Mid-Hudson Library System Annual Report for Library Systems - 2019 (Public Library Systems 2019)

collectconnect.baker-taylor.com/SurveyReport.aspx

	CURRENT YEAR	*PREVIOUS YEAR*

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	*131500700010*
1.2	Institution ID	800000053308	*800000053308*
1.3	System Name	Mid-Hudson Library System	*Mid-Hudson Library System*
1.4	Beginning Reporting Year	01/01/2019	*01/01/2018*
1.5	Ending Reporting Year	12/31/2019	*12/31/2018*
1.6	Street Address	103 Market Street	*103 Market Street*
1.7	City	Poughkeepsie	*Poughkeepsie*
1.8	Zip Code	12601	*12601*
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4028	*4028*
1.10	Mailing Address	103 Market Street	*103 Market Street*
1.11	City	Poughkeepsie	*Poughkeepsie*
1.12	Zip Code	12601	*12601*
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4028	*4028*
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(845) 471-6060	*(845) 471-6060*
1.15	Fax Number (enter 10 digits only)	(845) 454-5940	*(845) 454-5940*
1.16	System Home Page URL	https://midhudson.org	*https://midhudson.org*
1.17	URL of the system's complete Plan of Service	https://midhudson.org/about-mhls/mhls-plan-of-service/	*https://midhudson.org/about-mhls/mhls-plan-of-service/*

1.18	Population Chartered to Serve (2010 Census)	650,704	*650,704*
1.19	Area Chartered to Serve (square miles)	2,926	*2,926*
1.20	Federal Employer Identification Number	141458489	*141458489*
1.21	County	Dutchess	*Dutchess*
1.22	County (Counties) Served	Columbia, Dutchess, Greene, Putnam, Ulster	*Columbia, Dutchess, Greene, Putnam, Ulster*
1.23	School District	Poughkeepsie City School District	*Poughkeepsie City School District*
1.24	First Name of System Director	Rebekkah	*Rebekkah*
1.25	Last Name of System Director	Smith Aldrich	*Smith Aldrich*
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	23875	*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	*(845) 471-6060 Ext.239*
1.32	E-Mail Address of the System Director	rsmith@midhudson.org	*rsmith@midhudson.org*
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(845) 454-5940	*(845) 454-5940*
1.34	Name of Outreach Coordinator	Courtney Wimmers	*Courtney Wimmers*
1.47	Is the library system a member of the New York State and Local Retirement System?	Y	*Y*
1.48	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	Y	*Y*

Contracts/Unusual Circumstances

1.	Name of Contracting Municipality or District	Town of Union Vale	*Town of Union Vale*

2.	Is this a written contract? (Enter Y for Yes, N for No)	Y	Y
3.	Population of the geographic area served by this contract	4,877	4,877
4.	Dollar amount of contract	$76,407	$74,909
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	PARTIAL	PARTIAL
1.49	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.	N	N

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

2. Personnel Information

2.1	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all budgeted positions.	35	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	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0	0
2.10	Librarians - Filled Position(s) FTE	3	3
2.11	Librarians - Vacant Position(s) FTE	0	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1	1

2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0	*0*
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	5.00	*5.00*
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	*0.00*
2.16	Total Other Professional Staff - Filled Position(s) FTE	2	*4*
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	*0*
2.18	Total Other Staff - Filled Position(s) FTE	10.43	*8.86*
2.19	Total Other Staff - Vacant Position(s) FTE	0.57	*0*
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	17.43	*17.86*
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.57	*0.00*

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A	*N/A*
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A	*N/A*
2.24	System Director FTE	1	*1*
2.25	System Director Current Annual Salary	$132,573	*$127,000*

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	66	*66*
3.15	Main Library/System Headquarters	1	*1*
3.16	Indicate the year the system building was initially constructed	1966	*1966*
3.17	Indicate the year the system building underwent a major renovation costing $25,000 or more	2001	*2001*
3.18	Square footage of the system building	12,000	*12,000*

3.19	Branches of the Library System	0	*0*
3.20	Bookmobiles	0	*0*
3.21	Reading Centers	0	*0*
3.22	Other Outlets	0	*0*
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	1	*1*
3.24	Name of Central Library/Co-Central Libraries	Poughkeepsie Public Library District	*Poughkeepsie Public Library District*
BOARD/COUNCIL MEETINGS			
3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	7	*7*
3.26	Current number of voting 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 years*

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

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

SYSTEM BOARD/COUNCIL
Public Library Systems - enter information for the period January 1, 2020, through December 31, 2020.

President/Council Chair

3.29	Status	Filled	*Mr.*
3.30	First Name	Richard	*Mark*
3.31	Last Name	Swierat	*Wilson*
3.32	Institutional Affiliation	Pace University	*Kinderhook Library*
3.33	Professional Title	Adjunct Professor	*Trustee*
3.34	Mailing Address	1 Marcella Boulevard	*28 William Street*
3.35	City	Hopewell Junction	*Kinderhook*
3.36	Zip Code (enter five digits only)	12533	*12106*

3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(845) 438-6626	*(518) 496-5130*
3.38	E-mail Address	rswierat@bestweb.net	*moore49@nycap.rr.com*
3.39	Term Begins - Month	January	*January*
3.40	Term Begins - Year (yyyy)	2020	*2015*
3.41	Term Expires - Month or N/A	December	*December*
3.42	Term Expires - Year (YYYY) or N/A	2024	*2019*
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	02/01/2020	*03/21/2015*
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/05/2020	*03/24/2015*
3.46	Is this a brand new trustee?	N	*N*

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

1.	Status	Filled	*Mr.*
2.	First Name	Stuart	*Stuart*
3.	Last Name	Auchincloss	*Auchincloss*
4.	Institutional Affiliation	Woodstock Public Library District	*Woodstock Public Library District*
5.	Professional Title	Former President	*Former President*
6.	Mailing Address	2342 Glasco Turnpike	*2342 Glasco Turnpike*
7.	City	Woodstock	*Woodstock*
8.	Zip Code (enter five digits only)	12498	*12498*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2019	*2019*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2023	*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	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/19/2019	*01/19/2019*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2019	*01/31/2019*
16.	Is this a brand new trustee?	N	*N*
1.	Status		*Mrs.*
2.	First Name	Rajene	*Sharon*
3.	Last Name	Hardeman	*Davis*
4.	Institutional Affiliation	Howland Public Library	*None*
5.	Professional Title	Trustee	*School Library Media Specialist*
6.	Mailing Address	5 Colonial Road #53	*PO Box 306*
7.	City	Beacon	*Copake*
8.	Zip Code (enter five digits only)	12508	*12516*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2018	*2016*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2022	*2020*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/27/2018	*01/26/2016*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2018	*02/24/2016*
16.	Is this a brand new trustee?	N	*N*
1.	Status		*Ms.*
2.	First Name	Debra	*Lisa Baker*
3.	Last Name	Klein	*Brill*
4.	Institutional Affiliation	Bard College	*Self-employed*
5.	Professional Title	Assistant Visual Curator	*Fundraiser/Pub.Relations Consultant*
6.	Mailing Address	32 Koeppel Avenue	*1501 High Falls Road*

7.	City	Catskill	*Catskill*
8.	Zip Code (enter five digits only)	12414	*12414*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2016	*2017*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2020	*2021*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2016	*06/09/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2016	*07/06/2017*
16.	Is this a brand new trustee?	N	*N*
1.	Status		*Mr.*
2.	First Name	Michele	*Robert*
3.	Last Name	Ment	*Culp*
4.	Institutional Affiliation	Kent Library	*A.C Desmond & H. Fish Library*
5.	Professional Title	Trustee	*Trustee*
6.	Mailing Address	1027 Farmers Mill Road	*37 Philipse Brook Road*
7.	City	Carmel	*Garrison*
8.	Zip Code (enter five digits only)	10512	*10524*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2019	*2017*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2023	*2021*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/19/2019	*01/28/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2019	*02/01/2017*

13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/27/2018	*01/27/2018*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2018	*01/31/2018*
16.	Is this a brand new trustee?	N	*N*
1.	Status		*Mr.*
2.	First Name	Janet	*Rajene*
3.	Last Name	Schnitzer	*Hardeman*
4.	Institutional Affiliation	Hudson City School District	*Howland Public Library*
5.	Professional Title	Retired	*Trustee*
6.	Mailing Address	41 Green Acres Road	*5 Colonial Road #53*
7.	City	Hudson	*Beacon*
8.	Zip Code (enter five digits only)	12534	*12508*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2019	*2018*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2023	*2022*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/19/2019	*01/27/2018*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2019	*01/31/2018*
16.	Is this a brand new trustee?	N	*N*
1.	Status		*Ms.*
2.	First Name	Mary Linda	*Debra*
3.	Last Name	Todd	*Klein*
4.	Institutional Affiliation	NYS Library, Div of Library Development	*Bard College*
5.	Professional Title	Retired	*Assistant Visual Curator*
6.	Mailing Address	65 Highland Road	*32 Koeppel Avenue*

No.	Field	Value 1	Value 2
7.	City	Greenville	*Catskill*
8.	Zip Code (enter five digits only)	12083	*12414*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2020	*2016*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2024	*2020*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/01/2020	*01/28/2016*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/05/2020	*02/24/2016*
16.	Is this a brand new trustee?	N	*N*
1.	Status		*Ms.*
2.	First Name	Lisa Baker	*Michelle*
3.	Last Name	Brill	*Ment*
4.	Institutional Affiliation	Self-employed	*Kent Library*
5.	Professional Title	Fundraiser/Public Relations Consult	*Trustee*
6.	Mailing Address	1501 High Falls Road	*1027 Farmers Mill Road*
7.	City	Catskill	*Carmel*
8.	Zip Code (enter five digits only)	12414	*10512*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2017	*2019*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2021	*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	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	06/09/2017	*01/19/2019*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/06/2017	*01/31/2019*

7.	City	Garrison	*Hopewell Junction*
8.	Zip Code (enter five digits only)	10524	*12533*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2018	*2015*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2022	*2019*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/27/2018	*02/13/2015*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2018	*03/24/2015*
16.	Is this a brand new trustee?	N	*N*
1.	Status		*Ms.*
2.	First Name	Mark	*Mary Linda*
3.	Last Name	Wilson	*Todd*
4.	Institutional Affiliation	Kinderhook Library	*NYS Library, Div. of Library Development*
5.	Professional Title	Trustee	*Retired 2016*
6.	Mailing Address	28 William Street	*65 Highland Road*
7.	City	Kinderhook	*Greenville*
8.	Zip Code (enter five digits only)	12106	*12083*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2020	*2017*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2024	*2019*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	yes	*N*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/01/2020	*01/28/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/05/2020	*02/01/2017*

16.	Is this a brand new trustee?	N		*N*

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2020, through December 31, 2020. 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 bibliostat@btol.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Status			*Ms.*
2.	First Name	Sharon		*Casandra*
3.	Last Name	Avila		*Beam*
4.	Institutional Affiliation	Dutchess Co. Dept of Community & Family Services		*Ulster Literacy Association*
5.	Professional Title	Confidential Admin.Asst to the Commissioner		*CEO*
1.	Status	Filled		*Ms.*
2.	First Name	Cassandra		*Melissa*
3.	Last Name	Beam		*Clark*
4.	Institutional Affiliation	Ulster Literacy Association		*United Way of Dutchess-Orange Region*
5.	Professional Title	CEO		*Manager of Community Mobilization*
1.	Status	Filled		*Ms.*
2.	First Name	Melissa		*Rebecca*
3.	Last Name	Clark		*Gerald*
4.	Institutional Affiliation	United Way of Dutchess-Orange Region		*Dutchess BOCES, Career & Technical Instiute*
5.	Professional Title	Manager of Community Mobilization		*Coordinator, School Library System*
1.	Status	Filled		*Ms.*
2.	First Name	Rebecca		*Carolyn Bennett*
3.	Last Name	Gerald		*Glauda*
4.	Institutional Affiliation	Dutchess BOCES, Career & Technical Institute		*Southeastern NY Library Resources Council*
5.	Professional Title	Coordinator, School Library System		*Member Services Librarian for Education & Outreach*
1.	Status	Filled		*Ms.*
2.	First Name	Carolyn Bennet		*Alison*
3.	Last Name	Glauda		*Herrero*
4.	Institutional Affiliation	Southeastern NY Library Resources Council		*Howland Public Library*
5.	Professional Title	Member Services Librarian for Educa. & Outreach		*Head of Adult Service & Digital Literacy*

1.	Status	Filled	*Ms.*
2.	First Name	Alizon	*Mary Ellen*
3.	Last Name	Herrero	*Iatropoulos*
4.	Institutional Affiliation	Howland Public Library	*The Art Effect*
5.	Professional Title	Head of Adult Serv. & Digital Literacy	*Director of Education & Experience*
1.	Status		*Ms.*
2.	First Name	Mary Ellen	*Jessica*
3.	Last Name	Iatropoulos	*Sherman*
4.	Institutional Affiliation	The Art Effect	*Poughkeepsie Public Library District*
5.	Professional Title	Director of Education & Experience	*Adult Services Librarian*
1.	Status		*Ms.*
2.	First Name	Jessica	*Ashley*
3.	Last Name	Sherman	*Wright*
4.	Institutional Affiliation	Poughkeepsie Public Library District	*Dutchess One Stop Career Center*
5.	Professional Title	Adult Services Librarian	*Career Center Manager*
1.	Status		
2.	First Name	Ashley	
3.	Last Name	Wright	
4.	Institutional Affiliation	Dutchess One Stop Career Center	
5.	Professional Title	Career Center Manager	
1.	Status		
2.	First Name	Kadiyah	
3.	Last Name	Lodge	
4.	Institutional Affiliation	Dutchess One Stop Career Center	
5.	Professional Title	Business Services Manager	

4. Public Library System Transactions and Collections

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	0	*0*
4.2	System Visits	1,233	*1,050*
CIRCULATION			
4.3	Total Cataloged Book Circulation	0	*0*
4.4	Total Circulation of Other Materials	0	*0*
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	0	*0*

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

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	16	*14*
4.12	Uncataloged Book Holdings	0	*0*
4.13	Total Print Serial Holdings	4	*4*
4.14	All Other Print Materials Holdings	7	*7*
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	27	*25*
4.16	Electronic Books	0	*0*
4.17	Local Electronic Collections	0	*0*
4.18	Total Number of NOVELNY Databases	10	*16*
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	0	*0*
4.20	Audio - Downloadable Units	0	*0*
4.21	Video - Downloadable Units	0	*0*
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0	*0*
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	10	*16*

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	0	*0*
4.25	Video - Physical Units	0	*0*
4.26	Other Non-Electronic Materials	138	*114*

4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	138	*114*
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	175	*155*

ROTATING COLLECTIONS/BOOK LOANS

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

5. System Services

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	*Y*

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

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

5.3	Identify ILS system vendor	Innovative Interfaces Inc.	*Innovative Interfaces Inc.*
5.4	How many member libraries fully participate in the ILS?	66	*66*
5.5	% of member libraries participating (calculated field)	100.00%	*100.00%*
5.6	How many member libraries participate in some ILS modules?	66	*66*

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

a.	ILS shared with other library systems	No	No
b.	ILS software permits patron-initiated ILL	Yes	Yes
c.	ILL feature implemented and used	Yes	Yes

5.8	Number of titles in the ILS bibliographic database	1,392,566	*673,025*
5.9	Number of new titles added by the system in the reporting year	0	*0*
5.10	Number of Central Library Aid titles added in the reporting year	2,288	*1,620*
5.11	Number of new titles added by the members in the reporting year	665,712	*35,860*
5.12	Total new titles (total questions 5.9 through 5.11)	668,000	*37,480*

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	No
b.	Disc	No	No
c.	Online (virtual catalog)	Yes	Yes

5.14	How many libraries participate in (or submit records for) the union catalog?	66	*66*
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N	*N*
5.16	Number of titles in the system's union catalog	1,392,566	*673,025*
5.17	Number of holdings in the system's union catalog	3,118,499	*3,115,772*
5.18	Number of new titles added in the last year	745,987	*35,860*
5.19	Number of holdings added in the last year	241,704	*195,996*

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

a.	Non-member catalogs are included (if checked, please name non-member catalogs using the State note)	No	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No	No
c.	Patron-initiated ILL available and used through this catalog	Yes	Yes

UNION LIST OF SERIALS

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Education

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	46,435	*104,706*

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	81	*100*
5.26	Total items received (borrowed)	3,736	*4,049*
5.27	Total requests provided (loaned) unfilled	943	*35*
5.28	Total requests received (borrowed) unfilled	187	*356*
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	4,947	*4,540*

DELIVERY

5.30 Indicate delivery methods used by the system (check all that apply):
Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a.	System courier (on the System's payroll)	Yes	No
b.	Other system's courier	Yes	Yes

d.	Contracted service (paid by System - not on payroll)	Yes	Yes
e.	U.S. Mail	No	No
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
g.	Other (specify using the State note)	No	No
5.31	Number of stops (pick-up and delivery sites per week)	345	*346*

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	19	*16*
5.33	Number of participants	143	*56*

Continuing Education Cont.

Technology

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

Digitization

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

Leadership

5.38	Number of sessions	3	*4*
5.39	Number of participants	27	*52*

Management & Supervisory

5.40	Number of sessions	4	*4*
5.41	Number of participants	23	*95*

Planning and Evaluation

5.42	Number of sessions	6	*4*
5.43	Number of participants	90	*80*

Awareness and Advocacy

5.44	Number of sessions	5	*3*
5.45	Number of participants	102	*56*

Trustee/Council Training

5.46	Number of sessions	13	*8*
5.47	Number of participants	167	*103*

Special Client Populations

5.48	Number of sessions	0	*0*

5.49	Number of participants	0	*0*

Children's Services/Birth to Kindergarten

5.50	Number of sessions	4	*5*
5.51	Number of participants	44	*39*

Children's Services/Elementary Grade Levels

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

Young Adult Services/Middle and High School Grade Levels

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

General Adult Services

5.56	Number of sessions	0	*0*
5.57	Number of participants	0	*0*
5.58	**Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.	Y	*Y*
1.	Topic	Construction	*Construction*
2.	Number of sessions	2	*2*
3.	Number of participants	26	*34*
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)	56	*46*
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)	622	*515*
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y	*Y*

COORDINATED SERVICES

5.62 Indicate which services the system provides (check all that apply):
Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	272	*255*
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	415	*396*
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	214	*178*
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	8,467	*7,292*
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	90	*70*
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	30	*0*

5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	437	*421*
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	507	*489*
5.71	Number of contacts - Consulting with state and county correctional facilities	125	*109*
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	115	*97*
5.73	Number of contacts - Providing system and member library information to the media	68	*60*
5.74	Number of contacts - Providing website development and maintenance for member libraries	904	*834*
5.75	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	N	*N*
1.	Topic	N/A	*N/A*
2.	Number of contacts (all types)	N/A	*N/A*
5.76	**Total other contacts** (total of question #2 of Repeating Group #6)	0	*0*
5.77	**Total number of contacts** (total of questions 5.63 through 5.74 and 5.76)	11,644	*10,201*

REFERENCE SERVICES

5.78	Total Reference Transactions	0	*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	Yes

b.	Services for patrons who are educationally disadvantaged	Yes	Yes
c.	Services for patrons who are aged	Yes	Yes
d.	Services for patrons who are geographically isolated	Yes	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes	Yes
f.	Services to patrons who are in institutions	Yes	Yes
g.	Services for unemployed and underemployed individuals	Yes	Yes
i.	N/A	No	No
5.80	Number of BOOKS BY MAIL loans	0	*0*
5.81	Number of member libraries with Job/Education Information Centers or collections	66	*66*
5.82	Number of State Correctional Facilities libraries served	6	*6*
5.83	Number of County Jails libraries served	4	*4*
5.84	Number of institutions served other than jails or correctional facilities	0	*0*
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N	*N*
1.	Service provided	N/A	*N/A*
2.	Number of facilities/institutions served	N/A	*N/A*
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y	*Y*

5.87	Description of fees	Member libraries are assessed though a formula of the following 4 elements: a general fee with four fixed levels determined by population served; a holds received/delivery fee based on number of items borrowed by one member from other members; a general ILS fee based on either population served or circulation (whichever is least);a fixed per license fee and 5) a fixed ILS capital set-aside. Fees are also charged to member libraries choosing the a la carte services of Web page hosing, Tech contracts/service, Teleforms and Smart Activity Manger (SAM).	*Response has been entered.*

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	N	*N*
1.	County Name	N/A	*N/A*
2.	Amount	N/A	*N/A*
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N/A	*N/A*
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N/A	*N/A*
6.2	Total County Funding	$0	*$0*
6.3	All Other Local Public Funds	$76,407	*$74,909*
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$76,407	*$74,909*

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$8,512	*$8,501*
6.6	Central Library Development Aid	$196,965	*$196,866*
6.7	Central Book Aid	$67,633	*$67,599*
6.8	Conservation/Preservation Grants	$0	*$0*
6.9	Construction for Public Libraries Aid	$84,015	*$108,634*
6.10	Coordinated Outreach Services Aid	$120,691	*$120,631*
6.11	Correctional Facilities Library Aid	$82,073	*$82,032*

6.12	County Jails Library Aid	$5,904	$6,416
6.14	Family Literacy Grants	$13,236	$13,223
6.18	Local Library Services Aid - Kept at System	$0	$0
6.19	Local Library Services Aid - Distributed to Members	$207,172	$207,068
6.20	Total LLSA (total questions 6.18 and 6.19)	$207,172	$207,068
6.21	Local Services Support Aid	$149,331	$149,256
6.22	Local Consolidated Systems Aid	$0	$0
6.26	Public Library System Basic Aid	$1,378,481	$1,377,789
6.27	Public Library System Supplementary Operational Aid	$187,616	$187,522
State Aid			
6.36	Special Legislative Grants and Member Items	$116,334	$399,500
6.37	The New York Public Library - The Research Libraries	$0	$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	$0	$0
6.39	The New York Public Library, City University of New York	$0	$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	$0	$0
6.41	The New York Public Library, Science, Industry and Business Library	$0	$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N	N

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

1.	Funding Source	N/A	N/A
2.	Amount	N/A	N/A
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$0	$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)	$2,617,963	*$2,925,037*

FEDERAL AID

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

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

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

Federal Aid/Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$0	*$0*
6.48	**Total Federal Aid** (total questions 6.45 and 6.47)	$0	*$0*

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

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

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

1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Automation/Delivery	*Automation/Delivery*
3.	Total Contract Amount	$604,707	*$603,482*

1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Tech Support/Services	*Tech Support*
3.	Total Contract Amount	$23,021	*$17,887*

1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Databases/Catalog Enhancements	*Web Page Hosting*
3.	Total Contract Amount	$80,600	*$11,850*

1.	Contracting Agency	Member Libraries	*Member Libraries*
2.	Contracted Service	Digital Content	*Databases/Catalog Enhancements*

3.	Total Contract Amount	$75,632	*$108,172*
6.50	**Total Contracts** (total question #3 of Repeating Group #11 above)	$783,960	*$797,511*

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$500	*$0*
6.53	Income from Investments	$23,733	*$15,037*

Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	$0	*$0*
6.55	Equipment	$250	*$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	*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 of Real Property	*Rental of Real Property*
2.	Amount	$450	*$1,100*
1.	Receipt category	Refunds - E-Rate	*Refund-Prior Year Expenses*
2.	Amount	$7,966	*$4,245*
1.	Receipt category	Other Miscellaneous	*Refund-E-rate*
2.	Amount	$16,528	*$13,203*
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$24,944	*$34,581*
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$49,427	*$49,618*

6.59	**TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	$3,527,757		*$3,847,075*
6.60	**BUDGET LOANS**	$0		*$0*

Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	$129,902		*$28,808*
6.62	Transfers from Other Funds	$0		*$0*
6.63	**Total Transfers** (total questions 6.61 and 6.62)	$129,902		*$28,808*
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)	$1,984,950		*$2,015,883*
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	$5,642,609		*$5,891,766*

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$428,537		*$438,253*
7.2	Other Staff	$643,562		*$640,314*
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$1,072,099		*$1,078,567*
7.4	Employee Benefits Expenditures	$455,854		*$405,326*
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$1,527,953		*$1,483,893*

COLLECTION EXPENDITURES

Q	Item		
7.6	Print Materials Expenditures	$28,620	*$47,809*
7.7	Electronic Materials Expenditures	$104,373	*$172,164*
7.8	Other Materials Expenditures	$0	*$0*
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$132,993	*$219,973*

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

Q	Item		
7.10	Local Library Services Aid (LLSA)	$207,172	*$207,068*
7.11	Central Library Aid (CLDA/CBA)	$264,598	*$264,465*
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$116,334	*$399,500*
7.16	Federal Aid	$0	*$0*
7.17	Other cash grants paid from system funds	$44,114	*$75,828*
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$632,218	*$946,861*
7.19	Book/Library Materials Grants	$0	*$0*
7.20	Other Non-Cash Grants	$5,657	*$7,311*
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$637,875	*$954,172*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

Q	Item		
7.22	Bookmobile	$0	*$0*
7.23	Other Vehicles	$0	*$0*
7.24	Computer Equipment	$0	*$15,741*
7.25	Furniture/Furnishings	$0	*$0*
7.26	Other Capital Expenditures	$0	*$0*
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$0	*$15,741*

Capital Cont./Operation and Maintenance/Miscellaneous

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$0		*$0*
7.32	From Other Funds (72OF)	$225,065		*$221,980*
7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$225,065		*$221,980*
7.34	Other Building & Maintenance Expenses	$63,099		*$83,183*
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$288,164		*$305,163*

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$0		*$0*
7.37	Office and Library Supplies	$22,055		*$35,373*
7.38	Equipment	$5,008		*$3,837*
7.39	Telecommunications	$16,820		*$21,252*
7.40	Binding Expenses	$0		*$0*
7.41	Postage and Freight	$1,817		*$2,707*
7.42	Publicity and Printing	$6,577		*$7,065*
7.43	Travel	$20,831		*$23,892*
7.44	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$30,536		*$52,202*
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$5,346		*$5,234*
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y		*Y*

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

1.	Expense category	Workshops		*BOT Mileage*
2.	Amount	$8,541		*$946*

1.	Expense category	Delivery Ser	*Workshops*
2.	Amount	$334,940	*$17,582*

1.	Expense category	Retiree Med	*Delivery Ser*
2.	Amount	$182,758	*$302,211*

1.	Expense category	Equip Lease	*Retiree Med*
2.	Amount	$8,935	*$165,119*

1.	Expense category	Service Cont	*Equip Lease*
2.	Amount	$208,453	*$8,203*

Miscellaneous Cont./Contracts/Debt Service

7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	$743,627	*$661,803*
7.48	**Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47)	$852,617	*$813,365*

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

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

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

1.	Contracting Agency (specify using the State note)	Beekman Library	*Beekman Library*
2.	Contracted Service (specify using the State note)	Town Funding	*see note*
3.	Total Contract Amount	$37,186	*$35,241*

1.	Contracting Agency (specify using the State note)	Dover Plains Library	*Dover Plains*
2.	Contracted Service (specify using the State note)	Town Funding	*see note*
3.	Total Contract Amount	$1,686	*$2,346*

1.	Contracting Agency (specify using the State note)	LaGrange Assoc. Library	*LaGrange Assoc. Library*
2.	Contracted Service (specify using the State note)	Town Funding	*see note*
3.	Total Contract Amount	$12,625	*$13,985*

1.	Contracting Agency (specify using the State note)	Millbrook Library	*Millbrook Library*
2.	Contracted Service (specify using the State note)	Town Funding	*see note*
3.	Total Contract Amount	$24,910	*$23,337*
7.50	**Total Contracts** (total question #3 of Repeating Group #14 above)	$76,407	*$74,909*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	$0	*$0*
7.52	From Other Funds (73OF)	$0	*$0*
7.53	**Total Capital Purposes Loans** (total questions 7.51 and 7.52)	$0	*$0*
Transfers			
Other Loans			
7.54	Other Loans	$0	*$0*
7.55	**Total Debt Service** (total questions 7.53 and 7.54)	$0	*$0*
7.56	**TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)**	$3,516,009	*$3,867,216*

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	$0	*$0*
7.58	From Other Funds (76OF)	$39,600	*$39,600*
7.59	**Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)	$39,600	*$39,600*

7.60	**Total Transfers to Other Funds**	$0	*$0*
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$39,600	*$39,600*
7.62	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61)	$3,555,609	*$3,906,816*

Cash Balance/Grand Total/Audit/Bank Balance

7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2019)**	$2,087,000	*$1,984,950*
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63)	$5,642,609	*$5,891,766*

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

7.84	Last audit performed (mm/dd/yyyy)	03/13/2019	*04/12/2018*
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2018 - 12/31/2018	*01/01/2017 - 12/31/2017*
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm	*Private Accounting Firm*

ACCOUNT INFORMATION
Complete one record for each financial account

1.	Name of bank or financial institution	TD Bank	*TD Bank*
2.	Amount of funds on deposit	$347,973	*$2,725,223*

1.	Name of bank or financial institution	TD Bank	
2.	Amount of funds on deposit	$1,964,952	

1.	Name of bank or financial institution	TD Bank	
2.	Amount of funds on deposit	$4,402	

1.	Name of bank or financial institution	TD Bank	
2.	Amount of funds on deposit	$189,934	

1.	Name of bank or financial institution	TD Bank	
2.	Amount of funds on deposit	$190,571	
7.87	**Total Bank Balance** (total question #2 of Repeating Group #15)	$2,697,832	*$2,725,223*
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	Y	*Y*

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$0	*$0*

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

Totals/Cash Balance

8.5	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0	*$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		*$39,600*
8.7	**NONREVENUE RECEIPTS**	$3,360		*$2,084*
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$42,960		*$41,684*
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)	$467,447		*$454,571*
Grand Total				
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$510,407		*$496,255*

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	$0		*$0*
9.2	Incidental Construction	$0		*$0*
9.3	Books and Library Materials	$0		*$0*
9.4	Total Other Disbursements	$0		*$0*
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0		*$0*
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$129,902		*$28,808*
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0		*$0*

9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$129,902		*$28,808*
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2019, for Public Library Systems)**	$380,505		*$467,447*

Grand Total

9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$510,407		*$496,255*

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2020 - December 31, 2020

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$3,346,143		*$3,387,564*
12.2	Budget Loans	$0		*$0*
12.3	Total Transfers	$32,270		*$31,879*
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, 2020 must be the same as the December 31, 2019, closing balance reported on Q7.63 of the 2019 annual report)	$2,087,000		*$1,984,950*
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	$5,465,413		*$5,404,393*

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)	$3,328,813	$3,379,843
12.7	Total Transfers	$49,600	$39,600
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2020)	$2,087,000	$1,984,950
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$5,465,413	$5,404,393
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)	$49,600	$39,600
12.11	Nonrevenue Receipts	$2,000	$2,000
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020, must be the same as the December 31, 2019, closing balance reported on Q9.9 of the 2019 annual report)	$380,505	$467,447
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$432,105	$509,047
PROJECTED CAPITAL FUND - DISBURSEMENTS			
12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$32,270	$31,879
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2020)	$399,835	$477,168

12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$432,105		*$509,047*

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3

Statutory Reference (LLSA):	Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.

Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(6) Commissioners Regulations 90.3 and 90.10 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

Statutory Reference (Supplemental):	Education Law § 273(12)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

BECPL Special 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		*4.67*

13.1.2	Total Expenditure for Professional Salaries	$375,536	$406,725

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

13.1.3	Total Full-Time Equivalents (FTE)	11.57	12.05
13.1.4	Total Expenditure for Other Staff Salaries	$602,461	$599,822
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$422,544	$394,241
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1.	Expenditure Category	Building and maintenance expenses	Building and maintenance expenses
2.	Provider of Services	Central Hudson G&E, Selective Ins, R.L. Baxter	Central Hudson, Selective Insurance
3.	Expenditure	$59,847	$35,952

1.	Expenditure Category	Consultant fees/professional fees	Consultant fees/professional fees
2.	Provider of Services	RBT CPAs, Ulster BOCES, Paylocity.com	Bradbury, RBT CPAs, Ulster BOCES, Paylocity, Thomas,Drohan etal, Whiteman etal
3.	Expenditure	$30,536	$52,202

1.	Expenditure Category	Institutional membership dues	Institutional membership dues
2.	Provider of Services	ALA, NYLA, PULISDO, SENYLRC	ALA, NYLA, LTA, PULISDO, SENYLRC, SHRM, IUG
3.	Expenditure	$4,062	$4,969

1.	Expenditure Category	Telecommunications	Telecommunications
2.	Provider of Services	Crown Castle, Jive, Verizon	Crown Castle, Jive, Verizon
3.	Expenditure	$7,476	$11,255

1.	Expenditure Category	Other (specify using the State note)	Other (specify using the State note)
2.	Provider of Services	NYSHIP, MVP	NYSHIP, MVP
3.	Expenditure	$182,757	$165,119

1.	Expenditure Category	Other (specify using the State note)	Other (specify using the State note)
2.	Provider of Services	Pitney Bowes, Toshiba	Toshiba, Pitney Bowes
3.	Expenditure	$6,725	$5,998

13.1.7	**Total Expenditure - Purchased Services**	$291,403	*$275,495*
13.1.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y	*Y*

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*
2.	Expenditure	$2,218	*$3,448*

1.	Expenditure Category	Non-print resources (electronic content)	*Non-print resources (electronic content)*
2.	Expenditure	$9,068	*$15,018*

1.	Expenditure Category	Other (specify using the State note)	*Other (specify using the State note)*
2.	Expenditure	$3,920	*$3,836*

13.1.9	**Total Expenditure - Supplies and Materials**	$15,206	*$22,302*
13.1.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	Y	*Y*

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

1.	Type of Travel	System Staff Travel	*System Staff Travel*
2.	Expenditure	$4,658	*$21,071*

13.1.11	**Total Expenditures - Travel**	$4,658	*$21,071*
13.1.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N	*N*

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

1.	Type of Item	N/A	*N/A*
2.	Quantity	N/A	*N/A*

3.	Unit Cost	N/A	*N/A*
4.	Expenditure	N/A	*N/A*
13.1.13	Total Expenditure - Equipment and Furnishings	$0	*$0*
13.1.14	**Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.	$207,172	*$207,068*
13.1.15	**Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.	Y	*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	14 Member Libraries	*18 Member Libraries*
2.	Allocation	$2,319	*$2,529*
3.	Project Description (no more than 300 words)	Grants for mileage equalization paid to member libraries that are more than 20 miles in distance from MHLS headquarters. Compensates for library staff attendance at meetings, trainings and continuing education at MHLS.	*Response has been entered.*
1.	Recipient	4 Member Libraries	
2.	Allocation	$1,301	
3.	Project Description (no more than 300 words)	Scholarship grants paid to libraries for directors and/or staff who have been in their roles three years or less to attend the NYLA annual conference. This is a matching grant.	
13.1.16	Total Expenditures - Grants for Member Libraries	$3,620	*$2,529*
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)	$1,922,600	*$1,929,253*
13.1.18	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0	*$7,618*
13.1.19	**Total Allocation from 2019 - 2020 State Aid:**	$1,922,600	*$1,921,635*
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	$1,922,600	*$1,929,253*

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

as Mango, a language-learning product with an online interface and, newly introduced in 2019, Universal Class, an online learning platform for library patrons. The collaborative nature of our system requires considerable time to manage the policies and procedures of our shared resources network. MHLS staff help to facilitate conversations, provide expert advice and conduct research that strengthen trust among the libraries and ensure equitable access for patrons across the system. MHLS staff and resources are deployed to ensure member libraries have access to affordable continuing education, professional development, and consulting services. These services are custom designed based on member library reported needs, goals and aspirations. During the current Plan of Service continuing education, professional development and consulting services are focused on assisting member library directors, staff, trustees and Friends Groups in the areas library management, library governance, community-based planning, community engagement and sustainable funding. Examples of this work include the Trustee Education Series which provides regional workshops at the essential, intermediate and advanced levels; "Turning Outward" program to assist member libraries in gathering community input using the American Library Association's Libraries Transforming Communities model; "Lab Projects" which empower a small group of library directors to work with MHLS staff to study a particular area of their efforts that they have identified need improvement; a New Directors Forum to help newer directors (in their positions for 3-years or less) learn the ins-and-outs of managing their library from more experienced directors and System staff. MHLS also coordinates group purchasing opportunities for Information Technology (IT) products, services and consulting. State aid allows the Mid-Hudson Library System to support improved library services for people who are educationally disadvantaged, members of ethnic or minority groups in need of special library services, the unemployed, blind, physically disabled, have developmental or learning disabilities, or who are aged or confined in institutions. Outreach mini-grants are offered to member libraries to facilitate the design of programs and services that are focused on the eight target audiences of Coordinated Outreach Aid. In addition to Outreach Mini-Grants, state aid is leveraged to assist member libraries in cash grants in the form of Local Library Services Aid (LLSA), Mileage Equalization Grants to compensate member library staff who travel more than 20 miles for meetings and continuing education events in the System, and, newly introduced in 2019, a conference scholarship grant program. MHLS staff coordinate an integrated system of communication for directors, staff, trustees, and Friends of member libraries for purposes of resource sharing, library development, and cooperative networking; Cooperatively work with other public library systems, school library systems, and reference

	and research library resources systems; Provide administration of the State Aid for Public Library Construction Grant Program as awarded by the State, and provide consultation to member library directors and member library boards in support of the assessment, development, planning, and funding of library facilities. State aid is critical to the operations of the System: the operation and maintenance of the System's facilities which include a centrally located office, delivery/sorting space and meeting/workshop space; consultant and professional fees to assist with System operations, including auditors and attorneys; institutional membership fees for relevant professional organizations such as the American Library Association (ALA), New York Library Association (NYLA), Library Trustee Association of New York State (LTA), the Public Library System Directors Organization of New York State (PULISDO), Society for Human Resource Management (SHRM), and the Innovative Users Group (IUG) (the organization that supports development of staff and software related to our ILS); travel expenses for MHLS staff to provide consultation and continuing education throughout our 3,000 square mile service area and to attend state and national professional development opportunities; telecommunications expenses including phone lines and broadband internet connectivity for the system facilities.; Retiree medical expenses; office supplies, and electronic resources that facilitate the work of the system (Office 365, SurveyMonkey, Constant Contact, Wufoo, Dropbox, etc.) ""
Central Book Aid	

CENTRAL BOOK AID (CBA)

Statutory Reference:	Education Law § 272, 273(1)(b)(2) Commissioners Regulations 90.4 Central Book Aid is a flat sum of $71,500 to each public library system. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information. Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

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

13.2.2	Total Expenditure - Purchased Services	0	*0*
13.2.3	**Supplies and Materials**: Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than $5,000? Enter Y for Yes, N for No.	N	*N*

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Expenditure Category	N/A	*N/A*
2.	Quantity	N/A	*N/A*
3.	Unit Cost	N/A	*N/A*
4.	Expenditure	N/A	*N/A*
13.2.4	Total Expenditure - Supplies and Materials	$0	*$0*
13.2.5	**Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	Y	*Y*

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

1.	Recipient	Poughkeepsie Public Library District	*Poughkeepsie Public Library District*
2.	Allocation	$67,633	*$67,599*
3.	Project Description (no more than 300 words)	N/A	*Response has been entered.*
13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$67,633	*$67,599*
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$67,633	*$67,599*
13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0	*$0*
13.2.9	**Total Allocation from 2019 - 2020 State Aid**	$67,633	*$67,599*
13.2.10	Total Available Before Expenditures (total 13.2.8 + 13.2.9)	$67,633	*67,599.00*

| 13.2.11 | **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** | $0 | | $0 |
| 13.2.12 | **Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. | n/a | | *Response has been entered.* |

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

| **Statutory Reference:** | Education Law § 272, 273(1)(b)(1)
Commissioners Regulations 90.4
The formula is $0.32 per capita or $105,000 whichever is greater. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.
Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. |

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

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

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

| 13.3.3 | Total Full-Time Equivalents (FTE) | 0 | | *0* |
| 13.3.4 | Total Expenditures for Other Staff Salaries | $0 | | *$0* |

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

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

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

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

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

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

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

1.	Type of item	N/A	*N/A*
2.	Quantity	N/A	*N/A*
3.	Unit cost	N/A	*N/A*
4.	Expenditure	N/A	*N/A*
13.3.13	**Total Expenditure - Equipment and Furnishings**	$0	*$0*

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

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

1.	Recipient	Poughkeepsie Public Library District	*Poughkeepsie Public Library District*
2.	Allocation	$196,965	*$196,866*
3.	Project Description (no more than 300 words)	N/A	*Response has been entered.*
13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	$196,965	*$196,866*
13.3.16	**Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)**	$196,965	*$196,866*
13.3.17	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	0	*$0*
13.3.18	**Total Allocation from 2019 - 2020 State Aid:**	$196,965	*$196,866*
13.3.19	Total Available Before Expenditures (total 13.3.17 + 13.3.18)	$196,965	*$196,866*
13.3.20	**Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)**	0.00	*0.00*
13.3.21	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	N/A	*Response has been entered.*

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1	Total Full-Time Equivalents (FTE)	.85	*0.28*
13.4.2	Total Expenditure for Professional Salaries	$45,050	*$26,751*

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	*0.42*
13.4.4	Total Expenditure for Other Staff Salaries	$20,884	*$20,374*
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$25,964	*$17,178*
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	*Y*

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Other (specify using the State note)	*Other (specify using the State note)*
2.	Provider of Services	Adams Fairacre Farms	*Panera Bread*
3.	Expenditure	$341	*$246*
13.4.7	**Total Expenditure - Purchased Services**	$341	*$246*
13.4.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y	*Y*

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Books and other print materials	*Office/library supplies and postage*
2.	Expenditure	$1,050	*$3,522*
13.4.9	Total Expenditure - Supplies and Materials	1,050	*3,522*
13.4.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category.	Y	*Y*

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

1.	Type of Travel	System staff	*System staff*
2.	Expenditure	$2,640	*$61*

13.4.11	**Total Expenditure - Travel**	$2,640			*$61*

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

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

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

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

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

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

1.	Recipient	Amenia Free Library			*Member Libraries*
2.	Allocation	$992			*$55,372*
3.	Description of Project	Target Group Category: Educationally disadvantaged. Bought and circulated wireless hotspots.			*Response has been entered.*

1.	Recipient	Beekman Library			
2.	Allocation	$800			
3.	Description of Project	Target Group Category: Educationally disadvantaged. Laptop learning lab for digital literacy.			

1.	Recipient	Brewster Public Library			
2.	Allocation	$770			
3.	Description of Project	Target Group Category: Educationally disadvantaged. TASC preparation courses as well as writing, grammar, and civics classes.			

1.	Recipient	Cairo Public Library			
2.	Allocation	$742			

3.	Description of Project	Target Group Category: Physically disabled / Aged. Chair yoga and exercise programs for seniors.
1.	Recipient	Chatham Public Library
2.	Allocation	$742
3.	Description of Project	Target Group Category: Aged. Digital literacy classes for seniors
1.	Recipient	Claverack Free Library
2.	Allocation	$400
3.	Description of Project	Target Group Category: Physically disabled / Aged. Purchased large print and audiobooks.
1.	Recipient	Clinton Community Library
2.	Allocation	$786
3.	Description of Project	Target Group Category: Aged. Optimistic aging program for seniors.
1.	Recipient	D.R. Evarts Library
2.	Allocation	$1,157
3.	Description of Project	Target Group Category: Physically disabled / Aged. Purchase of equipment and wireless hotspots to bring programs to seniors outside of the library which is not ADA compliant.
1.	Recipient	Grinnell Public Library District
2.	Allocation	$800
3.	Description of Project	Target Group Category: Educationally disadvantaged / Members of ethnic or minority groups in need of special library services / Unemployed. Purchase and circulation of mobile hotspots.
1.	Recipient	Hudson Area Association Library
2.	Allocation	$750
3.	Description of Project	Target Group Category: Aged. Exercise and art programs for seniors.
1.	Recipient	Kinderhook Memorial Library
2.	Allocation	$786

3.	Description of Project	Target Group Category: Members of ethnic or minority groups in need of special library services. Partnered with school district to reach out to ENL families.

1.	Recipient	LaGrange Association Library
2.	Allocation	$742
3.	Description of Project	Target Group Category: Physically disabled / Developmental or learning disabilities. Art programs for people with developmental disabilities.

1.	Recipient	Marlboro Free Library
2.	Allocation	$650
3.	Description of Project	Target Group Category: Aged. Created Reminisce kits for seniors with dementia.

1.	Recipient	Morton Memorial Library
2.	Allocation	$1,120
3.	Description of Project	Target Group Category: Educationally disadvantaged / Unemployed/ Aged. Digital literacy classes and resources for target populations.

1.	Recipient	Mountain Top Library
2.	Allocation	$742
3.	Description of Project	Target Group Category: Educationally disadvantaged / Unemployed. Employment workshops and partnership with the local school district.

1.	Recipient	North Chatham Free Library
2.	Allocation	$485
3.	Description of Project	Target Group Category: Physically disabled / Aged. Yoga program for seniors.

1.	Recipient	Olive Free Library Association
2.	Allocation	$850
3.	Description of Project	Target Group Category: Aged. Exercise and digital literacy programs for seniors.

1.	Recipient	Patterson Library
2.	Allocation	$400

3.		Description of Project	Target Group Category: Blind / physically disabled / aged. Expansion of outdoor patio where programs are held to make it more ADA compliant.

1.		Recipient	Pawling Free Library
2.		Allocation	$510
3.		Description of Project	Target Group Category: Aged. Digital literacy classes for seniors.

1.		Recipient	Philmont Public Library
2.		Allocation	$742
3.		Description of Project	Target Group Category: Confined in institutions. Mobile library delivery to seniors in nursing/assisted living homes.

1.		Recipient	Phoenicia Library
2.		Allocation	$900
3.		Description of Project	Target Group Category: Aged. Art programs for seniors.

1.		Recipient	Pine Plains Free Library
2.		Allocation	$800
3.		Description of Project	Target Group Category: Aged. Digital literacy classes for seniors.

1.		Recipient	Red Hook Public Library
2.		Allocation	$742
3.		Description of Project	Target Group Category: Educationally disadvantaged / Physically disabled / Developmental or learning disabilities. Collection development and programs for target population

1.		Recipient	Roeliff Jansen Community Library
2.		Allocation	$742
3.		Description of Project	Target Group Category: Aged. Balance and stretch exercise program for seniors.

1.		Recipient	Sarah Hull Hallock Free Library
2.		Allocation	$600
3.		Description of Project	Target Group Category: Physically disabled / Aged. Handrails for ramp to make it ADA compliant.

1.	Recipient	Saugerties Public Library
2.	Allocation	$742
3.	Description of Project	Target Group Category: Educationally disadvantaged / Members of ethnic or minority groups in need of special library services. ENL classes for target population.

1.	Recipient	Staatsburg Library
2.	Allocation	$742
3.	Description of Project	Target Group Category: Educationally disadvantaged / Members of ethnic or minority groups in need of special library services. Early literacy bilingual programs for families.

1.	Recipient	Stanford Library
2.	Allocation	$786
3.	Description of Project	Target Group Category: Educationally disadvantaged / Aged. Senior-led sewing classes for community.

1.	Recipient	Tivoli Free Library
2.	Allocation	$780
3.	Description of Project	Target Group Category: Aged. Exercise programs for seniors and large print collection development.

1.	Recipient	Town of Esopus Library
2.	Allocation	$742
3.	Description of Project	Target Group Category: Aged. Improvements to community garden to make it more accessible for seniors.

1.	Recipient	Valatie Library
2.	Allocation	$742
3.	Description of Project	Target Group Category: Members of ethnic or minority groups in need of special library services, Developmental or learning disabilities, Aged, Confined in institutions. Homebound delivery service and outreach to ESL families.

1.	Recipient	West Hurley Public Library
2.	Allocation	$750
3.	Description of Project	Target Group Category: Aged. Art programs for seniors

1.	Recipient	Woodstock Public Library District	
2.	Allocation	$750	
3.	Description of Project	Target Group Category: Educationally disadvantaged / Unemployed / Aged. Digital literacy classes for target populations.	
13.4.15	Total Expenditure - Grants to Member Libraries	$24,784	*$55,372*
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)	$120,713	*$123,504*
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.	$22	*$2,895*
13.4.18	**Total Allocation from 2019 - 2020 State Aid:**	$120,691	*$120,631*
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	$120,713	*$123,526*
13.4.20	**Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)**	$0	*$22*

| 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: .46 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 $24,784 in grants to 34 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 at least 30 outside organizations to provide outreach services for their community. | *Response has been entered.* |

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Other (specify using the State note)	*Other (specify using the State note)*
2.	Provider of Services	Mid-Hudson Library System	*MHLS*
3.	Expenditure	$980	*$1,000*

| 13.5.2 | **Total Expenditure - Purchased Services** | $980 | *$1,000* |

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Books and other print materials	*Office/library supplies and postage*
2.	Expenditure	$4,124	*$1,174*

1.	Expenditure Category	Office/library supplies and postage	*Books and other print materials*
2.	Expenditure	$800	*$4,391*

13.5.4	**Total Expenditure - Supplies and Materials**	$4,924	*$5,565*
13.5.5	**Total Expenditure (total 13.5.2, and 13.5.4)**	5,904.00	*6,565.00*
13.5.6	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance from the previous year.	$0	*$149*
13.5.7	**Total Allocation from 2019 - 2020 State Aid**	$5,904	*$6,416*
13.5.8	Total Available Before Expenditures (total 13.5.6 + 13.5.7)	$5,904	*$6,565*
13.5.9	**Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)**	$0	*$0*

| 13.5.10 | **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. | The following expenditures help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Service to County Jails: Paperback books are selected and purchased for the jails, centrally received at MHLS, labeled with MHLS Outreach stickers/stamps and then mailed to the jails during the year (Other Support for System staff). Titles are selected by MHLS Outreach Coordinator with input from jail staff about local needs and recommendations from the NYS Department of Corrections. Titles concentrate in the following areas: self-help, inspirational materials, relevant biographies, job information, low literacy resources, parenting, anger management, materials in Spanish, and early literacy books for the facility family waiting rooms. Hudson Valley Connections (a resource guide for ex-offenders returning to Columbia, Dutchess, Greene, Putnam or Ulster counties in New York State) is developed by MHLS staff, printed and distributed. | *Response has been entered.* |

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

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

13.6.1	Total Full-Time Equivalents (FTE)	.15	*0*
13.6.2	Total Expenditure for Professional Salaries	$7,950	*$4,777*

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	*0*
13.6.4	Total Expenditure for Other Staff Salaries	$19,236	*$18,541*

13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$7,343	*$5,927*
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	*Y*

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1.	Expenditure Category	Delivery/courier	*Delivery/courier*
2.	Provider of Services	Valley Courier	*ALD*

3.	Expenditure	$8,817	*$8,817*

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

1.	Expenditure Category	Other (specify using the State note)	*Other (specify using the State note)*
2.	Provider of Services	Panera Bread & Adams Fairacre Farms	*Panera Bread*
3.	Expenditure	$425	*$402*

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

1.	Expenditure Category	Other (specify using the State note)	
2.	Provider of Services	Panera Bread & Adams Fairacre Farms	
3.	Expenditure	$425	

13.6.7	**Total Expenditure - Purchased Services**	10,197	*9,484*
13.6.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y	*Y*

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.
If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*
2.	Expenditure	$1,809	*$4,460*

1.	Expenditure Category	Books and other print materials	*Books and other print materials*
2.	Expenditure	$22,453	*$42,710*

1.	Expenditure Category	Other (specify using the State note)	
2.	Expenditure	$1,000	

13.6.9	**Total Expenditure - Supplies and Materials**	$25,262		*$47,170*
13.6.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	Y		*Y*

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

1.	Type of Travel	System staff		*System staff*
2.	Expenditure	$100		*$168*

1.	Type of Travel	Other		*Other*
2.	Expenditure	$1,425		*$792*

13.6.11	**Total Expenditure - Travel**	$1,525		*$960*
13.6.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N		*N*

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

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

13.6.13	**Total Expenditure - Equipment and Furnishings**	0.00		*0.00*
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)	$71,513		*$86,859*
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.	$908		*$5,735*
13.6.16	**Total Allocation from 2019 - 2020 State Aid:**	$82,073		*$82,032*
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$82,981		*$87,767*

13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$11,468	*$908*
13.6.19	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	The following expenditures help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Service to State Correctional Facilities: PROFESSIONAL SALARIES AND BENEFITS: .15 FTE of Outreach and Engagement Specialist who is MHLS designated Outreach Coordinator and works to provide correctional facility librarians with opportunities for continuing education, downloads from the MHLS database of holdings to CD-ROM, consultation in areas such as collection development and developing programs of topical interest. OTHER STAFF SALARIES AND BENEFITS: .44 FTE to provide the interlibrary loan of books, periodicals, movies, and audiobooks to correctional facility libraries, comparable to that of member public libraries. PURCHASED SERVICES: Delivery support to Valley Courier for the flow of interlibrary loan materials and access to System information including weekly distribution of the informational MHLS Bulletin. NYLA Institutional Memberships for correctional facility librarians are also purchased. SUPPLIES AND MATERIALS: Office/library supplies to support MHLS staff activities on behalf of correctional facility libraries. Books and other Print Materials: Funds provided to correctional facility libraries (distributed based on facility population) for the purchase of books and McNaughton and Baker & Taylor plans. TRAVEL: Outreach Coordinator travel to provide workshops and training for correctional facility librarians and attend relevant professional development opportunities. Correctional facility librarian travel to NYLA conference.	*Response has been entered.*

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 3 (2019).

14.1	Element 1: Resource Sharing - Results	COOPERATIVE COLLECTION DEVELOPMENT: Ranked as service priority #7 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan: Reviewed centrally held shared collections and dispersed them to redirect staff time and increase member library access to materials. Provided database weeding and suppression reports and services INTEGRATED LIBRARY SYSTEM: Ranked as service priority #2 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan: Identified and studied the latest developments in library services platform (LSP) components that make up the library technology 'ecosystem'. Negotiated a 5-year contract with Innovative to renew the Sierra ILS with added access and additional functionality. Created the ILS roadmap to systematically roll out new features and functions	*Response has been entered.*

with documentation and training elements. Created a training plan for MHLS staff to be trained on ILS features, functions workflows and management. Provided 18 training webinars to member libraries. Provided 16 workshop training events regionally. Provided 8 in-person workflow consulting visits. Automated ILS reports by using SQL and Sierra Scheduler to facilitate transfer to member libraries. Improved security of the information in the ILS. • DELIVERY: Ranked as service priority #1 in a prioritization of MHLS Services among stakeholders. 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 1271 items not available in the MHLS collection, as requested by member libraries for their patrons. Facilitated the provision of 416 items from MHLS libraries to outside libraries. Participated in statewide Empire Delivery Services receiving 512 and providing 568 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 for the use of E-Resources and implemented online patron registration for 30 member libraries. Expanded catalog to include 700,000 MARC records to provide access to E-resources purchased or available through subscription to member libraries.

| 14.2 | Element 2: Special Client Groups - Results | ADULT LITERACY: Ranked as service priority #14 in a prioritization of MHLS Services among stakeholders. No 2019 action plan was proposed by stakeholders. Supported 7 member libraries who created or strengthened partnerships with regional literacy providers with NYS Adult Literacy Library Service Grant Program funds. COORDINATED OUTREACH: Ranked as service priority #12 in a prioritization of MHLS Services among stakeholders. No 2019 action plan proposed by stakeholders. Provided a total of $24,784 in grants to member libraries (33 libraries up to $1,157 to develop programs and services to | *Response has been entered.* |

connect with outreach target populations and form relevant community partnerships. CORRECTIONAL FACILITIES (State and Local): Provided state and county correctional facilities with library materials and services. State: Successfully negotiated annual Authentication and plan of service with correctional facility librarians. Increased access to materials to fill local needs by: Providing Categorical Aid funds for purchase of materials; Facilitating borrowing of 3,957 items; Coordinated donations of magazines and books to supplement facility collections. Coordinated annual Southeastern Region Correctional Facility Librarians meeting (with RCLS & WLS), resulting in networking opportunities and sharing of best practices. | County Jails: Selected and delivered newly purchased library materials funded by the Inter-institutional Aid Program, and books supporting early literacy for family waiting rooms. | 2019 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. 26 libraries were supported in their participation in the 14th Annual Regional Battle of the Books for middle school students, and 15 libraries were supported in their participation in the 3rd annual High School Battle of the Books. EARLY LITERACY: The Family Literacy grant program for 2016 - 2019 was successfully completed. From 2016-2019, the Mid-Hudson Library System provided a total of 20 training sessions that were attended by a total of 207 library staff members. 22 total member libraries participated in one of the Early Literacy Cohorts formed by MHLS and received training through the Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program that helped them update and upgrade their early literacy practices and skills. The first Early Literacy Cohort consisted of 10 member libraries. Over the span of 18 months, they increased the number of early literacy program held at their libraries by 21% and increased attendance at these programs by 24%. The second Early Literacy Cohort consisted of 12 member libraries. Over the course of 18 months, they increased the number of early literacy programs held at their library by 10% and increased attendance at these programs by 21%. The Family Literacy grant program application for 2019 -2022 was submitted and approved. Training for the 2019-2020 grant cycle began in July 2019 and 5 member libraries have staff that are receiving training through the grant.

| 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 (Strategic Thinking: Planning & Advocacy), also based on the HATS curriculum. Assisted county library associations in coordinating and administering county-wide Project Outcome surveys. As part of an Operational Management & Leadership Development Program for Library Directors & Staff, hosted an HR Legal Webinar series. Offered a New Director Orientation Series to provide introductory information to new directors on topics such as the ILS, online catalog, OverDrive, e-magazines and databases. Planned to survey member library Friends Groups to offer a meeting covering topics of interest to them in 2020. | *Response has been entered.* |
| 14.5 | Element 5: Consulting and Development Services - Results | Ranked as service priority #6 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approved action plan: As part of a Community Based Planning Project, created trend data and demographic reports for member library boards embarking on the long-range plan process. Conducted Turning Outward program cohort, assisting teams of four from four libraries to conduct community conversations and Ask exercises, using resources from the American Library Association's Libraries Transforming Communities program, to inform strategic and long-range planning. The teams spoke to many residents and organizations in their town that they wouldn't normally have contact with during this program. Conducted the 2019 MHLS Lab Project, assisting seven libraries to focus on best practices for increasing attendance at adult programs. Identified increasing yes votes as the 2020 Lab Project topic. Provided support for seven member libraries who are undertaking the New York Library Association's Sustainable Library Certification Program. Provided on-going education for MHLS trustees and staff on the topic of "sustainable thinking." Provided support and training regarding the new mandated policy and training requirements on the topic of Sexual Harassment Prevention. Continued support to assist libraries in passing their operating referendum. Continued support to aid libraries in complying with the NYS Property Tax Cap. Conducted the annual "Essential Documents Inventory" to assist libraries in development critical operating documents such as plans, bylaws, and policies. Assisted the Kent Library to achieve sustainable funding. Achieved Green Business Partnership certification for actions taken to improve the sustainability of MHLS facilities and organization in the areas of organizational commitment, transportation, materials and waste management, and energy, land, and water use. | *Response has been entered.* |

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 2019 MHLS IT support performed an accessibility audit of MHLS hosted member websites and provided follow up training to improve skills and increase awareness.	*Response has been entered.*
14.7	Element 7: Awareness and Advocacy - Results	Ranked as service priority #8 in a prioritization of MHLS Services among stakeholders. Developed and presented an Advocacy Day Briefing, County Funding Advocacy event and introduced a brand new workshop called "Advocates & Ambassadors" to help library trustees, Friends and staff learn more about where funds for libraries come from, who target audiences are for advocacy and how to craft and deliver messages effectively. As directed by the stakeholder approved action plan: Designed and offered a PR Showcase and Spotlight event which highlighted the outcomes of the 2019 Lab Project which focused on library programming attendance. As part of our plans to increase participation with the New York Library Association (NYLA) we launched a scholarship program to aid member library directors and staff to attend the annual NYLA Conference and once again, negotiated a discounted NYLA Organizational Membership for member libraries. We continued our partnership with NYLA by allowing our MHLS Real People. Real Dollars. Campaign to be used statewide to help library advocates articulate the savings they achieve through using their local library. Assisted member libraries in documenting facility needs to report to the State Library and the New York Library Association. Assisted member libraries in advocating for Senate and Assembly Bullet Aid. Provided key information and planning support to member libraries so they can support their constituents in participating in the 2020 Census.	*Response has been entered.*
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. Convened a Local History Roundtable led by MHLS staff to support members in sharing experiences and best practices for cataloging and exhibiting important local materials.	*Response has been entered.*

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.	*Response has been entered.*
14.10	Element 10: Construction - Results	Ranked as service priority #10 in a prioritization of MHLS Services among stakeholders. As directed by the stakeholder approval action plan: Provided support for pre-design/best practice project-planning focusing on sustainability components including energy efficiency and compliance with the Americans with Disabilities Act (ADA). Provided support for 9 libraries applying for State Aid for Library Construction funds in the 2019-2020 funding cycle.	*Response has been entered.*
14.11	Element 11: Central Library - Results	As reported by the Central Library in their annual report: CLDA is used to support catalog enhancements as well as to provide support for information databases (with a member library cost share). Funds are used to maintain the OverDrive and Zinio service platforms and to purchase eligible content. Interlibrary delivery is supported as is some operational overhead for the Central Library.	*Response has been entered.*
14.12	Element 12: Direct Access - Results	MHLS and all its member libraries continue to facilitate direct access to public library services for all residents in the Mid-Hudson service area. In 2019, MHLS administered an agreement between MHLS and the Town of Union Vale for providing public library services to Town residents.	*Response has been entered.*
14.13	Element 13: Other Goal(s) - Results	N/A	*Response has been entered.*

15. Current system URL's

15.1	System Home Page URL	https://midhudson.org	*https://midhudson.org*
15.2	URL of Current List of Members	https://midhudson.org/libraries/	*https://midhudson.org/libraries/*
15.3	URL of Current Governing Bylaws	https://board.midhudson.org/wp-content/uploads/2013/11/Bylaws2014.pdf	*http://board.midhudson.org/wp-content/uploads/2013/11/Bylaws2014.pdf*
15.4	URL of Evaluation Form	http://midhudson.org/wp-content/uploads/2012/11/Prioritizing-MHLS-Services-Survey.pdf	*http://midhudson.org/wp-content/uploads/2012/11/Prioritizing-MHLS-Services-Survey.pdf*
15.5	URL of Evaluation Results	http://midhudson.org/wp-content/uploads/2012/11/Service-Priorities-2019.pdf	*http://midhudson.org/wp-content/uploads/2012/11/Service-Priorities-2019.pdf*

| 15.6 | URL of Central Library Plan | http://midhudson.org/wp-content/uploads/2013/08/Board-State-Approved-Central-Library-Plan.pdf | *http://midhudson.org/wp-content/uploads/2012/11/Central-Library-2019.pdf* |
| 15.7 | URL of Direct Access Plan | http://midhudson.org/wp-content/uploads/2013/08/Board-Staff-Approved-Direct-Access-Plan.pdf | *http://midhudson.org/wp-content/uploads/2013/08/free_direct_access.pdf* |

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

| 16.4 | The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) | 03/21/2020 | *03/30/2019* |

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). | | *04/01/2019* |

Suggested Improvements

	Library System	Mid-Hudson Library System	*Mid-Hudson Library System*
	Name of Person Completing Form	Linda Vittone/Casey Conlin	*Linda Vittone/Casey Conlin*
	Phone Number and Extension (enter area code, telephone number and extension only):	8454716060213	*8454716060*
	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!		