

Mid-Hudson Library System Annual Report for Library Systems - 2020 (Public Library Systems 2020)

1. General System Information

System/Director 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 CollectConnect, 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 CollectConnect 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.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1	SEDCODE	131500700010
1.2	Institution ID	800000053308
1.3	System Name	Mid-Hudson Library System
1.4	Beginning Reporting Year	01/01/2020
1.5	Ending Reporting Year	12/31/2020
1.6	Street Address	103 Market Street
1.7	City	Poughkeepsie
1.8	Zip Code	12601
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4028
1.10	Mailing Address	103 Market Street
1.11	City	Poughkeepsie
1.12	Zip Code	12601
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4028
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(845) 471-6060
1.15	Fax Number (enter 10 digits only)	(845) 454-5940

1.16	System Home Page URL	https://midhudson.org
1.17	URL of the system's complete Plan of Service	https://midhudson.org/about-mhls/mhls-plan-of-service/
1.18	Population Chartered to Serve (2010 Census)	650,704
1.19	Area Chartered to Serve (square miles)	2,926
1.20	Federal Employer Identification Number	141458489
1.21	County	Dutchess
1.22	County (Counties) Served	Columbia, Dutchess, Greene, Putnam, Ulster
1.23	School District	Poughkeepsie City School District
1.24	First Name of System Director	Rebekkah
1.25	Last Name of System Director	Smith Aldrich
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	23875
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(845) 471-6060 Ext.239
1.32	E-Mail Address of the System Director	rsmith@midhudson.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(845) 454-5940
1.34	Name of Outreach Coordinator	Casey Conlin

Contracts/Unusual Circumstances

1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? **N**
 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.

1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A

1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note. Y

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

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

2. Personnel Information

2.1 FTE (Full-Time Equivalent Calculation)
The number of hours per work 35 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
- 2.5 Public Library System Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Librarians - Filled Position(s) FTE 3

2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	5.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	2
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	9.7
2.19	Total Other Staff - Vacant Position(s) FTE	0.5
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	16.70
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.50
SALARY INFORMATION		
2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$135,887

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

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

3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2001
3.18	Square footage of the system building	12,000
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	1
3.24	Name of Central Library/Co-Central Libraries	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
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
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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.
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SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2021, through December 31, 2021.

President/Council Chair

3.29	Status	Filled
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- 3.30 First Name Richard
- 3.31 Last Name Swierat
- 3.32 Institutional Affiliation Pace University
- 3.33 Professional Title Adjunct Professor
- 3.34 Mailing Address 1 Marcella Boulevard
- 3.35 City Hopewell Junction
- 3.36 Zip Code (enter five digits only) 12533
- 3.37 Telephone for the Board President (enter 10 digits only (845) 438-6626
and hit the Tab key)
- 3.38 E-mail Address rswierat@bestweb.net
- 3.39 Term Begins - Month January
- 3.40 Term Begins - Year (yyyy) 2020
- 3.41 Term Expires - Month or N/A December
- 3.42 Term Expires - Year (YYYY) or N/A 2024
- 3.43 Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) 2/1/2020
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 2/5/2020
- 3.46 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. 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 collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

- 1. Status Filled
- 2. First Name Stuart
- 3. Last Name Auchincloss
- 4. Institutional Affiliation Woodstock Public Library District
- 5. Professional Title Former President
- 6. Mailing Address 2342 Glasco Turnpike
- 7. City Woodstock
- 8. Zip Code (enter five digits

8. Zip Code (enter five digits only) 12498
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). y
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/19/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/31/2019
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Lisa Baker
3. Last Name Brill
4. Institutional Affiliation Self-employed
5. Professional Title Fundraiser/Pub. Relations Consult.
6. Mailing Address 1501 High Falls Road
7. City Catskill
8. Zip Code (enter five digits only) 12414
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2017
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2021
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). y
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 6/9/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 7/6/2017
16. Is this a brand new trustee? N

- | | | |
|-----|--|--------------------------------------|
| 1. | Status | Filled |
| 2. | First Name | Kenneth |
| 3. | Last Name | Goldberg |
| 4. | Institutional Affiliation | Mathematics Education, NY University |
| 5. | Professional Title | Professor Emeritus |
| 6. | Mailing Address | 1066 Churchland Lane |
| 7. | City | Saugerties |
| 8. | Zip Code (enter five digits only) | 12477 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2017 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2021 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | y |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 1/28/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 2/1/2017 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|--|------------------------------|
| 1. | Status | Filled |
| 2. | First Name | Priscilla |
| 3. | Last Name | Goldfarb |
| 4. | Institutional Affiliation | None |
| 5. | Professional Title | Retired Non-profit Executive |
| 6. | Mailing Address | 22 Butterfield Rd., Apt #304 |
| 7. | City | Cold Spring |
| 8. | Zip Code (enter five digits only) | 10516 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2018 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2022 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a | y |

- trustee who resigned their position).
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/27/2018
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/31/2018
 16. Is this a brand new trustee? N
 1. Status Filled
 2. First Name Rajene
 3. Last Name Hardeman
 4. Institutional Affiliation Howland Public Library
 5. Professional Title Trustee
 6. Mailing Address 5 Colonial Rd. #53
 7. City Beacon
 8. Zip Code (enter five digits only) 12508
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2018
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2022
 13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). y
 14. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/27/2018
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/31/2018
 16. Is this a brand new trustee? N
 1. Status Filled
 2. First Name Debra
 3. Last Name Klein
 4. Institutional Affiliation Bard College
 5. Professional Title Asst. Visual Curator
 6. Mailing Address 32 Koeppel Avenue
 7. City Catskill
 8. Zip Code (enter five digits only) 12414
 9. Term Begins - Month January

- | | | |
|-----|--|--|
| 10. | Term Begins - Year (yyyy) | 2021 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2025 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | y |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 1/20/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 3/4/2021 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Jill |
| 3. | Last Name | Leinung |
| 4. | Institutional Affiliation | East Greenbush Central School District |
| 5. | Professional Title | Retired School Librarian |
| 6. | Mailing Address | 18 Whitney Drive |
| 7. | City | Valatie |
| 8. | Zip Code (enter five digits only) | 12184 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2021 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2025 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | y |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 1/20/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 3/4/2021 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Status | Filled |
| 2. | First Name | Michele |

- | | | |
|-----|--|------------------------|
| 3. | Last Name | Ment |
| 4. | Institutional Affiliation | Kent Library |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 1027 Farmers Mill Road |
| 7. | City | Carmel |
| 8. | Zip Code (enter five digits only) | 10512 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2019 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2023 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | |
| | | y |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 1/19/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 1/31/2019 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Barry |
| 3. | Last Name | Ramage |
| 4. | Institutional Affiliation | None |
| 5. | Professional Title | Financial Advisor |
| 6. | Mailing Address | 8 Broadview Lane |
| 7. | City | Red Hook |
| 8. | Zip Code (enter five digits only) | 12571 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2021 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2025 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | |
| | | y |

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/20/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 3/4/2021
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Lynne
3. Last Name Ridgeway
4. Institutional Affiliation Plattekill Public Library
5. Professional Title Former President
6. Mailing Address PO Box 282
7. City Clintondale
8. Zip Code (enter five digits only) 12515
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). y
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/27/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/31/2018
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Janet
3. Last Name Schnitzer
4. Institutional Affiliation Hudson City School District
5. Professional Title Retired
6. Mailing Address 41 Green Acres Rd
7. City Hudson
8. Zip Code (enter five digits only) 12534
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 2022

- Term Expires - Month or N/A 2023
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). y
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/19/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/31/2019
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Mary Linda
3. Last Name Todd
4. Institutional Affiliation NY State Library, Div.of Library Development
5. Professional Title Retired 2016
6. Mailing Address 65 Highland Road
7. City Greenville
8. Zip Code (enter five digits only) 12083
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). y
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 2/1/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 2/5/2020
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Mark
3. Last Name Wilson
4. Institutional Affiliation Kinderhook Memorial Library
5. Professional Title Trustee

6.	Mailing Address	28 William Street
7.	City	Kinderhook
8.	Zip Code (enter five digits only)	12106
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2020
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2024
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	y
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	2/1/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	2/5/2020
16.	Is this a brand new trustee?	N
1.	Status	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	N/A
7.	City	N/A
8.	Zip Code (enter five digits only)	N/A
9.	Term Begins - Month	N/A
10.	Term Begins - Year (yyyy)	N/A
11.	Term Expires - Month or N/A	N/A
12.	Term Expires - Year (YYYY) or N/A	N/A
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N/A
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	N/A
15.	The date the Oath of Office was filed with town or county	N/A

was filed with term of county clerk (mm/dd/yyyy)

16. Is this a brand new trustee? N

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2021, through December 31, 2021. 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 CollectConnect. 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 collectconnect@baker-taylor.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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

1.	Status	Filled
2.	First Name	Sharon
3.	Last Name	Avila
4.	Institutional Affiliation	Dutchess County Department of Community & Family Services
5.	Professional Title	Confidential Administrative Assistant to the Commissioner
1.	Status	Filled
2.	First Name	Cassandra
3.	Last Name	Beam
4.	Institutional Affiliation	Ulster Literacy Association
5.	Professional Title	CEO
1.	Status	Filled
2.	First Name	Melissa
3.	Last Name	Clark
4.	Institutional Affiliation	United Way of Dutchess-Orange Region
5.	Professional Title	Manager of Community Mobilization
1.	Status	Filled
2.	First Name	Rebecca
3.	Last Name	Gerald
4.	Institutional Affiliation	Dutchess BOCES, Career & Technical Institute
5.	Professional Title	Coordinator, School Library System
1.	Status	Filled
2.	First Name	Carolyn
3.	Last Name	Bennett Glauda

4.	Institutional Affiliation	Southeastern NY Library Resources Council
5.	Professional Title	Member Services Librarian for Education & Outreach
1.	Status	Filled
2.	First Name	Alison
3.	Last Name	Herrero
4.	Institutional Affiliation	Howland Public Library
5.	Professional Title	Head of Adult Service & Digital Literacy
1.	Status	Filled
2.	First Name	Mary Ellen
3.	Last Name	Iatropoulos
4.	Institutional Affiliation	The Art Effect
5.	Professional Title	Director of Education & Experience
1.	Status	Filled
2.	First Name	Jessica
3.	Last Name	Sherman
4.	Institutional Affiliation	Poughkeepsie Public Library District
5.	Professional Title	Adult Services Librarian
1.	Status	Filled
2.	First Name	Ashley
3.	Last Name	Wright
4.	Institutional Affiliation	Dutchess One Stop Career Center
5.	Professional Title	Career Center Manager
1.	Status	Filled
2.	First Name	Kadiyah
3.	Last Name	Lodge
4.	Institutional Affiliation	Dutchess One Stop Career Center
5.	Professional Title	Business Services Manager

**4. Public Library System Transactions and Collection:
Borrowers/Visits/Circulation/
Holdings**

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	0
4.2	System Visits	263

CIRCULATION

4.3	Total Cataloged Book Circulation	0
4.4	Total Circulation of Other Materials	0
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	0

	(Total questions 4.3 & 4.4)	0
4.6	Use of Electronic Material	0
4.7	Successful Retrieval of Electronic Information	0
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	0
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	0
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	0

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	27
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	4
4.14	All Other Print Materials Holdings	12
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	43
4.16	Electronic Books	0
4.17	Local Electronic Collections	0
4.18	Total Number of NOVELNY Databases	15
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	0
4.20	Audio - Downloadable Units	0
4.21	Video - Downloadable Units	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	15

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	0
4.25	Video - Physical Units	0

4.26	Other Non-Electronic Materials	39
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	39
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	97

ROTATING COLLECTIONS/BOOK LOANS

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

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y
-----	---	---

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

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	Yes
j.	Digital Collections Management	No

5.3	Identify ILS system vendor	Innovative Interfaces Inc.
5.4	How many member libraries fully participate in the ILS?	66

- | | | |
|------|--|-----------|
| 5.5 | % of member libraries participating (calculated field) | 100.00% |
| 5.6 | How many member libraries participate in some ILS modules? | 66 |
| 5.7 | Indicate features of the system's ILS (check all that apply): | |
| a. | ILS shared with other library systems | No |
| b. | ILS software permits patron-initiated ILL | Yes |
| c. | ILL feature implemented and used | Yes |
| 5.8 | Number of titles in the ILS bibliographic database | 1,603,899 |
| 5.9 | Number of new titles added by the system in the reporting year | 0 |
| 5.10 | Number of Central Library Aid titles added in the reporting year | 970 |
| 5.11 | Number of new titles added by the members in the reporting year | 307,124 |
| 5.12 | Total new titles (total questions 5.9 through 5.11) | 308,094 |

Catalog

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 |
| b. | Disc | No |
| c. | Online (virtual catalog) | Yes |
| 5.14 | How many libraries participate in (or submit records for) the union catalog? | 66 |
| 5.15 | Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) | N |
| 5.16 | Number of titles in the system's union catalog | 1,603,899 |

- 5.17 Number of holdings in the system's union catalog 1,838,981
- 5.18 Number of new titles added in the last year 307,124
- 5.19 Number of holdings added in the last year 82,348
- 5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):
- a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) No
 - b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No
 - c. Patron-initiated ILL available and used through this catalog Yes

UNION LIST OF SERIALS

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Educ

VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 126,623

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 61
- 5.26 Total items received (borrowed) 1,910
- 5.27 Total requests provided (loaned) unfilled 455
- 5.28 Total requests received (borrowed) unfilled 109
- 5.29 Total interlibrary loan activity (total questions 5.25 through 2,535

5.28)

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 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) | Yes |
| b. | Other system's courier | Yes |
| d. | Contracted service (paid by System - not on payroll) | Yes |
| e. | U.S. Mail | No |
| f. | Commercial carrier (e.g., UPS, DHL, etc.) | No |
| g. | Other (specify using the note) | No |
| 5.31 | Number of stops (pick-up and delivery sites per week) | 239 |

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

- | | | |
|------|------------------------|-------|
| 5.32 | Number of sessions | 122 |
| 5.33 | Number of participants | 1,257 |

Continuing Education Cont.

Technology

- | | | |
|------|------------------------|---|
| 5.34 | Number of sessions | 0 |
| 5.35 | Number of participants | 0 |

Digitization

- | | | |
|------|------------------------|---|
| 5.36 | Number of sessions | 0 |
| 5.37 | Number of participants | 0 |

Leadership

- | | | |
|------|------------------------|-----|
| 5.38 | Number of sessions | 3 |
| 5.39 | Number of participants | 144 |

Management & Supervisory

- | | | |
|------|------------------------|-----|
| 5.40 | Number of sessions | 12 |
| 5.41 | Number of participants | 173 |

Planning and Evaluation

- | | | |
|------|------------------------|-----|
| 5.42 | Number of sessions | 10 |
| 5.43 | Number of participants | 588 |

Awareness and Advocacy

5.44 Number of sessions 5
 5.45 Number of participants 149

Trustee/Council Training

5.46 Number of sessions 7
 5.47 Number of participants 284

Special Client Populations

5.48 Number of sessions 0
 5.49 Number of participants 0

Children's Services/Birth to Kindergarten

5.50 Number of sessions 3
 5.51 Number of participants 71

Children's Services/Elementary Grade Levels

5.52 Number of sessions 0
 5.53 Number of participants 0

Young Adult Services/Middle and High School Grade Levels

5.54 Number of sessions 0
 5.55 Number of participants 0

General Adult Services

5.56 Number of sessions 0
 5.57 Number of participants 0

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

- 1. Topic Facilities and Construction
- 2. Number of sessions 2
- 3. Number of participants 60

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) 164

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) 2,726

5.61 Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? Y

Coordinated Services/Consulting/Reference

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

- 5.63 Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding 525
- 5.64 Number of contacts - Consulting with member libraries and/or branches on funding and governance 1,150

5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	200
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	14,083
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	175
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	850
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	925
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	775
5.71	Number of contacts - Consulting with state and county correctional facilities	375
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	75
5.73	Number of contacts - Providing system and member library information to the media	75
5.74	Number of contacts - Providing website development and maintenance for member libraries	2,118
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

- | | | |
|------|---|--------|
| 1. | Topic | N/A |
| 2. | Number of contacts (all types) | N/A |
| 5.76 | Total other contacts (total of question #2 of Repeating Group #6) | 0 |
| 5.77 | Total number of contacts (total of questions 5.63 through 5.74 and 5.76) | 21,326 |

REFERENCE SERVICES

- | | | |
|------|------------------------------|---|
| 5.78 | Total Reference Transactions | 0 |
|------|------------------------------|---|

Special Clients/Fees

**SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)**

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

- | | | |
|------|---|-----|
| a. | Services for patrons with disabilities | Yes |
| b. | Services for patrons who are educationally disadvantaged | Yes |
| c. | Services for patrons who are aged | Yes |
| d. | Services for patrons who are geographically isolated | Yes |
| e. | Services for patrons who are members of ethnic or minority groups in need of special library services | Yes |
| f. | Services to patrons who are in institutions | Yes |
| g. | Services for unemployed and underemployed individuals | Yes |
| i. | N/A | No |
| 5.80 | Number of BOOKS BY MAIL loans | 0 |
| 5.81 | Number of member libraries with Job/Education Information Centers or collections | 66 |
| 5.82 | Number of State Correctional Facilities libraries served | 6 |
| 5.83 | Number of County Jails libraries served | 4 |
| 5.84 | Number of institutions served | |

- other than jails or correctional 0
facilities
- 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.
- | | | |
|----|--|-----|
| 1. | Service provided | N/A |
| 2. | Number of facilities/institutions served | N/A |
- 5.86 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.
- 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).

5A. COVID

NOTE: This section of the survey (5A) collects data on the impact of the COVID-19 pandemic . Report all information in Part 5A from March 7, 2020 to December 31, 2020.

- CV1 Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic? Yes
- CV2 Did the library system add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes
- CV3 Did the library system allow users to complete registration for system library cards online

- without having to come to the system during the Coronavirus (COVID-19) pandemic? Yes
- CV4 Did the library system provide live, virtual programs or training via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV5 Did the library system create and provide recordings of program or training content via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Enter the Number of Weeks System Headquarters Building Closed Due to COVID-19. This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, the library system headquarters building was physically closed, and the public/member library staff could not enter, when it otherwise would have been open. 0
- CV7 Enter the Number of Weeks a system headquarters building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the year that a system headquarters building implemented limited public occupancy practices for in person services at the building in response to the Coronavirus (COVID-19) pandemic. 41

Number of library system staff permanently laid off during 2020

Number of Librarians 0

Number of Other Staff 0

Number of library system staff furloughed during 2020

Number of Librarians 0

Number of Other Staff 0

Number of Weeks Furloughed 0

6. Operating Funds Receipts

Local Public Funds

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.

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

6.2 **Total County Funding** \$0

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds**
(total questions 6.2 and 6.3) \$0

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$6,653
6.6	Central Library Development Aid	\$153,511
6.7	Central Book Aid	\$52,712
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$27,808
6.10	Coordinated Outreach Services Aid	\$94,064
6.11	Correctional Facilities Library Aid	\$63,966
6.12	County Jails Library Aid	\$4,389
6.14	Family Literacy Grants	\$10,349
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$145,319
6.20	Total LLSA (total questions 6 18 and 6 19)	\$145,319

6.21	Local Services Support Aid	\$104,747
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,074,367
6.27	Public Library System Supplementary Operational Aid	\$146,224

State Aid

6.36	Special Legislative Grants and Member Items	\$0
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N

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

1.	Funding Source	N/A
2.	Amount	N/A

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0
6.44	Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.28 through 6.36)	\$1,884,109

6.27, questions 6.30 through 6.41, and question 6.43)

FEDERAL AID

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

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

- 1. Funding Source Paycheck Protection Grant
- 2. Amount \$214,747

Federal Aid/Contracts

- 6.47 Total Other Federal Aid (total questions #2 of Repeating Group #10 above) \$214,747
- 6.48 Total Federal Aid (total questions 6.45 and 6.47) \$214,747

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

- 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

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

- 1. Contracting Agency Member Libraries
- 2. Contracted Service System Services
- 3. Total Contract Amount \$639,948

- 1. Contracting Agency Member Libraries
- 2. Contracted Service Tech Support/Services
- 3. Total Contract Amount \$48,048

- 1. Contracting Agency Member Libraries
- 2. Contracted Service Databases/Catalog Enhancements
- 3. Total Contract Amount \$87,299

- 1. Contracting Agency Member Libraries
- 2. Contracted Service Digital Content

3. Total Contract Amount \$33,884

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$809,179

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$2,502

6.53 Income from Investments \$5,422

Miscellaneous

Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$0

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

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

1. Receipt category Refund - E-Rate

2. Amount \$7,966

1. Receipt category Other Miscellaneous

2. Amount \$16,695

1. Receipt category The Resilience Hub Project

2. Amount \$8,333

1. Receipt category NYS Census Grant

2. Amount \$20,000

1. Receipt category Community Foundation Census Grant

2. Amount \$5,000

1. Receipt category Pivoting to Respond Grant

2. Amount \$10,000

6.57 **Total Other Miscellaneous**

	Receipts (total question #2 of Repeating Group #12 above)	\$67,994
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$75,918
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$2,983,953
6.60	BUDGET LOANS	\$0

Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$32,270
6.62	Transfers from Other Funds	\$0
6.63	Total Transfers (total questions 6.61 and 6.62)	\$32,270
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2020. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2019.)	\$2,087,000
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)	\$5,103,223

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$428,529
7.2	Other Staff	\$643,533
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$1,072,062
7.4	Employee Benefits Expenditures	\$456,917
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$1,528,979

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$27,189
7.7	Electronic Materials Expenditures	\$93,557
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$120,746

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$145,319
7.11	Central Library Aid (CLDA/CBA)	\$206,223
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$8,513
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$360,055
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$5,750
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$365,805

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$0
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0

7.26	Other Capital Expenditures	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$0

Capital Cont./Operation and Maintenance/Miscellane

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$18,540
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$18,540
7.34	Other Building & Maintenance Expenses	\$51,643
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$70,183

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$0
7.37	Office and Library Supplies	\$25,049
7.38	Equipment	\$2,537
7.39	Telecommunications	\$17,058
7.40	Binding Expenses	\$0
7.41	Postage and Freight	\$2,140
7.42	Publicity and Printing	\$20,253
7.43	Travel	\$3,803
7.44	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description	\$39,048

of the service(s) provided.

- 7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$5,017
- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. Y

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

- | | | |
|----|------------------|--------------|
| 1. | Expense category | Workshop |
| 2. | Amount | \$1,887 |
| 1. | Expense category | Delivery Ser |
| 2. | Amount | \$331,545 |
| 1. | Expense category | Retirees Med |
| 2. | Amount | \$168,175 |
| 1. | Expense category | Equip Lease |
| 2. | Amount | \$7,941 |
| 1. | Expense category | Service Cont |
| 2. | Amount | \$211,540 |

Miscellaneous Cont./Contracts/Debt Service

- 7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$721,088
- 7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$835,993

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? N

Enter Y for Yes, N for No.
Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1. Contracting Agency (specify using the State note) N/A

- 2. Contracted Service (specify using the State note) N/A
- 3. Total Contract Amount N/A

7.50 **Total Contracts** (total question #3 of Repeating Group #14 above) \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

- 7.51 From Local Public Funds (73PF) \$0
- 7.52 From Other Funds (73OF) \$0
- 7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$0

Transfers

Other Loans

- 7.54 Other Loans \$0
- 7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$0
- 7.56 **TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)** \$2,921,706

TRANSFERS

Transfers to the Capital Fund

- 7.57 From Local Public Funds (76PF) \$0
- 7.58 From Other Funds (76OF) \$39,600
- 7.59 **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 7.58) \$39,600

and 7.58, same as question 8.2)

7.60	Total Transfers to Other Funds	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$39,600
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$2,961,306

Cash Balance/Grand Total/Audit/Bank Balance

7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2020)	\$2,141,917
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.62 and 7.63)	\$5,103,223

FISCAL AUDIT

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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)	05/13/2020
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2019 - 12/31/2019
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	\$2,139,012
1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	\$123,481

- | | | |
|------|--|-------------|
| 1. | Name of bank or financial institution | TD Bank |
| 2. | Amount of funds on deposit | \$190,339 |
| 1. | Name of bank or financial institution | TD Bank |
| 2. | Amount of funds on deposit | \$198,297 |
| 1. | Name of bank or financial institution | TD Bank |
| 2. | Amount of funds on deposit | \$825 |
| 7.87 | Total Bank Balance (total question #2 of Repeating Group #15) | \$2,651,954 |
| 7.88 | Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here. | Y |

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

STATE AID FOR CAPITAL PROJECTS

- | | | |
|-----|-------------------------------------|-----|
| 8.3 | State Aid Received for Construction | \$0 |
|-----|-------------------------------------|-----|

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

- | | | |
|-----|--|-----|
| 8.4 | Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. | N |
| 1. | Contracting Agency | N/A |
| 2. | Amount | N/A |

Totals/Cash Balance

8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	\$0
8.6	TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects (total questions 8.1, 8.2, 8.3, and 8.5)	\$39,600
8.7	NONREVENUE RECEIPTS	\$800
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$40,400
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2020. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2019.)	\$380,505

Grand Total

8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$420,905
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9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	\$0
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	Total Project Expenditures	\$0

	(total questions 9.1 through 9.4)	\$0
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$32,270
9.7	TOTAL NONPROJECT EXPENDITURES	\$0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures	\$32,270
	(total questions 9.5 through 9.7)	
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2020, for Public Library Systems)	\$388,635

Grand Total

9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$420,905
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**12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2021 - December 31, 2021**

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,963,745
12.2	Budget Loans	\$0
12.3	Total Transfers	\$32,916
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, 2021 must be the same as the December 31, 2020, closing balance reported on	\$2,141,917

Q7.63 of the 2020 annual report)

12.5 Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1

\$5,138,578

through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)

\$2,957,061

12.7 Total Transfers \$39,600

12.8 Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2021)

\$2,141,917

12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)

\$5,138,578

PROJECTED CAPITAL FUND - RECEIPTS

12.10 Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)

\$39,600

12.11 Nonrevenue Receipts \$0

12.12 Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2021, must be the same as the December 31, 2020, closing balance reported on Q9.9 of the 2020 annual report

\$388,635

12.13 **Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)** \$428,235

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$32,916

12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2021) \$395,319

12.16 **Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)** \$428,235

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: Education Law § 273(12)(a)

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

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

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

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

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

13.1.1	Total Full-Time Equivalents (FTE)	4
13.1.2	Total Expenditure for Professional Salaries	\$374,204

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)	11.70
13.1.4	Total Expenditure for Other Staff Salaries	\$595,819

13.1.5 **Employees Benefits:**
Indicate the total expenditures for all system employee fringe benefits. \$422,201

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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
2.	Provider of Services	Central Hudson G&E, Selective Ins, R.L.Baxter
3.	Expenditure	\$48,327

1.	Expenditure Category	Consultant fees/professional fees
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- 2. Provider of Services Uister BOCES, Paylocity, WOH RB I CPAS
- 3. Expenditure \$39,048

- 1. Expenditure Category Telecommunications
- 2. Provider of Services Crown Castle, Logmein, Verizon
- 3. Expenditure \$15,900

- 1. Expenditure Category Institutional membership dues
- 2. Provider of Services ALA, NYLA, PULISDO, NORTHEASTER NY
- 3. Expenditure \$3,604

- 1. Expenditure Category Other (specify using Note field)
- 2. Provider of Services NYSHIP, MVP
- 3. Expenditure \$168,175

- 1. Expenditure Category Other (specify using Note field)
- 2. Provider of Services Piney Bowes, Toshiba
- 3. Expenditure \$7,504

13.1.7 **Total Expenditure - Purchased Services** \$282,558

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

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

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

- 1. Expenditure Category Office/library supplies and postage
- 2. Expenditure \$3,003

- 1. Expenditure Category Non-print resources (exluding electronic content)
- 2. Expenditure \$11,287

13.1.9 **Total Expenditure - Supplies and Materials** \$14,290

13.1.10 **Travel Expenditures:** Did

the system expend funds for travel? Enter Y for Yes, N for No. Y

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

- | | | |
|----|----------------|---------------------|
| 1. | Type of Travel | System Staff Travel |
| 2. | Expenditure | \$1,229 |

13.1.11 **Total Expenditures - Travel** \$1,229

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

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

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

13.1.13 **Total Expenditure - Equipment and Furnishings** \$0

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$145,319

13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no. N

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

- | | | |
|----|--|-----|
| 1. | Recipient | N/A |
| 2. | Allocation | N/A |
| 3. | Project Description (no more than 300 words) | N/A |

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

13.1.17 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$1,835,620

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

13.1.19 **Total Allocation from 2020 - 2021 State Aid:** \$1,873,056

13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$1,873,056

13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$37,436

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 administration and management by MHLS staff, is a critical piece of infrastructure that all member libraries rely on for day to

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 and Universal Class, an online learning platform for library patrons. 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 Service 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 and, due to the pandemic, a Reimagining Library Services series to aid library staff to produce online programming, address digital equity and food scarcity issues in their community, and adapt library facilities to keep library workers and the public safe. 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. 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 (Office 365, SurveyMonkey, Constant Contact, Wufoo, Dropbox, etc.)

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)
Reference: Commissioners Regulations 90.4
Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html>

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

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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
2.	Provider of Services	N/A
3.	Expenditure	N/A

13.2.2 **Total Expenditure - Purchased Services** 0

13.2.3 **Supplies and Materials :** Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	N/A

13.2.4 **Total Expenditure - Supplies and Materials** \$0

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

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

1.	Recipient	Poughkeepsie Public Library
2.	Allocation	\$52,712
3.	Project Description (no more than 300 words)	N/A. Passthrough fund to the Poughkeepsie Library System.

13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$52,712

13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$52,712

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

13.2.9 **Total Allocation from 2020 - 2021 State Aid** \$65,890

13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$65,890

13.2.11 **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** \$13,178

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

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

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

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

13.3.2 Total Expenditure for Professional Salaries \$0

13.3.3-13.3.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

13.3.3 Total Full-Time Equivalents (FTE) 0

13.3.4 Total Expenditures for Other Staff Salaries \$0

13.3.5 **Employee Benefits:**

Indicate the total expenditures for all system employee benefits (paid from CLDA funds). \$0

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

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

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

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

13.3.7 **Total Expenditure - Purchased Services** \$0

13.3.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than N

\$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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

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

13.3.9 **Total Expenditure - Supplies and Materials** \$0

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

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

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

13.3.11 **Total Expenditures - Travel** \$0

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

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

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

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

13.3.14 **Grants to Central/Co-Central Libraries:** Did the system expend funds for grants to central/co central Y

grants to Central/co-Central libraries? Enter Y for Yes, N for No.

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

- 1. Recipient Poughkeepsie Public Library
- 2. Allocation \$153,511
- 3. Project Description (no more than 300 words) N/A

13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$153,511

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)** \$153,511

13.3.17 **Cash Balance at the Opening of the Fiscal Year**
 NOTE: The opening balance must be the same as the closing balance of the previous year. 0.00

13.3.18 **Total Allocation from 2020 - 2021 State Aid:** 191,889

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$191,889

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** 38,378.00

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

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

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) 0.85

13.4.2 Total Expenditure for Professional Salaries \$43,460

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

13.4.4 Total Expenditure for Other \$21,712

13.4.5 **Staff Salaries Employee Benefits:**
Indicate the total expenditures for all system employee benefits. \$27,021

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 N/A

2. Provider of Services N/A

3. Expenditure N/A

13.4.7 **Total Expenditure - Purchased Services** \$0

13.4.8 **Supplies and Materials:**
Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. N

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

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

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

13.4.9 **Total Expenditure - Supplies** 0

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category. Y

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

- 1. Type of Travel System staff
- 2. Expenditure \$1,141

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

13.4.11 **Total Expenditure - Travel** \$1,141

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

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

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

13.4.13 **Total Expenditure - Equipment and Furnishings** \$0

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. N

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

- 1. Recipient N/A
- 2. Allocation N/A

3.	Description of Project	N/A
13.4.15	Total Expenditure - Grants to Member Libraries	\$0
13.4.16	Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	\$93,334
13.4.17	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0
13.4.18	Total Allocation from 2020 - 2021 State Aid:	\$117,581
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$117,581
13.4.20	Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)	\$24,247
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.	N/A

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

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

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 N/A
- 2. Provider of Services N/A
- 3. Expenditure N/A

13.5.2 **Total Expenditure - Purchased Services** \$0

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. N

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

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

- 1. Expenditure Category Office/library supplies and postage
- 2. Expenditure \$800

13.5.4 **Total Expenditure - Supplies and Materials** \$800

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** 800.00

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

13.5.7 **Total Allocation from 2020 - 2021 State Aid** \$5,487

13.5.8 **Total Available Before Expenditures (total 13.5.6 + 13.5.7)** \$5,487

13.5.9 **Cash Balance at the End of the Current Fiscal Year** \$4,687

(total 13.5.7 + 13.5.6 - 13.5.5)

- 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 following expenditures help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Service to County Jails: 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 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.

State Correctional Aid

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) 0.15

13.6.2 Total Expenditure for Professional Salaries \$10,865

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) 0.44

13.6.4 Total Expenditure for Other Staff Salaries \$20,488

Staff Salaries

13.6.5 **Employee Benefits:**
Indicate the total expenditures for all system employee benefits. \$7,695

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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
2.	Provider of Services	Valley Courier
3.	Expenditure	\$8,817

13.6.7 **Total Expenditure - Purchased Services** 8,817

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	Books and other print materials
2.	Expenditure	\$14,110

13.6.9 **Total Expenditure - Supplies and Materials** \$14,110

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

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

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

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

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

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

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

13.6.13 **Total Expenditure - Equipment and Furnishings** 0.00

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)** \$61,975

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. \$12,158

13.6.16 **Total Allocation from 2020 - 2021 State Aid:** \$79,958

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$92,116

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$30,141

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 following expenditures help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Service to State Correctional Facilities: PROFESSIONAL SALARIES AND BENEFITS: .15 FTE of Outreach and Engagement Specialist who is MHLS designated Outreach Coordinator and works to 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, movies, and audiobooks to correctional facility libraries, comparable to that of member public libraries. PURCHASED SERVICES: Delivery support to Valley Courier for the flow of interlibrary loan materials and access to System information including weekly distribution of the informational MHLS Bulletin. 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.

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 4 (2020).

- 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. In 2020 the MHLS Technology Operations Team implemented, documented, presented training and support for new features in the ILS including but not limited to Serials, Interlibrary Loan, Digital Harvesting, Mobile worklist. During COVID 19 MHLS staff provided remote staff support in remote access to the ILS, global updates to patron expirations and due dates and managed messaging in the catalog to inform patrons of status and access. We increased web based training significantly and Provided 120 training webinars to member libraries. Provided 4 workshop training events regionally. Provided 2 in-person workflow consulting visits and 6 web based consultations. Automated ILS reports by using SQL and Sierra Scheduler 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

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 service priority #9 in a prioritization of MHLS Services among stakeholders. Brought in 126 items not available in the MHLS collection, as requested by member libraries for their patrons. Facilitated the provision of 61 items from MHLS libraries to outside libraries. Participated in statewide Empire Delivery Services receiving 255 and providing 290 ILL items. Borrowed 156 items from member libraries in the Southeastern Access to Libraries regional ILL service for MHLS member libraries and provided 74 items requested by SEAL libraries. 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. Provided training in each county to facilitate E-book and E-Audio purchasing and planning. Regarding Unifying Access to E-Resources, reviewed remote registration of patrons and made online registration available for every member library. Expanded catalog to include 268,262 MARC records to provide access to E-resources purchased or available through subscription to member libraries.

14.2 Element 2: Special Client Groups - Results

ADULT LITERACY: Ranked as service priority #14 in a prioritization of MHLS Services among stakeholders. No 2019 action plan was proposed by stakeholders. Supported 5 member libraries who created or strengthened partnerships with regional literacy providers with NYS Adult Literacy Library Service Grant Program funds. 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. Facilitated access to

- materials to fill local needs by: Providing Categorical Aid funds for purchase of materials; Facilitating borrowing of 1,944 items; Coordinated donations of magazines and 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. | 2020 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 2019 action plan proposed by stakeholders. EARLY LITERACY: 5 member libraries participated in the 2020 Early Literacy Cohorts formed by MHLS and received training through the Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program that helped them update and upgrade their early literacy practices and skills.
- 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: offered Orientation for New Trustees workshops using the Helping All Trustees Succeed (HATS) curriculum; continued to offer intermediate trustee workshops (Financial & Fiduciary and Legal Issues) and an advanced trustee workshop (Seven Habits of Highly Effective Boards), also based on the HATS curriculum. For 2020, due to the pandemic, 100% of our trustee education series was offered online. For 2020 much professional development centered around the delivery of services as well as library operational and governance issues in the face of a pandemic. Regular Director and Trustee briefings were held to keep library leaders up-to-date with changing safety protocols, technological solutions, and best practices for program and service delivery and MHLS staff designed custom programs for library directors and staff to utilize the ILS for pandemic-era operations as well as program and service design best practices from the field. In the fall of 2020 we offered an e-Collection Development webinar series, offering four sessions to aid library leaders to further develop their e-collections both in OverDrive and beyond given the steep increase in demand for e-resources during the pandemic.
- 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: Much of 2020's consulting and development services were devoted to helping member libraries navigate the pandemic. From research on state and federal paid leave issues to

research on state and federal paid leave issues to drafting a template for a reopening plan once stay-at-home orders were lifted, to advising library boards on running board meetings while the Open Meetings Law adjustments made via Executive Order are in place to allow for online board meetings - the pandemic-related issues dominated consulting work for the year. In addition to the iterative support offered on pandemic-related issues, we continued to support libraries in strategic planning work, board development, new director orientation, public library votes and community outreach work. We provided support for seven member libraries who are undertaking the New York Library Association's Sustainable Library Certification Program and Provided on-going education for MHLS trustees and staff on the topic of "sustainable thinking."

- 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, MHLS Tech Ops staff assisted member libraries with technology planning. MHLS provided documentation, evaluated vendors and provided expertise through onsite visits or web assisted implementation and troubleshooting. In 2020, MHLS IT support provided additional documentation, phone support and web based assists in support of remote library services during COVID19 closures. MHLS provided support to members for remote learning for staff.
- 14.7 Element 7: Awareness and Advocacy - Results
Ranked as service priority #8 in a prioritization of MHLS Services among stakeholders. Developed and presented an Advocacy Day Briefing and the annual County Funding Advocacy event. Devoted considerable time to advocating for local, county, and state aid in the face of the fiscal crisis caused by the state's response to the pandemic. MHLS staff once again, negotiated a discounted NYLA Organizational Membership for member libraries. Assisted member libraries in documenting facility needs to report to the State Library and the New York Library Association. Provided key information and planning support to member libraries so they can support their constituents in participating in the 2020 Census.
- 14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results
Ranked as service priority #11 in a prioritization of MHLS Services among stakeholders. A full complement of weekly newsletters were issued (archive: <http://midhudson.org/about-mhls/mhls-bulletin/archive/>) and a system of email listservs were maintained on behalf of our members including a Notices and Alerts list to carry MHLS-centric announcements and discussion lists for directors, programming and youth services staff. A social media presence on Facebook and Instagram is maintained and aids in connecting our members with

- maintained and aids in connecting our members with news from the field and each other. Director and trustee briefings were introduced in 2020 to keep up with the pace of change due to pandemic-related issues.
- 14.9 Element 9: Cooperative Efforts with Other Library Systems - Results
 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 meet ups with correctional facility librarians. MHLS routinely partners with other public library systems in the state to promote services and programs such as The Great Give Back and the Sustainable Library Certification Program. For 2020 it was particularly notable that the information sharing done through the Public Library System Directors Organization of New York State (PULIDSO) was critical to navigating the varied pandemic-related issues.
- 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). Provided support for 12 libraries applying for State Aid for Library Construction funds in the 2020-2021 funding cycle.
- 14.11 Element 11: Central Library - Results
 As reported by the Central Library in their annual report: CLDA was used for training, e-content, OPAC enhancements, supplies, telephone travel, and delivery support in response to member library needs.
- 14.12 Element 12: Direct Access - Results
 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. After more than a year of failed negotiations with the Town of Union Vale, impacted member libraires sought, and the MHLS Board granted, restrictions to be put into place as per our Free Direct Access plan to bar Union Vale residents from premium services at member libraries. This decision was made in the early part of 2020 but implementation was delayed until widespread access to library facilities was possible once the state issued reopening guidance after the shutdown orders due to the pandemic.
- 14.13 Element 13: Other Goal(s) - Results
 N/A.

15. Current system URL's

- 15.1 Svsstem Home Paae URL <https://midhudson.org>

15.2	URL of Current List of Members	https://midhudson.org/libraries/
15.3	URL of Current Governing Bylaws	https://board.midhudson.org/wp-content/uploads/2013/11/Bylaws2014.pdf
15.4	URL of Evaluation Form	http://midhudson.org/wpcontent/uploads/2012/11/Prioritizing-MHLSServices- Survey.pdf
15.5	URL of Evaluation Results	http://midhudson.org/wpcontent/uploads/2012/11/Service-Priorities- 2019.pdf
15.6	URL of Central Library Plan	http://midhudson.org/wpcontent/uploads/2013/08/Board-State-Approved- Central-Library-Plan.pdf
15.7	URL of Direct Access Plan	http://midhudson.org/wpcontent/uploads/2013/08/Board-Staff-Approved- Direct-Access-Plan.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Saran Camara/Casey Conlin
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(845) 471-6060
16.3	Contact e-mail address	scamara@midhudson.org/cconlin@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)	3/13/2021
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APPROVAL (for New York State Library use only/not a required field)

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

Library System	Mid-Hudson Library System
Name of Person Completing Form	Saran Camara / Casey Conlin
Phone Number and Extension	

(enter area code, telephone number and extension only): 8454716060213

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!