Mid-Hudson Library System
Annual Report for Library Systems - 2021 (Public Library Systems 2021)

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	01/01/2021
1.5	Ending Reporting Year	12/31/2021
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? 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	N

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 week used to compute FTE for all budgeted positions.	35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS
(enter to two decimal places; enter decimal point)

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s)	3

	FTE	
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	12.83
2.19	Total Other Staff - Vacant Position(s) FTE	1
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	19.83
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	1.00
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	$139,284

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

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 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	6
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.	O

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2022, through December 31, 2022.

President/Council Chair

3.29	Status	Filled
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 and hit the Tab key)	(845) 438-6626
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	12498

only)

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).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/19/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2019
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name	Peter
3.	Last Name	Carey
4.	Institutional Affiliation	Brewster Public Library
5.	Professional Title	Board President
6.	Mailing Address	229 Milltown Rd
7.	City	Brewster
8.	Zip Code (enter five digits only)	10509
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2022
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2026
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/11/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2022
16.	Is this a brand new trustee?	Y

	Oath of Office (mm/dd/yyyy)	
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/01/2017
16.	Is this a brand new trustee?	Y

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).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/20/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2021
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)	2022

clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   Y

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)? (Enter Y for Yes, N for No).   Y

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2022, through December 31, 2022. 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	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	Mary Ellen
3.	Last Name	Iatropoulos
4.	Institutional Affiliation	Spark Media Project
5.	Professional Title	Director of Education

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	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	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	Ashley
3.	Last Name	Wright
4.	Institutional Affiliation	Career Center Management
5.	Professional Title	Dutchess One Stop Career Center

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	50

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
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	25
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)	41
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	35
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	35
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	91

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	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	1,823,596
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	3,301
5.11	Number of new titles added by the members in the reporting year	324,800
5.12	Total new titles (total questions 5.9 through 5.11)	328,101

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	1,823,596
5.17	Number of holdings in the system's union catalog	2,073,315
5.18	Number of new titles added in the last year	324,800

| 5.19 | Number of holdings added in the last year | 125,219 |

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 Edu.

VISITS TO THE SYSTEM'S WEB SITE

| 5.24 | Annual number of visits to the system's web site | 129,482 |

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	112
5.26	Total items received (borrowed)	3,824
5.27	Total requests provided (loaned) unfilled	833
5.28	Total requests received (borrowed) unfilled	464
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	5,233

DELIVERY

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

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)	290

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	21
5.33	Number of participants	315

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	26
5.39	Number of participants	810

Management & Supervisory

5.40	Number of sessions	4
5.41	Number of participants	138

Planning and Evaluation

5.42	Number of sessions	3
5.43	Number of participants	68

Awareness and Advocacy

5.44	Number of sessions	15
5.45	Number of participants	414

Trustee/Council Training

5.46	Number of sessions	18
5.47	Number of participants	1,245

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	0
5.51	Number of participants	0

Children's Services/Elementary Grade Levels

5.52	Number of sessions	7
5.53	Number of participants	103

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	0
5.55	Number of participants	0

General Adult Services

5.56	Number of sessions	0
5.57	Number of participants	0

5.58	**Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.	Y
1.	Topic	Construction
2.	Number of sessions	2
3.	Number of participants	30

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)	96
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)	3,123
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y

COORDINATED SERVICES

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

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	562
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	1,201
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	207
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	9,524
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	183
5.68	Number of contacts - Consulting with member	862

	libraries and/or branches on adult services	
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	966
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	793
5.71	Number of contacts - Consulting with state and county correctional facilities	354
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	78
5.73	Number of contacts - Providing system and member library information to the media	79
5.74	Number of contacts - Providing website development and maintenance for member libraries	1,547
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)	16,356

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 facilities	0
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y

5.87	Description of fees	Member libraries are assessed though a formula of the following 4 elements: a general 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 January 1, 2021 to December 31, 2021.

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?	No
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
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	52

Coronavirus (COVID-19) pandemic.

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

6.2	Total County Funding	$0
6.3	All Other Local Public Funds	$0
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$0

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$2,493
6.6	Central Library Services Aid	$309,298
6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$12,425
6.10	Coordinated Outreach Services Aid	$160,154
6.11	Correctional Facilities Library Aid	$95,938
6.12	County Jails Library Aid	$5,624
6.14	Family Literacy Grants	$3,878
6.18	Local Library Services Aid - Kept at System	$0
6.19	Local Library Services Aid - Distributed to Members	$238,137
6.20	Total LLSA (total questions 6.18 and 6.19)	$238,137
6.21	Local Services Support Aid	$171,651

6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$1,611,357
6.27	Public Library System Supplementary Operational Aid	$219,312

State Aid

6.36	Special Legislative Grants and Member Items	$257,500
6.37	The New York Public Library - The Research Libraries	$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	$0
6.39	The New York Public Library, City University of New York	$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	$0
6.41	The New York Public Library, Science, Industry and Business Library	$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	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 6.36 through 6.41, and question 6.43)	$3,087,767

FEDERAL AID

6.45	Library Services and	$0

Technology Act (LSTA)

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 Program
2.   Amount $304,480

Federal Aid/Contracts

6.47   Total Other Federal Aid (total questions #2 of Repeating Group #10 above) $304,480

6.48   **Total Federal Aid** (total questions 6.45 and 6.47) $304,480

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 Service
3.   Total Contract Amount $670,070

1.   Contracting Agency   Member Libraries
2.   Contracted Service   Tech Support / Services
3.   Total Contract Amount $41,353

1.   Contracting Agency   Member Libraries
2.   Contracted Service   Digital Content
3.   Total Contract Amount $32,250

1.   Contracting Agency   Member Libraries
2.   Contracted Service   Databases/Catalog Enhancement
3.   Total Contract Amount $112,240

6.50   **Total Contracts** (total question #3 of Repeating Group #11 above) $855,913

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$6,281
6.53	Income from Investments	$2,144

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	Rental
2.	Amount	$500

1.	Receipt category	The Resilience Hub Project
2.	Amount	$25,000

1.	Receipt category	Grow with Google
2.	Amount	$4,283

1.	Receipt category	Cares Act Grant
2.	Amount	$52,905

1.	Receipt category	Other Miscellaneous
2.	Amount	$28,110

6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$110,798
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$119,223
6.59	**TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal**	$4,367,383

Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)

6.60	**BUDGET LOANS**	$0

Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	$15,606
6.62	Transfers from Other Funds	$0
6.63	**Total Transfers** (total questions 6.61 and 6.62)	$15,606
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2020.)	$2,141,917
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 7.82)	$6,524,906

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$324,567
7.2	Other Staff	$709,059
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$1,033,626
7.4	Employee Benefits Expenditures	$416,939
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$1,450,565

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$62,300
7.7	Electronic Materials Expenditures	$89,564
7.8	Other Materials Expenditures	$0
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$151,864

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$238,137
7.11	Central Library Services Aid (CLSA)	$309,298
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$115,000
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$40,010
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$702,445
7.19	Book/Library Materials Grants	$0
7.20	Other Non-Cash Grants	$171,163
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$873,608

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

Capital Cont./Operation and Maintenance/Misc.

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	$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)	$33,918
7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$33,918
7.34	Other Building & Maintenance Expenses	$49,640
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$83,558

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$0
7.37	Office and Library Supplies	$57,466
7.38	Equipment	$2,554
7.39	Telecommunications	$18,213
7.40	Postage and Freight	$3,398
7.41	Publicity and Printing	$1,919
7.42	Travel	$5,972
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$39,542
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$4,032
7.45	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? 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	$3,022

1.	Expense category	Delivery Ser
2.	Amount	$316,533

| 1. | Expense category | Retirees Med |
| 2. | Amount | $174,536 |

| 1. | Expense category | Equip Lease |
| 2. | Amount | $7,191 |

| 1. | Expense category | Service Cont |
| 2. | Amount | $216,943 |

Miscellaneous Cont./Contracts/Debt Service

| 7.46 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | $718,225 |
| 7.47 | **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) | $851,321 |

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

| 7.48 | Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. | N |

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

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

| 7.49 | **Total Contracts** (total question #3 of Repeating Group #14 above) | $0 |

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.50	From Local Public Funds (73PF)	$0
7.51	From Other Funds (73OF)	$0
7.52	**Total Capital Purposes Loans** (total questions 7.50 and 7.51)	$0

Transfers

Other Loans

7.53	Other Loans	$0
7.54	**Total Debt Service** (total questions 7.52 and 7.53)	$0
7.55	**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, 7.47, 7.49, and 7.54)**	$3,410,916

TRANSFERS

Transfers to the Capital Fund

7.56	From Local Public Funds (76PF)	$39,600
7.57	From Other Funds (76OF)	$0
7.58	**Total Transfers to Capital Fund** (total questions 7.56 and 7.57; same as question 8.2)	$39,600
7.59	**Total Transfers to Other Funds**	$0
7.60	**Total Transfers** (total questions 7.58 and 7.59)	$39,600
7.61	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.55 and 7.60)	$3,450,516

Cash Balance/Grand Total/Audit/Bank Balance

7.62	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2021)**	$3,074,390
7.82	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING**	$6,524,906

BALANCE (total questions 7.61 and 7.62)

FISCAL AUDIT

7.83	Last audit performed (mm/dd/yyyy)	07/04/2021
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2020 - 12/31/2020
7.85	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	$3,012,943

1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	$102,426

1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	$190,441

1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	$222,408

1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	$886

1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	$6,375

7.86	**Total Bank Balance** (total question #2 of Repeating Group #15)	$3,535,479
7.87	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please	Y

complete the Capital Fund
Report. If no, stop here.

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 7.58)	$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**	$220
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$39,820

| 8.9 | CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2020.) | $388,635 |

Grand Total

| 8.10 | **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) | $428,455 |

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** (total questions 9.1 through 9.4)	$0
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$15,606
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$15,606
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2021, for Public Library Systems)**	$412,849

Grand Total

| 9.10 | **TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9) | $428,455 |

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2022 - December 31, 2022

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$3,248,333
12.2	Budget Loans	$0
12.3	Total Transfers	$67,656
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, 2022 must be the same as the December 31, 2021, closing balance reported on Q7.62 of the 2021 annual report)	$3,074,390
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	$6,390,379

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	$3,276,389
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, 2022)	$3,074,390

| 12.9 | Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8) | $6,390,379 |

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	$28,056
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2022, must be the same as the December 31, 2021, closing balance reported on Q9.9 of the 2021 annual report)	$412,849
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$480,505

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$67,656
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2022)	$412,849
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$480,505

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(1)(f)(1) 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)(2) 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)(3) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(11)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of $350,000 for business library. (Included in Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(1)(m)

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

13.1.1	Total Full-Time Equivalents (FTE)	4.8
13.1.2	Total Expenditure for Professional Salaries	$261,635

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

13.1.3	Total Full-Time Equivalents (FTE)	12.83
13.1.4	Total Expenditure for Other Staff Salaries	$660,168
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$384,514
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Central Hudson, Selective Ins, Lehigh Lawn, Vector Sec, Royal Carting
3.	Expenditure	$62,030

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Paylocity, Ulster BOCES, Whiteman Oster
3.	Expenditure	$39,542

1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	PULISDO, ALA, NYLA, SHRM
3.	Expenditure	$2,134

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Crown Castle, Logmein, Verizon
3.	Expenditure	$18,048

1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	NYSHIP, MVP
3.	Expenditure	$174,536

1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Pitney Bowes, Toshiba rental
3.	Expenditure	$6,734

13.1.7	**Total Expenditure - Purchased Services**	$303,024
13.1.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

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

1.	Expenditure Category	Office/library supplies and postage

2.	Expenditure	$4,067

1.	Expenditure Category	Non-print resources (exluding electronic content)
2.	Expenditure	$7,902

13.1.9	**Total Expenditure - Supplies and Materials**	$11,969
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	$1,238

13.1.11	**Total Expenditures - Travel**	$1,238
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.	$238,134
13.1.15	**Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.	N

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

1.	Recipient	N/A
2.	Allocation	N/A
3.	Project Description (no more	

than 300 words)

13.1.16	Total Expenditures - Grants for Member Libraries	$0
13.1.17	Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)	$1,860,682
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.	$37,436
13.1.19	**Total Allocation from 2021 - 2022 State Aid:**	$1,872,786
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	$1,910,222
13.1.21	**Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)**	$49,540
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 and equitable access to information and library resources; (2) economical resource sharing; and (3) inclusive 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 Sservices 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 software 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-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 of 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, manage digital collections, provide digital literacy training, and build partnerships in the wake of COVID-19. 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 working 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 Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Reference: Education Law § 273(1)(b)
Commissioners Regulations 90.4
Central Library Services Aid is $0.32 per capita with a minimum amount of $105,000 and an additional $71,500.
Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non–fiction and foreign language, including electronic content.
See
http://www.nysl.nysed.gov/libdev/clda/index.html
for more information.

13.2.1-13.2.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).

13.2.1	Total Full-Time Equivalents (FTE)	0
13.2.2	Total Expenditure for Professional Salaries	$0

13.2.3-13.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLSA funds).

13.2.3	Total Full-Time Equivalents (FTE)	0

| 13.2.4 | Total Expenditures for Other Staff Salaries | $0 |

| 13.2.5 | **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLSA funds). | $0 |

| 13.2.6 | **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

| 13.2.7 | Total Expenditure - Purchased Services | $0 |

| 13.2.8 | **Supplies and Materials**: Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No. | N |

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

| 13.2.9 | **Total Expenditure - Supplies and Materials** | $0 |

| 13.2.10 | **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

13.2.11   **Total Expenditures - Travel** $0

13.2.12   **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	
3.	Unit cost	N/A
4.	Expenditure	N/A

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

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

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

1.	Recipient	Poughkeepsie Public Library
2.	Allocation	$309,298
3.	Project Description (no more than 300 words)	Passthrough fund to the Poughkeepsie Public Library District.

13.2.15   Total Expenditure - Grants to Central/Co-Central Libraries $309,298

13.2.16   **Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)** $309,298

13.2.17   **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. $51,556

13.2.17a   CBA Cash Balance at the Opening of the Fiscal Year $13,178

13.2.17b   CLDA Cash Balance at the   38,378.00

	Opening of the Fiscal Year	
13.2.18	**Total Allocation from 2021 - 2022 State Aid:**	$257,742
13.2.19	Total Available Before Expenditures (total 13.2.17 + 13.2.18)	$309,298
13.2.20	**Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)**	0.00
13.2.21	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Pass Trough fund paid out to Poughkeepsie Public Library District.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

Statutory Reference:	Education Law § 273(1) (h) Commissioners Regulations 90.3

Beginning with 2021 report, Year 3 Adult and Family Literacy allocations and expenses should be included in Coordinated Outreach Services Aid.

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)	.85
13.4.2	Total Expenditure for Professional Salaries	$32,308

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)	.42
13.4.4	Total Expenditure for Other Staff Salaries	$20,140
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$29,613
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	Institutional membership dues
2.	Provider of Services	AMERICAN LIBRARY ASSOCIATION
3.	Expenditure	$253

1.	Expenditure Category	Delivery/courier
2.	Provider of Services	Valley Courier
3.	Expenditure	$8,817

1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	NYLA conference, Nichole Cooke
3.	Expenditure	$4,399

13.4.7	**Total Expenditure - Purchased Services**	$13,469
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 and Materials	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	N/A
2.	Expenditure	N/A

13.4.11	**Total Expenditure - Travel**	$0

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

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

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

| 13.4.13 | **Total Expenditure - Equipment and Furnishings** | $0 |
| 13.4.14 | Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. | Y |

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

1.	Recipient	Beekman Library
2.	Allocation	$750
3.	Description of Project	Target group: Physically disabled / Individuals with developmental and learning disabilities. Create specific programming that is developmentally appropriate for target group.

1.	Recipient	Brewster Public Library
2.	Allocation	$750
3.	Description of Project	Target group: members of ethnic or minority groups in need of special library services. Create ESL classes.

1.	Recipient	Catskill Public Library
2.	Allocation	$1,200
3.	Description of Project	Target group: Physically disabled / Individuals with developmental or learning disabilities. Deliver library materials to those individuals confined to their homes.

1.	Recipient	Chatham Public Library
2.	Allocation	$750
3.	Description of Project	Target group: Physically disabled / aged / confined in institutions. Mobile library services to be brought to local assisted living facilities.

| 1. | Recipient | Claverack Free Library |
| 2. | Allocation | $750 |

3.	Description of Project	Target group: Individuals with developmental or learning disabilities. Extended and targeted library hours to serve at risk individuals during summer months.

1.	Recipient	Clinton Community Library
2.	Allocation	$1,200
3.	Description of Project	Target group: Aged. Art therapy programming for aged / senior individuals.

1.	Recipient	Heermance Memorial Library
2.	Allocation	$750
3.	Description of Project	Target group: Aged. Extend mobile library services for local senior living communities and homebound individuals.

1.	Recipient	Highland Public Library
2.	Allocation	$1,200
3.	Description of Project	Target group: Aged. Develop art and lecture programming for aged individuals.

1.	Recipient	Hudson Area Library
2.	Allocation	$1,200
3.	Description of Project	Target group: Aged. Tools and activities targeted towards senior individuals with age related memory loss.

1.	Recipient	Hurley Library
2.	Allocation	$750
3.	Description of Project	Target group: Aged. Art/painting programs for aged/senior individuals.

1.	Recipient	LaGrange Association Library
2.	Allocation	$750
3.	Description of Project	Target group: Individuals with developmental or learning disabilities. Establishing story walk program for local special education students.

1.	Recipient	Marlboro Free Library
2.	Allocation	$750
3.	Description of Project	Target group: Aged. Expand program offerings for senior or aged individuals with dementia or memory issues.

1.	Recipient	Millbrook Library
2.	Allocation	$1,200
3.	Description of Project	Target group: Members of ethnic or minority groups in need of special library services. Expand Spanish language and bilingual programming.

1.	Recipient	Olive Free Library
2.	Allocation	$750
3.	Description of Project	Target group: Aged. Digital literacy programming for at risk aged/senior individuals.

1.	Recipient	Pawling Free Library
2.	Allocation	$750
3.	Description of Project	Target group: Members of ethnic or minority groups in need of special library services. Expand Spanish-language and bilingual library materials and utilize third party programming to provide Spanish programs.

1.	Recipient	Phoenicia Library
2.	Allocation	$750
3.	Description of Project	Target group: Educationally disadvantaged. Providing library materials to school children who have been considered at risk for literacy issues by their school district.

1.	Recipient	Plattekill Library
2.	Allocation	$1,200
3.	Description of Project	Target group: blind/visually impaired. Installation of software on computers to allow easier access to digital services for visually impaired individuals.

1.	Recipient	Red Hook Public Library
2.	Allocation	$1,200
3.	Description of Project	Target group: Physically disabled, aged, and confined in institutions. Expand traditional programming to be hybrid and virtual to be more available to homebound individuals.

1.	Recipient	Roeliff Jansen Community Library
2.	Allocation	$750
3.	Description of Project	Targeted group: Members of ethnic or minority groups in need of special library services. Expand spanish language library materials.

1.	Recipient	Rosendale Library
2.	Allocation	$750
3.	Description of Project	Targeted group: Members of ethnic or minority groups in need of special library services. Expanding bilingual and spanish language materials and programming

1.	Recipient	Saugerties Public Library
2.	Allocation	$750
3.	Description of Project	Target group: Individuals with developmental and learning disabilities. Special collection of books for individuals with dyslexia typeface.

1.	Recipient	Stanford Free Library
2.	Allocation	$1,200
3.	Description of Project	Targeted group: Members of ethnic or minority groups in need of special library services. English language lessons for spanish speaking individuals.

1.	Recipient	Tivoli Free Library
2.	Allocation	$750
3.	Description of Project	Targeted group: aged. Senior exercise/yoga program

1.	Recipient	Grinnell Public Library District
2.	Allocation	$750
3.	Description of Project	Targeted group: Physically disabled, aged. Develop dance and movement programming for the aged and physically disabled.

1.	Recipient	West Hurley Public Library
2.	Allocation	$750
3.	Description of Project	Target group: Aged. Pancake lunch to encourage socialization after pandemic related isolation.

13.4.15	Total Expenditure - Grants to Member Libraries	$22,350
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)	$117,880
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.	$24,247
13.4.18	**Total Allocation from 2021 - 2022 State Aid:**	$138,757
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	$163,004
13.4.20	**Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)**	$45,124
13.4.21	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	The expenditures, as follows, help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Coordinated Outreach Library Services Aid. MHLS will support improved library services for persons who are educationally disadvantaged, members of ethnic or minority groups in need of special library services, unemployed, blind, physically disabled, have developmental or learning disabilities,

or who are aged or confined in institutions. PROFESSIONAL SALARIES/BENEFITS: .85 FTE of MHLS Outreach and Engagement Specialist who is designated Outreach Coordinator and works to integrate the mission of outreach into the system's offerings, provide mini-grant opportunities to incentive adoption of best practices to reach target audiences, provide training, and professional guidance for member libraries on outreach related issues. OTHER STAFF SALARIES/BENEFITS: .42 FTE to work with professional staff on outreach related projects. PURCHASED SERVICES: Refreshments for Outreach Council community meetings. SUPPLIES AND MATERIALS: Office supplies and materials. GRANTS TO MEMBER LIBRARIES: Provided a total of $22,350 in grants to 26 member libraries to develop programs and services to attract and connect to outreach target populations and form relevant community partnerships at the local level. Over 3,300 people attended a program funded or partially funded by the grants. Libraries partnered with nearly 30 outside organizations to provide outreach services for their community.

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 incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

13.5.1-13.5.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees

13.5.1	Total Full-Time Equivalents (FTE)	0
13.5.2	Total Expenditure for Professional Salaries	$0

13.5.3-13.5.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees

13.5.3	Total Full-Time Equivalents (FTE)	0
13.5.4	Total Expenditures for Other Staff Salaries	$0
13.5.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits	$0
13.5.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	SCHOLASTIC INC., Amazon
3.	Expenditure	$8,241

13.5.7	**Total Expenditure - Purchased Services**	$8,241
13.5.8	**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

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	$972

13.5.9	**Total Expenditure - Supplies and Materials**	$972
13.5.10	**Total Expenditure (total 13.5.7, and 13.5.9)**	9,213.00
13.5.11	**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.	$4,687
13.5.12	**Total Allocation from 2021 - 2022 State Aid**	$4,526
13.5.13	Total Available Before Expenditures (total 13.5.11 + 13.5.12)	$9,213
13.5.14	**Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)**	$0

| 13.5.15 | **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 Reference:** | Education Law § 285 (1)
Commissioners Regulations 90.14
The amount provided in Education Law is $9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information. |

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

| 13.6.1 | Total Full-Time Equivalents (FTE) | 0.0 |
| 13.6.2 | Total Expenditure for Professional Salaries | $0 |

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)	.44
13.6.4	Total Expenditure for Other Staff Salaries	$23,522
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$6,741
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

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

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	$53,436

13.6.9	**Total Expenditure - Supplies and Materials**	$53,436
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
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)	$92,516
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.	$30,141
13.6.16	**Total Allocation from 2021 - 2022 State Aid:**	$79,946
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$110,087
13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$17,571
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 Library Sustainability Coordinator 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

System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **<u>BRIEFLY</u>** describe the final results of <u>each element</u> for Year 5 (2021).

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 prioritization of MHLS Services among stakeholders. In 2021 the MHLS Technology Operations Team completed, documented, presented training and support for new features in the ILS including but not limited to Materials Booking. The team also embarked on a development partnership with Innovative on a new catalog discovery platform based in Bibframe records converted from MARC. The new catalog improves the integration of e-resources with physical collections, improves the patron search and engagement experience. MHLS will be the first true consortia to deploy the catalog in 2022. MHLS staff continued to provide critical support to member libraries through service transitions in the second year of the COVID19 pandemic. Our focus on training was toward new staff onboarding while providing opportunities for seasoned staff to develop new skills to maximize the use of the ILS in service and reporting. The Knowledge Base website, was revamped to include video training in addition to written documentation to improve "on Demand" training opportunities to member staff DELIVERY: Ranked as service priority #1 in a prioritization of MHLS Services among stakeholders. Coordinated 5 day-a-week delivery (251 delivery days) to 74 destinations throughout the MHLS region to facilitate resource sharing. Weekly 3,576 miles were covered with 25 routes and 342 stops per week. Over 3.3 million items were transported from one location to another (e.g., library to library, library to MHLS, MHLS to library). Over 1.3 million items were sorted at MHLS, with over 4.7 million items touched by MHLS staff during the sorting process. As directed by the stakeholder approved action plan, assessed MHLS current and future needs for a MHLS vehicle, developed and implemented a vehicle use plan. • INTERLIBRARY LOAN (ILL): Ranked as service priority #9 in a prioritization of MHLS Services among stakeholders. Brought in 973 items not available in the MHLS collection, as requested by member libraries for their patrons. Facilitated the provision of 208 items from MHLS libraries to outside libraries. Participated in statewide Empire Delivery Services receiving 512 and providing 167 ILL items. As directed by the stakeholder approved action plan, reviewed usage statistics to determine if appropriate balance between borrowing and lending is being maintained. DIGITAL COLLECTION ACCESS: As directed by the stakeholder approved action plan: Regarding Database Statistics,

reviewed and reported on Web Access Management (WAM - a feature in the ILS that provides authentication) statistics, regarding its desirability as a measure of patron usage by library. 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 295,320 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. Supported 7 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 3,605 items; Coordinated donations of magazines and books to supplement facility collections. | 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. | 2021 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: 6 member libraries participated in the 2021 Early Literacy Cohort 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 2021, due to the pandemic, 100% of our trustee education series was offered online. We focused heavily on the topics of equity, diversity, and inclusion (EDI) in 2021, introducing the new Equity, Diversity, and Inclusion Resource Page; Justice, Equity, Diversity, and Inclusion On Demand Training for member library staff and trustees; two continuing education events: "When Anti-Racist Reading Lists Aren't Enough" with Dr. Nicole Cooke and "Oh, the Places You'll Go: The Intersection of Intellectual Freedom & EDI" with Deborah Caldwell-Stone and Dr. Emily Knox. We introduced several new Continuing Education offerings including:

		Reimagining Library Services Series: online programming, collaborations and partnerships, ebooks, digital literacy, Let's Move in Libraries, and more!; Create Lists Lab; Advanced Certificate in Public Library Administration Course from Long Island University; and the Trustee Handbook Book Club
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: In 2021 we continued to support member libraries with guidance to help them navigate the changing legal and regulatory landscape due to COVID-19. We supported a record number of member libraries through the MHLS Turning Outward program to help them gather community input to inform strategic and long-range planning. We created a cohort of libraries pursuing Municipal Ballot votes with regular check in meetings to coach them through that process. Our staff provided continued support of our member libraries who are pursuing the Sustainable Library Certification Program and are proud to announce the first MHLS member library to be certified is the Highland Public Library. We formed a two new partnerships to create two new opportunities for member libraries: (1) The Library of Local Project, this is a grant funded project to establish four Community Resilience Hubs in libraries. These libraries boast a special collection displayed in a custom kiosk. The collection contains not only traditional collection items such as books and films but also introduced seed libraries and tool lending in these communities. Special programming, focused on the theme of food security, was offered throughout the System. (2) We partnered with MetroIAF to obtain access to a pilot funding program from the New York State Energy & Research Development Authority (NYSERDA) to fund the decarbonization of library facilities. We produced three "Lab Project Toolkits" to highlight the research we facilitated with members libraries on the topics of increasing circulation, increasing active account holders and increasing program attendance. We continued the tradition of ongoing consultations for member library boards and directors on topics such as sustainable funding, designing future-proof facilities, hiring and evaluating directors, board recruitment and many more.
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 2021, 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. MHLS IT provided and updated Wifi Access support and monitoring and negotiated and successfully transitioned participating members through a migration and update process to extend our support for wifi access by 5 years through 2026.
14.7	Element 7: Awareness and	Ranked as service priority #8 in a prioritization of MHLS

	Advocacy - Results	Services among stakeholders. Developed and presented an Advocacy Day Briefing and the annual County Funding Advocacy event. 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. Successfully advocated for a reduction in the number of signatures necessary for municipal ballot votes in 2021.
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 news from the field and each other.
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	Ranked as service priority #15 in a prioritization of MHLS services among stakeholders: MHLS continued its long-standing partnership with the Southeastern Library Resources Council (SENYLRC), with representation on their board of trustees. MHLS partners with the Ramapo Catskill Library System to facilitate regional participation in Advocacy Day in Albany and 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. In 2021 we partnered with the Pioneer Library System and the Southern Tier Library System to produce the statewide Trustee Handbook Book Club program: https://midhudson.org/trusteebookclub/ And we partnered with the Southern Adirondack Library System to produce a webinar we opened up statewide called "Oh, the Places You'll Go": The Intersection of Intellectual Freedom & Equity, Diversity and Inclusion, presented by Deborah Caldwell-Stone, Director of American Library Association's Office for Intellectual Freedom & Executive Director of the Freedom to Read Foundation and Dr. Emily Knox, Interim Associate Dean for Academic Affairs & Associate Professor of School of Information Sciences at the University of Illinois at Urbana-Champaign. We partnered with the Suffolk Cooperative Library System to produce an on demand webinar series for members on topics related to Justice, Equity, Diversity, and Inclusion (JEDI).
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 15 libraries applying for State Aid for Library Construction funds in the 2021 funding cycle.
14.11	Element 11: Central Library -	As reported by the Central Library in their annual report: CLDA

	Results	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	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 libraries 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. These restrictions are currently in place. A new Free Direct Access Plan was developed with member library input and approved by the MHLS Directors Association and MHLS Board. This was approved by the State Library and goes into effect in 2022.
14.13	Element 13: Other Goal(s) - Results	N/A

15. Current system URL's

15.1	System Home Page 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/Bylaws_2021_final.pdf
15.4	URL of Evaluation Form	https://midhudson.org/wp-content/uploads/2022/03/MHLS-Action-Memo-21-03-Plan-of-Service-Category-Ranking.pdf
15.5	URL of Evaluation Results	https://midhudson.org/wp-content/uploads/2022/03/MHLS-Evaluation-Summary.pdf
15.6	URL of Central Library Plan	https://midhudson.org/2022-2026-plan-of-service-of-the-mid-hudson-library-system/
15.7	URL of Direct Access Plan	https://midhudson.org/wp-content/uploads/2012/11/MHLS-FDAP-and-Vote.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	3/12/2022

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)

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).

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!	