Source	N/A	*N/A*
2.	Amount	N/A	*N/A*
6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$0	*$0*
6.48	**Total Federal Aid** (total questions 6.45 and 6.47)	$0	*$0*

CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE

#	Item		
6.49	Does the system contract with libraries, library systems or other institutions in New York State? Enter Y for Yes, N for No.	Y	*Y*

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

#	Item		
1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Automation/Delivery	*Automation/Delivery Services*
3.	Total Contract Amount	$603,482	*$566,724*
1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Tech Support	*Tech Support*
3.	Total Contract Amount	$17,887	*$28,641*
1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Web Page Hosting	*Web Page Hosting*
3.	Total Contract Amount	$11,850	*$10,700*
1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Databases/Catalog Enhancements	*Databases/Catalog Enhancements*
3.	Total Contract Amount	$108,172	*$117,880*
1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Digital Content	*Digital Content*
3.	Total Contract Amount	$56,120	*$83,712*
6.50	**Total Contracts** (total question #3 of Repeating Group #11 above)	$797,511	*$807,657*

MISCELLANEOUS RECEIPTS

#	Item		
6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$0	*$4,400*
6.53	Income from Investments	$15,037	*$4,894*

Proceeds from Sale of Property

#	Item		
6.54	Real Property	$0	*$0*
6.55	Equipment	$0	*$0*
6.56	Does the system have other	Y	*Y*

miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.

1.	Receipt category	Rental of Real Property	*Rental of Real Property*
2.	Amount	$1,100	*$750*
1.	Receipt category	Refund-Prior Year Expenses	*Refunds - Prior Year Expenses*
2.	Amount	$4,245	*$2,397*
1.	Receipt category	Refund-E-rate	*Erate*
2.	Amount	$13,203	*$20,473*
1.	Receipt category	Other Miscellaneous	*Other Miscellaneous*
2.	Amount	$16,033	*$15,654*

6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$34,581	*$39,274*
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$49,618	*$48,568*
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)	$3,847,075	*$3,804,562*
6.60	**BUDGET LOANS**	$0	*$0*

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	$28,808	*$39,531*
6.62	Transfers from Other Funds	$0	*$0*
6.63	**Total Transfers** (total questions 6.61 and 6.62)	$28,808	*$39,531*
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	$2,015,883	*$2,034,029*
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	$5,891,766	*$5,878,122*

7. Operating Fund Disbursements
STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$438,253	*$426,476*
7.2	Other Staff	$640,314	*$638,016*
7.3	Total Salary and Wages	$1,078,567	*$1,064,492*

	Expenditures (total questions 7.1 and 7.2)		
7.4	Employee Benefits Expenditures	$405,326	*$400,531*
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$1,483,893	*$1,465,023*

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$47,809	*$41,500*
7.7	Electronic Materials Expenditures	$172,164	*$210,297*
7.8	Other Materials Expenditures	$0	*$0*
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$219,973	*$251,797*

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$207,068	*$205,036*
7.11	Central Library Aid (CLDA/CBA)	$264,465	*$261,871*
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$399,500	*$410,000*
7.16	Federal Aid	$0	*$0*
7.17	Other cash grants paid from system funds	$75,828	*$73,325*
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$946,861	*$950,232*
7.19	Book/Library Materials Grants	$0	*$0*
7.20	Other Non-Cash Grants	$7,311	*$5,224*
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$954,172	*$955,456*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0	*$0*
7.23	Other Vehicles	$0	*$0*
7.24	Computer Equipment	$15,741	*$20,867*
7.25	Furniture/Furnishings	$0	*$2,843*
7.26	Other Capital Expenditures	$0	*$0*
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$15,741	*$23,710*

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0	*$0*
7.29	From Other Funds (71OF)	$15,741	*$23,710*
7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$15,741	*$23,710*

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$0	*$0*
7.32	From Other Funds (72OF)	$221,980	*$199,884*
7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$221,980	*$199,884*

7.34	Other Building & Maintenance Expenses	$83,183		$59,260
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$305,163		$259,144

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$0		$21
7.37	Office and Library Supplies	$35,373		$29,285
7.38	Equipment	$3,837		
7.39	Telecommunications	$21,252		$27,393
7.40	Binding Expenses	$0		$0
7.41	Postage and Freight	$2,707		$3,423
7.42	Publicity and Printing	$7,065		$7,081
7.43	Travel	$23,892		$28,162
7.44	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.	$52,202		$35,945
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$5,234		$4,596
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		Y

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.

1.	Expense category	BOT Mileage		BOT Mileage
2.	Amount	$946		$851
1.	Expense category	Workshops		Workshops
2.	Amount	$17,582		$9,454
1.	Expense category	Delivery Ser		Delivery Ser
2.	Amount	$302,211		$299,914
1.	Expense category	Retiree Med		Retiree Med
2.	Amount	$165,119		$153,598
1.	Expense category	Equip Lease		Equip Lease
2.	Amount	$8,203		$7,605
1.	Expense category	Serv.Contrac		Bank Fees
2.	Amount	$167,742		$66

7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	$661,803		$647,273
7.48	**Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47)	$813,365		$783,179

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		Y

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

1.	Contracting Agency (specify using the State note)	Beekman Library		Beekman Library
2.	Contracted Service (specify using the State note)	see note		Union Vale

3.	Total Contract Amount	$35,241	*$28,700*
1.	Contracting Agency (specify using the State note)	Dover Plains	*Dover Plains Library*
2.	Contracted Service (specify using the State note)	see note	*Union Vale*
3.	Total Contract Amount	$2,346	*$3,643*
1.	Contracting Agency (specify using the State note)	LaGrange Assoc. Library	*LaGrange Assoc. Library*
2.	Contracted Service (specify using the State note)	see note	*Union Vale*
3.	Total Contract Amount	$13,985	*$18,845*
1.	Contracting Agency (specify using the State note)	Millbrook Library	*Millbrook Library*
2.	Contracted Service (specify using the State note)	see note	*Union Vale*
3.	Total Contract Amount	$23,337	*$22,252*
7.50	**Total Contracts** (total question #3 of Repeating Group #14 above)	$74,909	*$73,440*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	$0	*$0*
7.52	From Other Funds (73OF)	$0	*$0*
7.53	**Total Capital Purposes Loans** (total questions 7.51 and 7.52)	$0	*$0*
7.54	Other Loans	$0	*$0*
7.55	**Total Debt Service** (total questions 7.53 and 7.54)	$0	*$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)**	$3,867,216	*$3,811,749*

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	$0	*$0*
7.58	From Other Funds (76OF)	$39,600	*$39,704*
7.59	**Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)	$39,600	*$39,704*
7.60	**Total Transfers to Other Funds**	$0	*$0*
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$39,600	*$39,704*
7.62	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61)	$3,906,816	*$3,851,453*

7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2018)**	$1,984,950	*$2,015,883*
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63)	$5,891,766	*$5,867,336*

FISCAL AUDIT

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

7.84	Last audit performed (mm/dd/yyyy)	04/12/2018	*3/20/2017*
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2017 - 12/31/2017	*01/01/2016 - 12/31/2016*
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm	*Private Accounting Firm*

ACCOUNT INFORMATION
Complete one record for each financial account

1.	Name of bank or financial institution	TD Bank	*TD Bank*
2.	Amount of funds on deposit	$2,725,223	*$2,599,113*
7.87	**Total Bank Balance** (total question #2 of Repeating Group #15)	$2,725,223	*$2,599,113*
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	*Y*

8. Capital Fund Receipts

8.1	**Total Revenue From Local Sources**	$0	*$0*
8.2	**Transfer From Operating Fund** (same as question 7.59)	$39,600	*$39,704*

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$0	*$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	*N*
1.	Contracting Agency	N/A	*N/A*
2.	Amount	N/A	*N/A*
8.5	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0	*$0*
8.6	**TOTAL RECEIPTS - Revenues from Local**	$39,600	*$39,704*

	Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects (total questions 8.1, 8.2, 8.3, and 8.5)		
8.7	**NONREVENUE RECEIPTS**	$2,084	*$521*
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$41,684	*$40,225*
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	$454,571	*$453,877*
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$496,255	*$494,102*

9. Capital Fund Disbursements
PROJECT EXPENDITURES

9.1	Total Construction	$0	*$0*
9.2	Incidental Construction	$0	*$0*
9.3	Books and Library Materials	$0	*$0*
9.4	Total Other Disbursements	$0	*$0*
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0	*$0*
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$28,808	*$39,531*
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0	*$0*
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$28,808	*$39,531*
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2018, for Public Library Systems)**	$467,447	*$454,571*
9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$496,255	*$494,102*

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2019 - December 31, 2019

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund	$3,387,564	*$3,416,752*

	Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)		
12.2	Budget Loans	$0	*$0*
12.3	Total Transfers	$31,879	*$36,875*
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, 2019, must be the same as the December 31, 2018, closing balance reported on Q7.63 of the 2018 annual report)	$1,984,950	*$2,015,883*
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	$5,404,393	*$5,469,510*

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)	$3,379,843	*$3,414,027*
12.7	Total Transfers	$39,600	*$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, 2019)	$1,984,950	*$2,015,883*
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$5,404,393	*$5,469,510*

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	*$39,600*
12.11	Nonrevenue Receipts	$2,000	*$500*
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2019, must be the same as the December 31, 2018, closing balance reported on Q9.9 of the 2018 annual report)	$467,447	*$454,571*
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$509,047	*$494,671*

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$31,879	$36,875
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2019)	$477,168	$457,796
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$509,047	$494,671

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid): 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 Education Law § 273(1)(l)

Aid:	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)	4.67	*4.67*
13.1.2	Total Expenditure for Professional Salaries	$406,725	*$396,289*

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

13.1.3	Total Full-Time Equivalents (FTE)	12.05	*12.91*
13.1.4	Total Expenditure for Other Staff Salaries	$599,822	*$598,818*
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$394,241	*$377,974*
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Building and maintenance expenses	*Building and maintenance expenses*
2.	Provider of Services	Central Hudson, Selective Insurance	*Central Hudson, Selective Ins., Vector Security, Home Depot, Amazon, Royal Carting, Davies Hardware, Misc. other*
3.	Expenditure	$35,952	*$58,287*

1.	Expenditure Category	Consultant fees/professional fees	*Consultant fees/professional fees*
2.	Provider of Services	Bradbury, RBT CPAs, Ulster BOCES, Paylocity, Thomas,Drohan etal, Whiteman etal	*RBT CPAs, Ulster BOCES, Paylocity, Whiteman Osterman & Hanna*
3.	Expenditure	$52,202	*$34,995*

1.	Expenditure Category	Institutional membership dues	*Institutional membership dues*
2.	Provider of Services	ALA, NYLA, LTA, PULISDO, SENYLRC, SHRM, IUG	*ALA, NYLA, LTA, PULISDO, SHRM, SENYLRC, IUG*
3.	Expenditure	$4,969	*$4,341*

1.	Expenditure Category	Telecommunications	*Commercial electronic content vendor contracts*
2.	Provider of Services	Crown Castle, Jive, Verizon	*Lightower, Verizon*
3.	Expenditure	$11,255	*$22,497*

1.	Expenditure Category	Other (specify using the State note)	*Other (specify using the State note)*
2.	Provider of Services	NYSHIP, MVP	*MVP, NYSHIP*
3.	Expenditure	$165,119	*$153,598*

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

2.	Provider of Services	Toshiba, Pitney Bowes	
3.	Expenditure	$5,998	

13.1.7	**Total Expenditure - Purchased Services**	$275,495	*$273,718*
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	*Y*

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

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

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*
2.	Expenditure	$3,448	*$3,663*
1.	Expenditure Category	Non-print resources (electronic content)	*Non-print resources (electronic content)*
2.	Expenditure	$15,018	*$14,121*
1.	Expenditure Category	Other (specify using the State note)	*Other (specify using the State note)*
2.	Expenditure	$3,836	*$5,873*

13.1.9	**Total Expenditure - Supplies and Materials**	$22,302	*$23,657*
13.1.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	Y	*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	*System Staff Travel*
2.	Expenditure	$21,071	*$17,878*

13.1.11	**Total Expenditures - Travel**	$21,071	*$17,878*
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	*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	*N/A*
2.	Quantity	N/A	*N/A*
3.	Unit Cost	N/A	*N/A*
4.	Expenditure	N/A	*N/A*

13.1.13	**Total Expenditure - Equipment and Furnishings**	$0	*$0*
13.1.14	**Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.	$207,068	*$205,036*
13.1.15	**Grants to Member Libraries:** Did the system expend funds for grants to	Y	*Y*

member libraries? Enter Y for
Yes, N for no.

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

1.	Recipient	18 Member Libraries	*16 Member Libraries*
2.	Allocation	$2,529	*$1,823*
3.	Project Description (no more than 300 words)	Grants for mileage equalization paid to libraries that are more than 20 miles in distance from MHLS headquarters. Compensates for library staff attendance at meetings, trainings and continuing education at MHLS.	*Response has been entered.*

13.1.16	Total Expenditures - Grants for Member Libraries	$2,529	*$1,823*
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)	$1,929,253	*$1,895,193*
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.	$7,618	*$13*
13.1.19	**Total Allocation from 2018 - 2019 State Aid:**	$1,921,635	*$1,902,798*
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	$1,929,253	*$1,902,811*
13.1.21	**Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)**	$0	*$7,618*
13.1.22	**Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.	""""""State Aid makes up 75% of our operating revenue and is therefore critical to the operation of our public library system. Since 1959 the Mid-Hudson Library System has worked with its member libraries to insure: (1) the public's right to free access; (2) economical resource sharing; and (3) professional library services. State funds underwrite salaries and benefits to facilitate the delivery and promotion of professional library services, professional oversight of system services and professional guidance on a variety of issues related to the governance and management of our member libraries. System staff include both professional (MLS) and para-professional staff who provide oversight of state mandated service points such as coordinated outreach, correctional facilities, the State Aid for Library Construction Program, New York State Adult Literacy Library services Grant Program and the Family Literacy Library Services Grant Program. In addition, system staff are deployed to provide service as defined in our Plan of Service which was created in conjunction with our stakeholders (the MHLS staff, Director's Association and MHLS Board of Trustees. These funds also allow the System to enter into major contracts with outside vendors for high-priority services such as our Integrated Library Software (ILS) and Delivery Services. Our ILS provides the infrastructure for 66-member libraries to share items across the system, facilitating patron-initiated borrowing among the libraries, expediting the entry of information into a shared catalog, and providing an online interface for item findability. This software, and its	*Response has been entered.*

administration and management by MHLS staff, is a critical piece of infrastructure that all member libraries rely on for day-to-day operations. Our delivery service contract allows for five routes, and up to five-day a week delivery of items requested by patrons through the ILS to travel among the libraries and our correctional facilities for a fraction of the expense it would otherwise cost our libraries to mail items back and forth to one another. Thanks to the sophistication of our ILS we are able to create efficiencies in our delivery system to group requests by the geography of our system to expedite delivery times and maximize the capacity of our delivery vans. Our delivery service also allows us to coordinate inter-library borrowing with partner institutions. Our resource sharing activities also encompass cataloging and inter-library loan, enabling patrons of member libraries to borrow materials from all member libraries but also from a regional, state and national network of lending libraries of all types (public, academic, and special libraries). Resource sharing encompasses not only physical items but digital collections and policy making as well. State aid facilitates the staff time to coordinate group purchases of databases and online products such as Mango, a language-learning product with an online interface. The collaborative nature of our system requires considerable time to manage the policies and procedures of our shared resources network. MHLS staff help to facilitate conversations, provide expert advice and conduct research that strengthen trust among the libraries and ensure equitable access for patrons across the system. MHLS staff and resources are deployed to ensure member libraries have access to affordable continuing education, professional development, and consulting services. These services are custom designed based on member library reported needs, goals and aspirations. During the current Plan of Services continuing education, professional development and consulting services are focused on assisting member library directors, staff, trustees and Friends Groups in the areas library management, library governance, community-based planning, community engagement and sustainable funding. Examples of this work include the Trustee Education Series which provides regional workshops at the essential, intermediate and advanced levels; "Turning Outward" program to assist member libraries in gathering community input using the American Library Association's Libraries Transforming Communities model; "Lab Projects" which empower a small group of library directors to work with MHLS staff to study a particular area of their efforts that they have identified need improvement; a New Directors Forum to help newer directors (in their positions for 3-years or less) learn the ins-and-outs of managing their library from more experienced directors and System staff; Friends Support Group meetings to exchange fundraising and publicity best practices. MHLS also coordinates group purchasing opportunities for Information Technology (IT) products, services and consulting. State aid allows the Mid-Hudson Library System to support improved library services for people who are

educationally disadvantaged, members of ethnic or minority groups in need of special library services, the unemployed, blind, physically disabled, have developmental or learning disabilities, or who are aged or confined in institutions. Outreach mini-grants are offered to member libraries to facilitate the design of programs and services that are focused on the eight target audiences of Coordinated Outreach Aid. In addition to Outreach Mini-Grants, state aid is leveraged to assist member libraries in cash grants in the form of Local Library Services Aid (LLS) and Mileage Equalization Grants to compensate member library staff who travel more than 20 miles for meetings and continuing education events in the System. MHLS staff coordinate an integrated system of communication for directors, staff, trustees, and Friends of member libraries for purposes of resource sharing, library development, and cooperative networking; Cooperatively work with other public library systems, school library systems, and reference and research library resources systems; Provide administration of the State Aid for Public Library Construction Grant Program as awarded by the State, and provide consultation to member library directors and member library boards in support of the assessment, development, planning, and funding of library facilities. State aid is critical to the operations of the System: the operation and maintenance of the System's facilities which include a centrally located office, delivery/sorting space and meeting/workshop space; consultant and professional fees to assist with System operations, including auditors and attorneys; institutional membership fees for relevant professional organizations such as the American Library Association (ALA), New York Library Association (NYLA), Library Trustee Association of New York State (LTA), the Public Library System Directors Organization of New York State (PULISDO), Society for Human Resource Management (SHRM), and the Innovative Users Group (IUG) (the organization that supports development of staff and software related to our ILS); travel expenses for MHLS staff to provide consultation and continuing education throughout our 3,000 square mile service area and to attend state and national professional development opportunities; telecommunications expenses including phone lines and broadband internet connectivity for the system facilities.; Retiree medical expenses; office supplies, and electronic resources that facilitate the work of the system (SurveyMonkey, Constant Contact, Wufoo, Policy Map, Dropbox, Zimbra, etc.) """

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.

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

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

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

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

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

| 13.2.2 | Total Expenditure - Purchased Services | 0 | *$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 | *N* |

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

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

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

| 13.2.4 | Total Expenditure - Supplies and Materials | $0 | *$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 | *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	*Poughkeepsie Public Library District*
2.	Allocation	$67,599	*$66,936*
3.	Project Description (no more than 300 words)	n/a	*Response has been entered.*

13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$67,599	*$66,936*
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$67,599	*$66,936*
13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance	$0	*$0*

	must be the same as the closing balance of the previous year.		
13.2.9	**Total Allocation from 2018 - 2019 State Aid**	$67,599	*$66,936*
13.2.10	Total Available Before Expenditures (total 13.2.8 + 13.2.9)	67,599.00	*$66,936*
13.2.11	**Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)**	$0	*$0*
13.2.12	**Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	n/a	*Response has been entered.*

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

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

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

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

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

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

13.3.7	Total Expenditure - Purchased Services	$0	*$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 | *N* |

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

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

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

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

13.3.11	**Total Expenditures - Travel**	$0	*$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	*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	*N/A*
2.	Quantity	N/A	*N/A*
3.	Unit cost	N/A	*N/A*
4.	Expenditure	N/A	*N/A*

13.3.13	**Total Expenditure - Equipment and Furnishings**	$0	*$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	*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	*Poughkeepsie Public Library District*
2.	Allocation	$196,867	*$194,934*
3.	Project Description (no more than 300 words)	n/a	*Response has been entered.*

13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	$196,867	*$194,934*
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)**	$196,867	*$194,934*

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.	$1	*$0*
13.3.18	**Total Allocation from 2018 - 2019 State Aid:**	$196,866	*$194,935*
13.3.19	Total Available Before Expenditures (total 13.3.17 + 13.3.18)	$196,867	*$194,935*
13.3.20	**Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)**	0.00	*$1*
13.3.21	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	n/a	*Response has been entered.*

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	*0.28*
13.4.2	Total Expenditure for Professional Salaries	$26,751	*$25,613*

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)	0.42	*0.42*
13.4.4	Total Expenditure for Other Staff Salaries	$20,374	*$19,835*
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$17,178	*$16,874*
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Other (specify using the State note)	*Other (specify using the State note)*
2.	Provider of Services	Panera Bread	*Panera Bread*
3.	Expenditure	$246	*$248*

13.4.7	**Total Expenditure - Purchased Services**	$246	*$248*
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	Y	*Y*

less than $5,000? Enter Y for Yes, N for No.

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

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

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*
2.	Expenditure	$3,522	*$617*

13.4.9	Total Expenditure - Supplies and Materials	3,522	*$617*
13.4.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category.	Y	*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	*System staff*
2.	Expenditure	$61	*$3,208*

13.4.11	**Total Expenditure - Travel**	$61	*$3,208*
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	*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	*N/A*
2.	Quantity	N/A	*N/A*
3.	Unit Cost	N/A	*N/A*
4.	Expenditure	N/A	*N/A*

13.4.13	**Total Expenditure - Equipment and Furnishings**	$0	*$0*
13.4.14	Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.	Y	*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	*Grinnell Public Library District*
2.	Allocation	$55,372	*$116*
3.	Description of Project	""""""""""""""""""""""Recipient: Adriance Memorial Library Allocation: $578.65 Description of Project - Target Group Category: Developmental or learning disabilities. Book club component of Big Read for individuals with special needs Recipient: Amenia Free Library Allocation: $1,176.00 Description of Project - Target Group Category: Members of ethnic or minority groups in need of special library services. Materials for Spanish speaking community. Recipient: Beekman Library Allocation: $1,620.00 Description of Project - Target Group Category: Unemployed. Oasis Institute Connections Courses. Recipient: Brewster Public Library Allocation: $900.00 Description of Project - Target Group Category: Educationally disadvantaged. Adult literacy instruction.	*Response has been entered.*

Recipient: Cairo Public Library Allocation: $980.00 Description of Project - Target Group Category: Aged. Expansion of senior art programming for information, socializing, physical and mental activity. Recipient: Chatham Public Library Allocation: $1,921.00 Description of Project - Target Group Category: Aged. Group and one-on-one technology programming to improve digital competence. Recipient: Claverack Free Library Allocation: $1,960.00 Description of Project - Target Group Category: Physically disabled. Popular LP and audio titles. Recipient: Clinton Community Library Allocation: $1,800.00 Description of Project - Target Group Category: Aged. Optimistic Aging program to support senior engagement with life. Recipient: D.R. Evarts Library (Athens) Allocation: $1,960.00 Description of Project - Target Group Category: Aged. On-site boxes of reading materials at senior residence. Recipient: Grinnell Public Library District Allocation: $1,800.00 Description of Project - Target Group Category: Physically disabled. Sign languages classes for different age groups. Recipient: Highland Public Library Allocation: $1,960.00 Description of Project - Target Group Category: Confined in institutions. Mobile outreach program to residents in assisted living centers. Recipient: Howland Public Library Allocation: $900.00 Description of Project - Target Group Category: Developmental or learning disabilities. Enhancement of programs for children with developmental or learning disabilities, including sensory story times. Recipient: Hudson Area Association Library Allocation: $1,960.00 Description of Project - Target Group Category: Aged. Expansion of senior programming for information, socializing, physical and mental activity in areas including Creative Writing, Balance, Memoir Writing. Recipient: Hunter Public Library Allocation: $1,960.00 Description of Project - Target Group Category: Educationally disadvantaged. Books to Film program encouraging reading. Recipient: Hurley Library Association Allocation: $1,800.00 Description of Project - Target Group Category: Aged. Technology programming to improve digital competence. Recipient: Kinderhook Memorial Library Allocation: $1,800.00 Description of Project - Target Group Category: Members of ethnic or minority groups in need of special library services. Recipient: Kingston Library Allocation: $730.00 Description of Project - Target Group Category: Educationally disadvantaged. Support for adult literacy services. Recipient: LaGrange Association Library Allocation: $1,083.00 Description of Project - Target Group Category: Developmental or learning disabilities. Art/craft programming for adults from Taconic Innovations. Recipient: Mahopac Public Library Allocation: $1,718.00 Description of Project - Target Group Category: Aged. Mobile wifi hot-spots to borrow for senior residence. Recipient: Marlboro Free Library Allocation: $1,621.00 Description of Project - Target Group Category: Aged. Expansion of senior programming for information, socializing, physical and mental activity. Recipient: Millbrook Library Allocation: $450.00 Description of Project - Target Group Category: Members of ethnic or minority groups in need of

special library services. Spanish family programming. Recipient: Mountain Top Library Allocation: $588.00 Description of Project - Target Group Category: Aged. Expansion of senior programming for information, socializing, physical and mental activity. Recipient: Olive Free Library Association Allocation: $1,800.00 Description of Project: Aged. Bookmobile services for homebound elderly residents. Recipient: Patterson Library Allocation: $1,960.00 Description of Project - Target Group Category: Aged. Accessible library outdoor areas including ADA compliant walkway, wheelchair-friendly game table for seniors. Recipient: Pawling Free Library Allocation: $1,800.00 Description of Project - Target Group Category: Members of ethnic or minority groups in need of special library services. Bilingual story time. Recipient: Philmont Public Library Allocation: $1,960.00 Description of Project - Target Group Category: Confined in institutions. Mobile library to assisted living facility and programming at nursing home. Recipient: Pine Plains Free Library Allocation: $1,761.57 Description of Project - Target Group Category: Members of ethnic or minority groups in need of special library services. Intercambo program and materials. Recipient: Roeliff Janson Community Library Allocation: $1,960.00 Description of Project - Target Group Category: Aged. Expansion of senior programming for information, socializing, physical and mental activity in areas including Balance and Stretch. Recipient: Sarah Hull Hallock Free Library Allocation: $1,800.00 Description of Project - Target Group Category: Aged. Popular LP and audio titles. Recipient: Saugerties Public Library Allocation: $1,960.00 Description of Project - Target Group Category: Members of ethnic or minority groups in need of special library services. ESL classes and materials. Recipient: Staatsburg Library Allocation: $1,960.00 Description of Project - Target Group Category: Members of ethnic or minority groups in need of special library services. Bilingual programming including story time & bilingual family story time. Recipient: Tivoli Free Library Allocation: $1,800.00 Description of Project - Target Group Category: Aged. Expansion of senior programming for information, socializing, physical and mental activity in areas including Qi Gong, Tai Chi, Chair Yoga. Recipient: Town of Esopus Library Allocation: $1,960.00 Description of Project - Target Group Category: Aged. Community garden with hands-on educational programming for seniors. Recipient: West Hurley Public Library Allocation: $980.00 Description of Project - Target Group Category: Aged. Expansion of Genealogy Research senior programming for information, socializing, physical and mental activity. """"""""""""""""""""""""""""

13.4.15	Total Expenditure - Grants to Member Libraries	$55,372	$53,157
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)	$123,504	$119,552
13.4.17	**Cash Balance at the**	$2,895	$3,000

Opening of the Fiscal Year
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.4.18	**Total Allocation from 2018 - 2019 State Aid:**	$120,631		*$119,447*
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	$123,526		*$122,447*
13.4.20	**Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)**	$22		*$2,895*
13.4.21	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	The expenditures, as follows, help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Coordinated Outreach Library Services Aid, MHLS will support improved library services for persons who are educationally disadvantaged, members of ethnic or minority groups in need of special library services, unemployed, blind, physically disabled, have developmental or learning disabilities, or who are aged or confined in institutions. PROFESSIONAL SALARIES/BENEFITS: .28 FTE of MHLS Assistant Director who is designated Outreach Coordinator and works as part of the MHLS senior staff to integrate the mission of outreach into the system's offerings, provide mini-grant opportunities to incentive adoption of best practices to reach target audiences, provide training, and professional guidance for member libraries on outreach related issues. OTHER STAFF SALARIES/BENEFITS: .42 FTE to work with professional staff on outreach related projects. PURCHASED SERVICES: Refreshments for Outreach Council community meetings. SUPPLIES AND MATERIALS: Office supplies and materials. GRANTS TO MEMBER LIBRARIES: Provided a total of $55,372 in grants to member libraries (34 libraries up to $1,960 each to develop programs and services to attract and connect to outreach target populations and form relevant community partnerships at the local level.		*Response has been entered.*

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 incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

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

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

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

1.	Expenditure Category	Other (specify using the State note)	*N/A*
2.	Provider of Services	MHLS	*Mid-Hudson Library System*
3.	Expenditure	$1,000	*$1,000*

13.5.2	**Total Expenditure - Purchased Services**	$1,000	*$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	*Y*

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

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

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*
2.	Expenditure	$1,174	*$1,129*

1.	Expenditure Category	Books and other print materials	*Books and other print materials*
2.	Expenditure	$4,391	*$4,448*

13.5.4	**Total Expenditure - Supplies and Materials**	$5,565	*$5,577*
13.5.5	**Total Expenditure (total 13.5.2, and 13.5.4)**	6,565.00	*$6,577*
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.	$149	*$0*
13.5.7	**Total Allocation from 2018 - 2019 State Aid**	$6,416	*$6,726*
13.5.8	Total Available Before Expenditures (total 13.5.6 + 13.5.7)	$6,565	*$6,726*
13.5.9	**Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)**	$0	*$149*
13.5.10	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	The expenditures, as follows, help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Service to County Jails, as follows: Paperback books are selected and purchased for the jails, centrally received at MHLS, labeled with MHLS Outreach stickers/stamps and then mailed to the jails during the year (Other Support for System staff). Titles are selected by MHLS Outreach Coordinator with input from jail staff about local needs and recommendations from the NYS Department of Corrections. Titles concentrate in the following areas: self-help, inspirational materials, relevant biographies, job information, low literacy resources, parenting, anger management, materials in Spanish, and also early literacy books for the facility family waiting rooms. Hudson Valley Connections (a resource guide for ex-offenders returning to Columbia, Dutchess, Greene, Putnam or Ulster counties in New York State) is developed by MHLS staff, printed and distributed.	*Response has been entered.*

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

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

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

13.6.1	Total Full-Time Equivalents (FTE)	0	*0.05*
13.6.2	Total Expenditure for Professional Salaries	$4,777	*$4,574*

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	*0.44*
13.6.4	Total Expenditure for Other Staff Salaries	$18,541	*$18,230*
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$5,927	*$5,683*
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Delivery/courier	*Delivery/courier*
2.	Provider of Services	ALD	*ALDS*
3.	Expenditure	$8,817	*$8,817*

1.	Expenditure Category	Institutional membership dues	*Institutional membership dues*
2.	Provider of Services	NYLA	*NYLA*
3.	Expenditure	$265	*$255*

1.	Expenditure Category	Other (specify using the State note)	
2.	Provider of Services	Panera Bread	
3.	Expenditure	$402	

13.6.7	**Total Expenditure - Purchased Services**	9,484	*$9,072*
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	*Y*

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

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

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*
2.	Expenditure	$4,460	*$4,057*
1.	Expenditure Category	Books and other print materials	*Books and other print materials*
2.	Expenditure	$42,710	*$36,298*

13.6.9	**Total Expenditure - Supplies and Materials**	$47,170	*$40,355*
13.6.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	Y	*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	*System staff*
2.	Expenditure	$168	*$274*
1.	Type of Travel	Other	*Other*
2.	Expenditure	$792	*$2,262*

13.6.11	**Total Expenditure - Travel**	$960	*$2,536*
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	*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	*N/A*
2.	Quantity	N/A	*N/A*
3.	Unit Cost	N/A	*N/A*
4.	Expenditure	N/A	*N/A*

13.6.13	**Total Expenditure - Equipment and Furnishings**	0.00	*$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)	$86,859	*$80,450*
13.6.15	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year.	$5,735	*$4,958*
13.6.16	**Total Allocation from 2018 - 2019 State Aid:**	$82,032	*$81,227*
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$87,767	*$86,185*
13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$908	*$5,735*
13.6.19	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	The expenditures, as follows, help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Service to State Correctional Facilities, as follows: PROFESSIONAL SALARIES AND BENEFITS: .05 FTE of Assistant Director who is MHLS designated Outreach Coordinator and works to	*Response has been entered.*

provide correctional facility librarians with opportunities for continuing education, downloads from the MHLS database of holdings to CD-ROM, consultation in areas such as collection development and developing programs of topical interest. OTHER STAFF SALARIES AND BENEFITS: .44 FTE to provide the interlibrary loan of books, periodicals, videos and books-on-tape to correctional facility libraries, comparable to that of member public libraries. PURCHASED SERVICES: Delivery support to ALD for the flow of interlibrary loan materials and access to System information including weekly distribution of the informational MHLS Bulletin. NYLA Institutional Memberships for correctional facility librarians. SUPPLIES AND MATERIALS: Office/library supplies to support MHLS staff activities on behalf of correctional facility libraries. Books and other Print Materials: Funds provided to correctional facility libraries (distributed based on facility population) for the purchase of books and McNaughton and Baker & Taylor plans. TRAVEL: Outreach Coordinator travel to provide workshops and training for correctional facility librarians and attend relevant professional development opportunities. Correctional facility librarian travel to NYLA conference.

14. Summary of Library System Accomplishments

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

14.1	Element 1: Resource Sharing - Results	Ranked as service priority #7 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan: Reviewed centrally-held shared collections and dispersed them to redirect staff time and increase member library access to materials. Provided database weeding and suppression reports and services INTEGRATED LIBRARY SYSTEM: Ranked as service priority #2 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan: Identified and studied the latest developments in library services platform (LSP) components that make up the library technology 'ecosystem', assembled a working group to review the most eligible systems to deliver a recommended platform. MHLS staff provided 11 training webinars to member libraries. Offered 8 in-person and group training workflow consulting. Automated ILS reports by using SQL to facilitate transfer to member libraries. Improved security of the information in the ILS. • DELIVERY: Ranked as service priority #1 in a prioritization of MHLS Services among stakeholders. Coordinated 5 day-a-week delivery (251 delivery days) to 74 destinations throughout the MHLS region to facilitate resource sharing. Weekly 3,576 miles were covered with 25 routes and 342 stops per week. Over 3.3 million items were transported from one location to another (e.g., library to library, library to MHLS, MHLS to library). Over 1.3 million items were sorted at MHLS, with over 4.7 million items touched by MHLS staff during the sorting process. As directed by the stakeholder approved action plan, assessed MHLS current and future needs for a MHLS vehicle, developed and implemented a vehicle use plan. • INTERLIBRARY LOAN (ILL): Ranked as	*Response has been entered.*

service priority #9 in a prioritization of MHLS Services among stakeholders. Brought in 100 items not available in the MHLS collection, as requested by member libraries for their patrons. Facilitated the provision of 266 items from MHLS libraries to outside libraries. Participated in statewide Empire Delivery Services receiving 624 and providing 659 ILL items. As directed by the stakeholder approved action plan, reviewed usage statistics to determine if appropriate balance between borrowing and lending is being maintained. • DIGITAL COLLECTION ACCESS: As directed by the stakeholder approved action plan: Regarding Database Statistics, reviewed and reported on Web Access Management (WAM - a feature in the ILS that provides authentication) statistics, regarding its desirability as a measure of patron usage by library. Regarding Unifying Access to E-Resources, reviewed remote registration of patrons for the use of E-Resources; Explored if and how to use geolocation authentication of the databases rather than library card authentication; Reviewed single sign-on functionality to authenticate patrons for all MHLS shared E-Resources.

| 14.2 | Element 2: Special Client Groups - Results | ADULT LITERACY: Ranked as service priority #14 in a prioritization of MHLS Services among stakeholders. Adult Literacy grant program established in 2016-17, so no new 2018 action plan proposed by stakeholders. Supported 9 member libraries who have existing partnerships with regional literacy providers with NYS Adult Literacy Library Service Grant Program funds. COORDINATED OUTREACH: Ranked as service priority #12 in a prioritization of MHLS Services among stakeholders. No 2018 action plan proposed by stakeholders. Provided a total of $52,967 in grants to member libraries (35 libraries up to $1,960 each to develop programs and services to attract and connect to outreach target populations and form relevant community partnerships at the local level. CORRECTIONAL FACILITIES (State and Local): Provided state and county correctional facilities with library materials and services. State: Successfully negotiated annual Authentication and plan of service with correctional facility librarians. Increased access to materials to fill local needs by: Providing Categorical Aid funds for purchase of materials; Facilitating borrowing of 4,128 items; Coordinated donations of nearly 2,000 magazines and paperback books to supplement facility collections. Coordinated annual Southeastern Region Correctional Facility Librarians meeting (with RCLS & WLS), resulting in networking opportunities and sharing of best practices. | County Jails: Selected and delivered newly purchased library materials funded by the Inter-institutional Aid Program, and books supporting early literacy for family waiting rooms. | 2018 Hudson Valley Connections booklets were provided to regional jails, prisons, and individual requesters. YOUTH SERVICES: Ranked as service priority #13 in a prioritization of MHLS Services among stakeholders. No 2018 action plan proposed by stakeholders. 24 libraries were supported in their participation in the 13th Annual Regional Battle of the Books for middle school students, and 14 libraries were supported in their | *Response has been entered.* |

participation in the 2nd annual High School Battle of the Books. EARLY LITERACY: Family Literacy grant program established in 2016-17, so no new 2018 action plan proposed by stakeholders. Supported a cohort of 12 member libraries in their efforts of making their library a vital community partner and early learning hub in their community with NYS Family Literacy Library Service Grant Program funds.

| 14.3 | Element 3: Professional Development and Continuing Education - Results | Ranked as service priority #4 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan: Redesigned and offered Orientation for New Trustees workshops using the Helping All Trustees Succeed (HATS) curriculum; introduced an intermediate trustee workshop (Financial & Fiduciary) and an advanced trustee workshop (Strategic Thinking: Planning & Advocacy), also based on the HATS curriculum. As part of an Operational Management & Leadership Development Program for Library Directors & Staff, surveyed member library directors, planned, and hosted the NYLA Leadership and Management Academy session on Legal Issues for Libraries and planned an HR Legal Webinar series for 2019. Implemented a full-day program with the Public Library Association (PLA) to introduce Project Outcome, a resource for conducting outcome-based evaluation, to MHLS member Libraries. Supported two online meetings to further assist libraries using Project outcome throughout the year. Offered a New Director Orientation Series to provide introductory information to new directors on topics such as the ILS, online catalog, OverDrive, e-magazines and databases. Conducted a Friends Support Group meeting to discuss PR best practices. | *Response has been entered.* |
| 14.5 | Element 5: Consulting and Development Services - Results | Ranked as service priority #6 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan: As part of a Community Based Planning Project, created trend data and demographic reports for member library boards embarking on the long-range plan process. Conducted the pilot year of the Turning Outward program, assisting teams of four from ten libraries to conduct community conversations and Ask exercises, using resources from the American Library Association's Libraries Transforming Communities program, to inform future planning. The teams spoke to more than 300 residents of the Hudson Valley during this program. Implemented a Change Management Model Demonstration Project at the Mahopac Library, providing an intensive change management project based on Lean Management and Six Sigma principles to improve their change of schedule process. Conducted the 2018 MHLS Lab Project, assisting five libraries to focus on best practices for cardholder activation and retention. Identified increasing program attendance as the 2019 Lab Project topic. Re-designed orientation process for new directors. Provided support for seven member libraries who are undertaking the New York Library Association's Sustainable Library Certification Program. Provided on-going education for MHLS trustees and staff on the topic of "sustainable thinking." Provided support regarding the new mandated policy and training | *Response has been entered.* |

requirements on the topic of Sexual Harassment Prevention. Continued support to assist libraries in passing their operating referendum. Continued support to aid libraries in complying with the NYS Property Tax Cap. Conducted the annual "Essential Documents Inventory" to assist libraries in development critical operating documents such as plans, bylaws, and policies. Assisted the Clinton Community Library to achieve sustainable funding, full report available at http://midhudson.org/wp-content/uploads/2012/11/2018-memo-to-DLD.pdf

14.6	Element 6: Coordinated Services - Results	Coordinated IT Services: Ranked as service priority #4 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan, we completed the last year of Aerohive Router purchase and configuration activities. Related to this project, MHLS Tech Ops staff provides statistics and tech support to all libraries with MHLS-purchased Aerohive Routers. Evaluated vendors and various solutions to support member libraries public access computers.	*Response has been entered.*
14.7	Element 7: Awareness and Advocacy - Results	Ranked as service priority #8 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan: Designed and offered a PR Showcase and Spotlight event which highlighted the outcomes of the 2018 Lab Project which focused on cardholder activation and retention. As part of a Public Awareness Campaign for E-Resources, created and emailed to current registered patrons of member libraries (opting in to participate) 3 themed messages (one for summer/fall/winter) regarding e-Magazines; established an informal ad hoc group to review MHLS draft of e-Magazine E-Messages and Facebook ads; provided themed messages to member libraries for use as individual libraries determine appropriate; assessed with the Central Library/Collection Development Committee the impact of the 2017 Public Awareness campaign in patron use of Consumer Reports. As part of Increasing Participation with the New York Library Association (NYLA), established an ad hoc committee of MHLS which developed, with member input, a proposal to begin a scholarship program to aid member library directors and staff to attend the annual NYLA Conference. Once again, negotiated a discounted NYLA Organizational Membership for member libraries. Aided NYLA in using the MHLS Real People. Real Dollars. Campaign statewide to help library advocates articulate the savings they achieve through using their local library. Assisted member libraries in documenting facility needs to report to the State Library and the New York Library Association. Sponsored a County Funding Advocacy meeting to help library advocates at the county level identify best practices. Designed and implemented a regional event on an advocacy topic of broad interest - "Violence Against Youth - Listening to Our Community" - to help connect with allies in our communities outside of the library community. Assisted member libraries in advocating for Senate Bullet Aid. Began researching the potential impact of the 2020 Census on public libraries.	*Response has been entered.*
14.8	Element 8: Communication	Ranked as service priority #11 in a prioritization of	*Response has been entered.*

	among Member Libraries and/or Branch Libraries - Results	MHLS Services among stakeholders. As directed by the stakeholder approved action plan: As part of an Assessment of Communication Infrastructure, analyzed open-rate data of weekly MHLS Bulletin, and surveyed stakeholders to assess impact of Bulletins issued resulting in 90% indicating that information discovered in the MHLS Bulletin made a difference for their library and/or community.	
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	Ranked as service priority #15 in a prioritization of MHLS services among stakeholders: MHLS continued its long-standing partnership with the Southeastern Library Resources Council (SENYLRC), with representation on their board of trustees. MHLS partners with the Ramapo Catskill Library System to facilitate regional participation in Advocacy Day in Albany and, in 2018, a full-day Project Outcome event. MHLS routinely partners with other public library systems in the state to promote services and programs such as the Sustainable Library Certification Program.	*Response has been entered.*
14.10	Element 10: Construction - Results	Ranked as service priority #10 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approval action plan: Provided support for pre-design/best practice project-planning focusing on sustainability components including energy efficiency and compliance with the Americans with Disabilities Act (ADA). Offered a webinar on public facility compliance with ADA and an ADA checklist to help libraries assess their facilities. Provided support for 17 libraries applying for State Aid for Library Construction funds in the 2018-2019 funding cycle.	*Response has been entered.*
14.11	Element 11: Central Library - Results	As reported by the Central Library in their annual report: Central Library staff, in cooperation with an advisory committee of member library directors, provides training and education in reference services. CLDA is used to support catalog enhancements as well as to provide support for information databases (with a member library cost share). Funds are used to maintain the OverDrive and Zinio service platforms and to purchase eligible content. Interlibrary delivery is supported as is some operational overhead for the Central Library. CBA funds were used in the support of adult non-fiction purchases for OverDrive, support of system-wide licensing of Mango, digital content for Zinio for Libraries, and circulating non-fiction.	*Response has been entered.*
14.12	Element 12: Direct Access - Results	MHLS and all its member libraries continue to facilitate direct access to public library services for all residents in the Mid-Hudson service area. In 2018, MHLS administered the second third of a three-year signed agreement between MHLS and the Town of Union Vale for providing public library services to Town residents. A new 1-year contract has been negotiated for FY2019.	*Response has been entered.*
14.13	Element 13: Other Goal(s) - Results	n/a	*Response has been entered.*

15. Current system URL's

15.1	System Home Page URL	https://midhudson.org	*https://midhudson.org/*
15.2	URL of Current List of Members	https://midhudson.org/libraries/	*https://midhudson.org/libraries/*
15.3	URL of Current Governing	http://board.midhudson.org/wp-	*http://board.midhudson.org/wp-*

	Bylaws	content/uploads/2013/11/Bylaws2014.pdf	*content/uploads/2013/11/Bylaws2014.pdf*
15.4	URL of Evaluation Form	http://midhudson.org/wp-content/uploads/2012/11/Prioritizing-MHLS-Services-Survey.pdf	*http://midhudson.org/wp-content/uploads/2012/11/Prioritizing-MHLS-Services-Survey.pdf*
15.5	URL of Evaluation Results	http://midhudson.org/wp-content/uploads/2012/11/SurveySummary_MHLS-Stakeholders-	*http://midhudson.org/wp-content/uploads/2012/11/SurveySummary_MHLS-Stakeholders-Combined-04152016.pdf*
15.6	URL of Central Library Plan	http://da.midhudson.org/wp-content/uploads/2016/04/Survey-of-Service-Priorities-MHLS-Stakeholders-Combined-04152016.pdf	*http://midhudson.org/wp-content/uploads/2013/08/Board-State-Approved-Central-Library-Plan.pdf*
15.7	URL of Direct Access Plan	http://midhudson.org/wp-content/uploads/2013/08/free_direct_access.pdf	*http://midhudson.org/wp-content/uploads/2013/08/Board-Staff-Approved-Direct-Access-Plan.pdf*

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Linda Vittone/Casey Conlin	*Linda Vittone/Merribeth Advocate*
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(845) 471-6060	*(845) 471-6060*
16.3	Contact e-mail address	lvittone@midhudson.org/cconlin@midhudson.org	*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" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	03/23/2019	*05/09/2018*

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).		*05/14/2018*

Suggested Improvements

	Library System	Mid-Hudson Library System	*Mid-Hudson Library System*
	Name of Person Completing Form	Linda Vittone/Casey Conlin	*Linda Vitone/Merribeth Advocate*
	Phone Number and Extension (enter area code, telephone number and extension only):	8454716060	*(845) 471-6060*
	Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!		