

# Howland Public Library

## Annual Report For Public And Association Libraries - 2016

CURRENT YEAR

*PREVIOUS YEAR*

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2016, except for questions related to the current library director/manager (questions 1.37 through 1.45).

1.1	Library ID Number	3200130520	<i>3200130520</i>
1.2	Library Name	HOWLAND PUBLIC LIBRARY	<i>HOWLAND PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Beacon	<i>Beacon</i>
1.6	Beginning Fiscal Reporting Year	07/01/2015	<i>07/01/2014</i>
1.7	Ending Fiscal Reporting Year	06/30/2016	<i>06/30/2015</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2015	<i>07/01/2014</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2015	<i>06/30/2015</i>
1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	313 MAIN STREET	<i>313 MAIN STREET</i>
1.15	City	BEACON	<i>BEACON</i>
1.16	Zip Code	12508	<i>12508</i>
1.17	Mailing Address	313 MAIN STREET	<i>313 MAIN STREET</i>
1.18	City	BEACON	<i>BEACON</i>
1.19	Zip Code	12508	<i>12508</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 831-1134	<i>(845) 831-1134</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 831-1165	<i>(845) 831-1165</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@beaconlibrary.org	<i>director@beaconlibrary.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.beaconlibrary.org	<i>www.beaconlibrary.org</i>
1.24	Population Chartered to Serve (per 2010 Census)	27,294	<i>27,294</i>

1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	<i>School District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/20/1996	<i>09/20/1996</i>
1.30	Date the library was last registered	07/11/1985	<i>07/11/1985</i>
1.31	Federal Employer Identification Number	141789139	<i>141789139</i>
1.32	County	DUTCHESS	<i>DUTCHESS</i>
1.33	School District	Beacon Consolidated City School District	<i>Beacon Consolidated City School District</i>
1.34	Town/City	Beacon	<i>Beacon</i>
1.35	Library System	Mid-Hudson Library System	<i>Mid-Hudson Library System</i>

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37	Title of Library Director/ Manager (select one):	Ms.	<i>Ms.</i>
1.38	First Name of Library Director/Manager	Amy	<i>Amy</i>
1.39	Last Name of Library Director/Manager	Raff	<i>Raff</i>
1.40	NYS Public Librarian Certification Number	20345	<i>20345</i>
1.41	What is the highest education level of the library manager/director?	Master's Degree	
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	
1.44	E-mail Address of the Director/Manager	director@beaconlibrary.org	<i>director@beaconlibrary.org</i>

1.45	Fax Number of the Director/Manager	(845) 831-1165	(845) 831-1165
1.46	Is the library a member of the New York State and Local Retirement System?	Y	
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	N	Y
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2016? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	Y	Y
1.	Name of municipality or district holding the public vote	Howland Public Library District	<i>Howland Public Library</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2016)	04/28/2016	<i>04/30/2015</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$947,536	<i>\$921,807</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$8,171	<i>\$15,179</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$955,707	<i>\$936,986</i>

**This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.49	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2016) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.	Y	
1.	Name of municipality or district holding the public vote	Howland Public Library District	
2.	Indicate the type of municipality or district holding the public vote	School District	
3.	Date the last successful vote was held (mm/dd/yyyy)	04/30/2015	
4.	What type of public vote was it?	budget vote (school district public library only)	
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	\$947,707	

1.50	Does the reporting library 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 record for <i>each</i> contract. If no, go to question 1.51.	N	N
1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.51	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	Y

## 2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	15,155	14,413
2.2	Adult Non-fiction Books	12,629	12,298
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	27,784	26,711
2.4	Children's Fiction Books	6,778	6,444
2.5	Children's Non-fiction Books	4,223	4,001
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	11,001	10,445

2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	38,785	37,156
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**Other Print Materials**

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	876	324
2.10	All Other Print Materials	6	7
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	882	331
2.12	Total Print Materials (Total questions 2.7 and 2.11)	39,667	37,487

**ALL OTHER MATERIALS**

**Electronic Materials**

2.13	Electronic Books	12,266	12,568
2.14	Local Electronic Collections	12	11
2.15	NOVELNY Electronic Collections	10	10
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	22	21
2.17	Audio - Downloadable Units	3,226	2,666
2.18	Video - Downloadable Units	0	0
2.19	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
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	15,514	15,255

**Non-Electronic Materials**

2.21	Audio - Physical Units	4,154	4,070
2.22	Video - Physical Units	4,501	4,354
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	716	688
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	9,371	9,112
2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	64,552	61,854

**CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	146	104
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	2,884	2,406
2.28	All Other Print Materials	0	0
2.29	Electronic Materials	3,559	4,723
2.30	All Other Materials	1,383	1,424
2.31	Total Additions (Total questions 2.27 through 2.30)	7,826	8,553

**3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

Report all information on questions 3.1 through 3.27 as of the end of the fiscal year reported in Part 1; report

information on questions 3.28 through 3.79 for the 2016 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

**LIBRARY USE**

3.1	Library visits (total annual attendance)	122,400	<i>120,000</i>
3.2	Registered resident borrowers	10,653	<i>10,876</i>
3.3	Registered non-resident borrowers	3	<i>4</i>

Please report information on WRITTEN POLICIES as of 12/31/16.

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

3.4	Does the library have an open meeting policy?	Y	<i>Y</i>
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	<i>Y</i>
3.6	Does the library have an Internet use policy?	Y	<i>Y</i>
3.7	Does the library have a disaster plan?	Y	<i>Y</i>
3.8	Does the library have a board-approved conflict of interest policy?	Y	<i>Y</i>
3.9	Does the library have a board-approved whistle blower policy?	Y	<i>Y</i>

Please report information on ACCESSIBILITY as of 12/31/16.

**ACCESSIBILITY (Answer Y for Yes, N for No)/b>**

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	<i>Y</i>
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	<i>Y</i>
3.12	Does the library have large print books?	Y	<i>Y</i>
3.13	Does the library have assistive technology for the blind and visually impaired?	N	<i>N</i>

**3.14 - If so, what do you have?**

screen reader, such as JAWS or Windoweyes	No	<i>No</i>
refreshable Braille keyboard	No	<i>No</i>
screen magnification software, such as Zoomtext	No	<i>No</i>
electronic scanning and reading software, such as OpenBook	No	<i>No</i>

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

**LIBRARY SPONSORED PROGRAMS**

3.15	Adult Program Sessions	256	<i>238</i>
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3.16	Young Adult Program Sessions	51	43
3.17	Children's Program Sessions	276	276
3.18	All Other Program Sessions	65	38
3.19	<b>Total Number of Program Sessions (Total questions 3.15 through 3.18)</b>	648	595
3.20	One-on-One Program Sessions	43	50
3.21	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	
3.22	Adult Program Attendance	3,210	2,763
3.23	Young Adult Program Attendance	837	733
3.24	Children's Program Attendance	6,922	7,416
3.25	All Other Program Attendance	1,317	1,465
3.26	<b>Total Program Attendance (Total questions 3.22 through 3.25)</b>	12,286	12,377
3.27	One-on-One Program Attendance	45	50

Please report information on SUMMER READING PROGRAMS for the 2016 calendar year.

### SUMMER READING PROGRAM

3.28 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2016 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.29	Library outlets offering a summer reading program	1	1
3.30	Children registered for the library's summer reading program	118	132
3.31	Young adults registered for the library's summer reading program	25	26
3.32	Adults registered for the library's summer reading program	82	120
3.33	<b>Total number registered for the library's summer reading program (total 3.30 + 3.31 + 3.32)</b>	225	278
3.34	Children's program sessions - Summer 2016	43	60
3.35	Young adult program sessions - Summer 2016	21	12

3.36	Adult program sessions - Summer 2016	12	13
3.37	<b>Total program sessions - Summer 2016 (total 3.34 + 3.35 + 3.36)</b>	76	85
3.38	Children's program attendance - Summer 2016	1,256	1,528
3.39	Young adult program attendance - Summer 2016	318	315
3.40	Adult program attendance - Summer 2016	293	263
3.41	<b>Total program attendance - Summer 2016 (total 3.38 + 3.39 + 3.40)</b>	1,867	2,106

**COLLABORATORS**

3.42	Public school district(s) and/or BOCES	1	1
3.43	Non-public school(s)	1	1
3.44	Childcare center(s)	1	1
3.45	Summer camp(s)	1	1
3.46	Municipality/Municipalities	1	1
3.47	Literacy provider(s)	1	1
3.48	Other (describe using the State note)	1	1
3.49	<b>Total Collaborators (total 3.42 through 3.48)</b>	7	7

Please report information on EARLY LITERACY PROGRAMS for the 2016 calendar year.

**EARLY LITERACY PROGRAMS**

3.50	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
3.51 - Indicate types of programs offered (check all that apply)			
a.	Focus on birth - school entry	No	No
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.52 - Number of sessions			
a.	Focus on birth - school entry	0	0
b.	Focus on parents & caregivers	0	0
c.	Combined audience	276	276
d.	N/A	0	0
3.53	<b>Total Sessions</b>	276	276
3.54 - Attendance at sessions			
a.	Focus on birth - school entry	0	0
b.	Focus on parents & caregivers	0	0
c.	Combined audience	6,724	7,416
d.	N/A	0	0
3.55	<b>Total Attendance</b>	6,724	7,416
3.56 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	Yes	Yes



e. Other (describe using the State note) Yes Yes

Please report information on ADULT LITERACY for the 2016 calendar year.

#### ADULT LITERACY

3.57	Did the library offer adult literacy programs?	Yes	Yes
3.58	Total group program sessions	153	39
3.59	Total one-on-one program sessions	0	0
3.60	Total group program attendance	829	135
3.61	Total one-on-one program attendance	0	0
3.62	- Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	No	Yes
b.	Public School District(s) and/or BOCES	No	Yes
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2016 calendar year.

#### PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.63	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	Y
3.64	Children's program sessions	220	289
3.65	Young adult program sessions	65	55
3.66	Adult program sessions	234	445
3.67	<b>Total program sessions (total 3.64 + 3.65 + 3.66)</b>	519	789
3.68	One-on-one program sessions	35	38
3.69	Children's program attendance	5,939	7,416
3.70	Young adult program attendance	953	733
3.71	Adult program attendance	2,960	2,763
3.72	<b>Total program attendance (total 3.69 + 3.70 + 3.71)</b>	9,852	10,912
3.73	One-on-one program attendance	105	65
3.74	- Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	No	Yes
b.	Public School District(s) and/or BOCES	No	Yes
c.	Non-Public School(s)	No	Yes
d.	Other (describe using the Note)	No	Yes

Please report information on DIGITAL LITERACY for the 2016 calendar year.

#### DIGITAL LITERACY

3.75	Did the library offer digital literacy programs?	Y	Y
3.76	Total group program sessions	32	20
3.77	Total one-on-one program sessions	208	50

3.78	Total group program attendance	64	150
3.79	Total one-on-one program attendance	208	65

#### 4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

##### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	17,276	16,671
4.2	Adult Non-fiction Books	14,766	14,535
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	32,042	31,206
4.4	Children's Fiction Books	18,749	19,446
4.5	Children's Non-fiction Books	3,191	3,470
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	21,940	22,916
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	53,982	54,122

##### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	40,811	39,624
4.9	Circulation of Children's Other Materials	874	941
4.10	<b>Total Circulation of Other Materials (Total questions 4.8, 4.9)</b>	41,685	45,151
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	95,667	

##### ELECTRONIC USE

4.12	Use of Electronic Material	5,677	4,586
4.13	Successful Retrieval of Electronic Information	3,476	
4.14	<b>Electronic Content Use (Total questions 4.12 &amp; 4.13)</b>	9,153	
4.15	<b>Total Circulation of Materials (Total questions 4.11 &amp; 4.12)</b>	101,344	99,273
4.16	<b>Total Collection Use (Total questions 4.13 &amp; 4.15)</b>	104,820	
4.17	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	22,814	23,857

##### REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	4,944	7,834
4.19	Does the library offer virtual reference?	Y	Y

##### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	20,978	19,652
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##### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	23,532	22,568
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#### 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2016.

## SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	49,344	48,296
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Name of the person responsible for the library's Information Technology (IT) services	Amy Raff	Amy Raff
5.7	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 831-1134	(845) 831-1134
5.8	IT contact's email address	director@beaconlibrary.org	director@beaconlibrary.org

## 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40	40
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	3.33	3.33
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	2	2
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	7.32	7.32
6.11	Vacant Other Staff	0	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	13.65	13.65
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00	0.00

### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$40,000	\$40,000

6.16	FTE - Library Director (certified)	1	<i>1</i>
6.17	Salary - Library Director (certified)	\$72,000	<i>\$72,000</i>
6.18	FTE - Library Manager (not certified)	0	<i>0</i>
6.19	Salary - Library Manager (not certified)	\$0	<i>\$0</i>

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2016. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	<i>Y</i>
7.2	2. Has a board-approved written long range plan of service.	Y	<i>Y</i>
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	<i>Y</i>
7.4	4. Has board-approved written policies for the operation of the library.	Y	<i>Y</i>
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	<i>Y</i>
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	<i>Y</i>
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	<i>Y</i>
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	<i>Y</i>
7.9	8b. lighting	Y	<i>Y</i>
7.10	8c. shelving	Y	<i>Y</i>
7.11	8d. seating	Y	<i>Y</i>
7.12	8e. restroom (see instructions)	Y	<i>Y</i>
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:			
7.13	9a. telephone	Y	<i>Y</i>
7.14	9b. photocopier (see instructions)	Y	<i>Y</i>
7.15	9c. microcomputer or terminal	Y	<i>Y</i>
7.16	9d. printer	Y	<i>Y</i>
7.17	9e. Fax capability (see instructions)	Y	<i>Y</i>
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	<i>Y</i>

7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y		Y
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## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1		<i>1</i>
8.2	Branches	0		<i>0</i>
8.3	Bookmobiles	0		<i>0</i>
8.4	Other Outlets	0		<i>0</i>
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	1		<i>1</i>

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.00		<i>55.00</i>
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00		<i>0.00</i>
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00		<i>0.00</i>
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	55.00		<i>55.00</i>
8.10	Annual Total Hours - Main Library	2,674.00		<i>2,764.00</i>
8.11	Annual Total Hours - Branch Libraries	0.00		<i>0.00</i>
8.12	Annual Total Hours - Bookmobiles	0.00		<i>0.00</i>
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	2,674.00		<i>2,764.00</i>

## 9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**NOTE:** Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com) and your data will be uploaded into Collect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Howland Public Library		<i>Howland Public Library</i>
2.	Outlet Name Status	00 (for no change)		<i>00 (for no change)</i>
3.	Street Address	313 Main Street		<i>313 Main Street</i>
4.	Outlet Street Address Status	00 (for no change)		<i>00 (for no change)</i>
5.	City	Beacon		<i>Beacon</i>

6.	Zip Code	12508	<i>12508</i>
7.	Phone (enter 10 digits only)	(845) 831-1134	<i>(845) 831-1134</i>
8.	Fax Number (enter 10 digits only)	(845) 831-1165	<i>(845) 831-1165</i>
9.	E-mail Address	director@beaconlibrary.org	<i>director@beaconlibrary.org</i>
10.	Outlet URL	www.beaconlibrary.org	<i>www.beaconlibrary.org</i>
11.	County	Dutchess	<i>Dutchess</i>
12.	School District	Beacon City School District	<i>Beacon City School District</i>
13.	Library System	Mid-Hudson Library System	<i>Mid-Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,674	<i>2,764</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	883	<i>306</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1948	<i>1948</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2013	<i>2013</i>
25.	Square footage of the outlet	15,562	<i>15,562</i>
26.	Total number of Internet terminals at this outlet used by the general public	8	<i>12</i>
27.	Number of uses (sessions) of public Internet computers per year	12,151	<i>12,245</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	4 Greater than or equal to 1.5 mbps and less than 3 mbps	<i>5 Greater than or equal to 3 mbps and less than 6 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	3 Greater than or equal to 768 kbps and less than 1.5 mbps	<i>4 Greater than or equal to 1.5 mbps and less than 3 mbps</i>
31.	Internet Provider	Other (specify using the State note)	<i>Cablevision/Optimum</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Number of wireless sessions provided by the library wireless service per year	17,046	<i>10,644</i>

34.	Does the outlet have interactive videoconferencing capability for public use?	N	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	N	N
37.	<i>LIBID</i>	3200130520	<i>3200130520</i>
38.	<i>FSCSID</i>	NY0220	<i>NY0220</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2016. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2016 to December 31, 2016)	12	<i>12</i>
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### NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter (incorporation)?	No	
10.3	If yes, what is the range?		
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?		
10.5	If your library does not have a range, how many voting positions are stated in the library's charter (incorporation)?	9	
10.6	Does your library's charter (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	
10.7	If yes, what is the trustee term length, as stated in your library's charter (incorporation)?	5	<i>5</i>

### BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	<i>EP - board members are elected in a public election</i>
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List Officers and Board Members as of February 1, 2017. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

10.9	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant	Mr.	<i>Mr.</i>
10.10	First Name	Tom	<i>Tom</i>

10.11	Last Name	Rigney	<i>Rigney</i>
10.12	Mailing Address	14 Green St	<i>14 Green St.</i>
10.13	City	Beacon	<i>Beacon</i>
10.14	Zip Code (5 digits only)	12508	<i>12508</i>
10.15	Phone (enter 10 digits only)	(845) 863-4839	<i>(845) 863-4839</i>
10.16	E-mail Address	tomrigney50@gmail.com	<i>tomrigney50@gmail.com</i>
10.17	Term Begins - Month	July	<i>July</i>
10.18	Term Begins - Year (yyyy)	2015	<i>2015</i>
10.19	Term Expires - Month	June	<i>June</i>
10.20	Term Expires - Year (yyyy)	2020	<i>2020</i>
10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	07/07/2015	<i>07/07/2015</i>
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/08/2015	<i>07/07/2015</i>
10.24	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Ms.	<i>Mr.</i>
2.	First Name of Board Member	Jan	<i>Moning</i>
3.	Last Name of Board Member	Dolan	<i>Lin</i>
4.	Mailing Address	53 Overlook Ave	<i>3107 Granite Court</i>
5.	City	Beacon	<i>Beacon</i>
6.	Zip Code (5 digits only)	12508	<i>12508</i>
7.	E-mail address	jandolan@live.com	<i>thomaschin48@yahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2016	<i>2013</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2021	<i>2018</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/05/2016	<i>07/02/2013</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/06/2016	<i>07/02/2013</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Rajene	<i>Rajene</i>
3.	Last Name of Board Member	Hardeman	<i>Hardeman</i>
4.	Mailing Address	5 Colonial Rd. #53	<i>5 Colonial Rd. #53</i>
5.	City	Beacon	<i>Beacon</i>
6.	Zip Code (5 digits only)	12508	<i>12508</i>



7.	E-mail address	rajene@optonline.net	<i>rajene@optonline.net</i>
8.	Office Held or Trustee	Trustee	<i>Secretary</i>
9.	Term Begins - Month	September	<i>February</i>
10.	Term Begins - Year (year)	2016	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2017	<i>2016</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/13/2016	<i>02/03/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/14/2016	<i>02/03/2015</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Ms.	<i>Mr.</i>
2.	First Name of Board Member	Stacy	<i>Ken</i>
3.	Last Name of Board Member	Christensen	<i>Straus</i>
4.	Mailing Address	28 Barret Place	<i>6 Slocum Rd</i>
5.	City	Beacon	<i>Beacon</i>
6.	Zip Code (5 digits only)	12508	<i>12508</i>
7.	E-mail address	bluepinewinter@aol.com	<i>krsny@hotmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Treasurer</i>
9.	Term Begins - Month	February	<i>July</i>
10.	Term Begins - Year (year)	2017	<i>2012</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2017	<i>2017</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/14/2017	<i>07/10/2012</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/15/2017	<i>07/10/2012</i>
16.	Is this a brand new trustee?	Y	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Derek	<i>Derek</i>
3.	Last Name of Board Member	Sanderson	<i>Sanderson</i>
4.	Mailing Address	510 Main Street apt 9	<i>510 Main Street apt 9</i>
5.	City	Beacon	<i>Beacon</i>
6.	Zip Code (5 digits only)	12508	<i>12508</i>
7.	E-mail address	derek.sanderson79@gmail.com	<i>derek.sanderson79@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2013	<i>2013</i>

11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2018	<i>2018</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/02/2013	<i>07/02/2013</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2013	<i>07/02/2013</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Donna	<i>Donna</i>
3.	Last Name of Board Member	Haynes	<i>Haynes</i>
4.	Mailing Address	14 York Street	<i>14 York Street</i>
5.	City	Beacon	<i>Beacon</i>
6.	Zip Code (5 digits only)	12508	<i>12508</i>
7.	E-mail address	jefona@aol.com	<i>jefona@aol.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2013	<i>2013</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2018	<i>2018</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/02/2013	<i>07/02/2013</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2013	<i>07/02/2013</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Randy	<i>Randy</i>
3.	Last Name of Board Member	Lashua	<i>Lashua</i>
4.	Mailing Address	95 Liberty St	<i>95 Liberty St</i>
5.	City	Beacon	<i>Beacon</i>
6.	Zip Code (5 digits only)	12508	<i>12508</i>
7.	E-mail address	rlashua@gmail.com	<i>rlashua@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2016	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2021	<i>2016</i>

13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/05/2016	07/07/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/06/2016	07/07/2015
16.	Is this a brand new trustee?	N	Y
1.	Title of Board Member (select one):	Ms.	Ms.
2.	First Name of Board Member	Prudence	Prudence
3.	Last Name of Board Member	Posner	Posner
4.	Mailing Address	39 North Chestnut St.	39 North Chestnut St.
5.	City	Beacon	Beacon
6.	Zip Code (5 digits only)	12508	12508
7.	E-mail address	prueposner@gmail.com	prueposner@gmail.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2014	2014
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2019	2019
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/01/2014	07/01/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/02/2014	07/01/2014
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Ms.	Ms.
2.	First Name of Board Member	Karen	Karen
3.	Last Name of Board Member	Twohig	Twohig
4.	Mailing Address	21 Dogwood Lane	21 Dogwood Lane
5.	City	Beacon	Beacon
6.	Zip Code (5 digits only)	12508	12508
7.	E-mail address	karencsw@hotmail.com	karencsw@hotmail.com
8.	Office Held or Trustee	Vice President	Vice President
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2015	2015
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2020	2020
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	

14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/07/2015	07/07/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/06/2015	07/07/2015
16.	Is this a brand new trustee?	N	Y

## 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y	Y
1.	Source of Funds	City	<i>School District</i>
2.	Name of funding County, Municipality or District	Beacon City School District	<i>Beacon City School District</i>
3.	Amount	\$947,536	<i>\$902,741</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N/A	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$947,536	<i>\$902,741</i>

### SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$7,589	<i>\$7,172</i>
11.4	Central Library Aid (CLDA and/or CBA)	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$6,000	<i>\$6,000</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$113	<i>\$250</i>
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$13,702	<i>\$13,422</i>

### OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$77,880	<i>\$0</i>
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### FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	<i>\$0</i>
11.11	Other Federal Aid	\$0	<i>\$0</i>
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	<i>\$0</i>

11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	<i>\$0</i>
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### OTHER RECEIPTS

11.14	Gifts and Endowments	\$40,520	\$5,304
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$514	\$678
11.17	Library Charges	\$18,933	\$22,546
11.18	Other	\$0	\$0
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$59,967	\$28,528
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,099,085	\$944,691
11.21	<b>BUDGET LOANS</b>	\$0	\$0
<b>TRANSFERS</b>			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	<b>BALANCE IN OPERATING FUND -</b> Beginning Balance for Fiscal Year Ending 2016 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$1,340,271	\$1,548,156
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$2,439,356	\$2,492,847

## 12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$224,472	\$303,928
12.2	Other Staff	\$294,418	\$253,325
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$518,890	\$557,253
12.4	<b>Employee Benefits Expenditures</b>	\$168,578	\$175,227
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$687,468	\$732,480

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$59,152	\$42,558
12.7	Electronic Materials Expenditures	\$9,769	\$17,532
12.8	Other Materials Expenditures	\$0	\$0
	<b>Total Collection Expenditures</b>		

12.9	(Add Questions 12.6, 12.7 and 12.8)	\$68,921	\$60,090
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**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$70,211	\$184,820
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$70,211	\$184,820

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$0	\$0
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$0	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$81,913	\$86,819
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$81,913	\$86,819

**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$53,225	\$27,005
12.19	Telecommunications	\$5,992	\$4,646
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$846	\$529
12.22	Professional & Consultant Fees	\$18,645	\$18,745
12.23	Equipment	\$0	\$0
12.24	Other Miscellaneous	\$18,384	\$17,438
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$97,092	\$68,363

12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$18,428	\$20,004
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**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.27	From Local Public Funds (73PF)	\$0	\$0
12.28	From Other Funds (73OF)	\$0	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0	\$0
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$0	\$0

12.33	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$1,024,033	\$1,152,576
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**TRANSFERS**

### Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$0	\$0
12.35	From Other Funds (76OF)	\$0	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0	\$0
12.37	<b>Transfer to Other Funds</b>	\$0	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$0	\$0
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$1,024,033	\$1,152,576
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2016	\$1,415,323	\$1,340,271
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$2,439,356	\$2,492,847

### ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/01/2017	03/01/2016
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### FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	06/30/2016	06/30/2015
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2015-06/30/2016	07/01/2014-06/30/2015
12.45	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

### CAPITAL FUND

12.46	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	N
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## 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$0	\$0

### STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$0
<b>FEDERAL AID FOR CAPITAL PROJECTS</b>			
13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
<b>INTERFUND REVENUE</b>			
13.8	Transfer from Operating Fund (Same as Question 12.36)	\$0	\$0
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2016 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$0

## 14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

### PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
14.2	Incidental Construction	\$0	\$0
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	<b>Total Other Disbursements</b> (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
14.11	<b>BALANCE IN CAPITAL FUND -</b> Ending Balance for the Fiscal Year Ending 2016	\$0	\$0



14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$0
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## 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	4.33	4.33
16.2	Total Librarians	6.33	6.33
16.3	All Other Paid Staff	7.32	7.32
16.4	Total Paid Employees	13.65	13.65
16.5	State Government Revenue	\$91,469	\$13,172
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$60,080	\$28,778
16.8	Total Operating Revenue	\$1,099,085	\$944,691
16.9	Other Operating Expenditures	\$197,433	\$175,186
16.10	Total Operating Expenditures	\$953,822	\$967,756
16.11	Total Capital Expenditures	\$70,211	\$184,820
16.12	Print Materials	39,661	37,480
16.13	Total Registered Borrowers	10,656	10,880
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Total Number of Internet Terminals Used by the General Public	8	12

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	3200130520	3200130520
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SD1	SD1
17.7	FSCS ID	NY0220	NY0220
17.8	SED CODE	130200700019	130200700019

## SUGGESTED IMPROVEMENTS

Library Name:	HOWLAND PUBLIC LIBRARY	HOWLAND PUBLIC LIBRARY
Library System:	Mid-Hudson Library System	Mid-Hudson Library System
Name of Person Completing Form:	Amy Raff	Amy Raff
Phone Number:	(845) 831-1134	(845) 831-1134
I am satisfied that this resource (Collect) is meeting library needs:	Disagree	

Applying this resource (Collect) will help improve library services to the public:

Neither Agree nor Disagree

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!