

Kingston Library

Annual Report For Public And Association Libraries - 2013

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2013, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	3200623420	3200623420
1.2	Library Name	KINGSTON LIBRARY	<i>KINGSTON 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	Kingston	<i>Kingston</i>
1.6	Beginning Fiscal Reporting Year	01/01/2013	<i>01/01/2012</i>
1.7	Ending Fiscal Reporting Year	12/31/2013	<i>12/31/2012</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	01/01/2014	<i>01/01/2013</i>
1.12	Ending <u>Local</u> Fiscal Year	12/31/2014	<i>12/31/2013</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	55 FRANKLIN STREET	<i>55 FRANKLIN STREET</i>
1.15	City	KINGSTON	<i>KINGSTON</i>
1.16	Zip Code	12401	<i>12401</i>
1.17	Mailing Address	55 FRANKLIN STREET	<i>55 FRANKLIN STREET</i>
1.18	City	KINGSTON	<i>KINGSTON</i>
1.19	Zip Code	12401	<i>12401</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 331-0507	<i>(845) 331-0507</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 331-7981	<i>(845) 331-7981</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@kingstonlibrary.org	<i>director@kingstonlibrary.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.kingstonlibrary.org	<i>WWW.KINGSTONLIBRARY.ORG</i>
1.24	Population Chartered to Serve (per 2010 Census)	23,893	<i>23,893</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):	Special Legislative District	<i>Special Legislative 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.	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	11/03/2005	<i>11/03/2005</i>
1.30	Date the library was last registered	10/17/1907	<i>10/17/1907</i>
1.31	Federal Employer Identification Number	141374488	<i>141374488</i>
1.32	County	ULSTER	<i>ULSTER</i>
1.33	School District	Kingston City School Consolidated	<i>Kingston City School Consolidated</i>
1.34	Town	Kingston	
1.35	Library System	Mid-Hudson Library System	<i>Mid-Hudson Library System</i>
NOTE: For questions 1.36 through 1.41, report all information for the <u>current</u> library director/manager.			
1.36	Title of Library Director/ Manager (select one):	Ms.	<i>Ms.</i>
1.37	First Name of Library Director/Manager	Margaret	<i>Margaret</i>
1.38	Last Name of Library Director/Manager	Menard	<i>Menard</i>
1.39	NYS Public Librarian Certification Number	21660	<i>21660</i>
1.40	E-mail Address of the Director/Manager	director@kingstonlibrary.org	<i>director@kingstonlibrary.org</i>
1.41	Fax Number of the Director/Manager	(845) 331-7981	<i>(845) 331-7981</i>
1.42	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.43	Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.	Y	<i>Y</i>
1.	Name of municipality or district holding the vote	Kingston Library District	<i>Kingston Library District</i>
2.	Indicate the type of municipality or district holding the vote	N/A	<i>Special Legislative District</i>

3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N/A	N
4.	Dollar amount	N/A	\$734,472
5.	Was the vote successful?	Y	Y
6.	Date the vote was held (mm/dd/yyyy)	06/04/2013	06/05/2012
1.44	For the fiscal year that ended in 2013, indicate the <i>total percentage of the library's local public funding</i> that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote in a previous year.	92%	92%
1.45	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 1.46.	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	0
4.	Dollar amount of contract	N/A	\$0
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.46	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>State</u> note; if no, please go to Part 2, Library Collection.	Y	Y

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	11,267	13,123
2.2	Adult Non-fiction Books	21,697	23,385
2.3	Total Adult Books (Total questions 2.1 & 2.2)	32,964	36,508
2.4	Children's Fiction Books	14,610	13,858
2.5	Children's Non-fiction Books	9,478	8,811

2.6	Total Children's Books (Total questions 2.4 & 2.5)	24,088	22,669
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	57,052	59,177
Other Print Materials			
2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	90	90
2.10	All Other Print Materials	128	128
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	218	218
2.12	Total Print Materials (Total questions 2.7 and 2.11)	57,270	59,395
ELECTRONIC MATERIALS			
2.13	Electronic Books	5,628	3,462
2.14	Local Databases	7	7
2.15	NOVELNY Databases	11	9
2.16	Total Databases (Total questions 2.14 and 2.15)	18	16
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)	97	70
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	5,743	3,548
ALL OTHER MATERIALS			
2.19	Audio - Physical Units	1,895	2,094
2.20	Audio - Downloadable Units	1,723	1,479
2.21	Video - Physical Units	4,352	3,607
2.22	Video - Downloadable Units	0	0
2.23	All Other Materials (includes microform, films, slides, etc.)	167	350
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	8,137	7,530
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)	71,150	70,473
CURRENT SERIAL SUBSCRIPTIONS			
2.26	Current Print Serial Subscriptions	75	75
ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.			
2.27	Cataloged Books	4,027	3,632
2.28	All Other Print Materials	1,000	1,000
2.29	Electronic Materials	2,432	2,127
2.30	All Other Materials	1,251	757
2.31	Total Additions (Total questions 2.27 through 2.30)	8,710	7,516

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.56 through 3.64 as of the end of the fiscal year

reported in Part 1; report information on questions 3.11 through 3.55 for the 2013 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	352	329
3.2	Young Adult Program Sessions	37	28
3.3	Children's Program Sessions	138	236
3.4	All Other Program Sessions	253	237
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	780	830
3.6	Adult Program Attendance	3,270	3,122
3.7	Young Adult Program Attendance	259	246
3.8	Children's Program Attendance	4,336	4,169
3.9	All Other Program Attendance	1,924	1,534
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	9,789	9,071

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2013 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	No	
d.	Summer Reading at New York Libraries name and/or logo used	No	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No

3.12	Library outlets offering a summer reading program	1	1
3.13	Children registered for the library's summer reading program	498	279
3.14	Young adults registered for the library's summer reading program	50	45
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	548	324
3.16	Children's program sessions - Summer 2013	63	59
3.17	Young adult program sessions - Summer 2013	37	23
3.18	Adult program sessions - Summer 2013	0	
3.19	Total program sessions - Summer 2013 (total 3.16 + 3.17 + 3.18)	100	82
3.20	Children's program attendance - Summer 2013	2,110	1,608
3.21	Young adult program attendance - Summer 2013	194	138

3.22	Adult program attendance - Summer 2013	0	
3.23	Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)	2,304	1,746

COLLABORATORS

3.24	Public school district(s) and/or BOCES	1	1
3.25	Non-public school(s)	1	1
3.26	Childcare center(s)	3	3
3.27	Summer camp(s)	0	0
3.28	Municipality/Municipalities	1	1
3.29	Literacy provider(s)	1	1
3.30	Other (describe using the State note)	0	0
3.31	Total Collaborators (total 3.24 through 3.30)	7	7

EARLY LITERACY PROGRAMS

3.32	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
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3.33 Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	No
d.	N/A	No	No

3.34 Number of sessions

a.	Focus on birth - school entry	102	115
b.	Focus on parents & caregivers	0	0
c.	Combined audience	12	0
d.	N/A	0	0

3.35	Total Sessions	114	115
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3.36 Attendance at sessions

a.	Focus on birth - school entry	2,207	1,237
b.	Focus on parents & caregivers	0	0
c.	Combined audience	38	0
d.	N/A	0	0

3.37	Total Attendance	2,245	1,237
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3.38 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	No	No
e.	Other (describe using the State note)	No	No
f.	N/A	No	No

ADULT LITERACY

3.39	Did the library offer adult literacy programs?	No	No
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3.40	Total program sessions	0	0
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3.41	Total program attendance	0	0
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3.42 Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using State Note)	No	No
e.	N/A	No	No

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.43	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	Y
3.44	Children's program sessions	12	0
3.45	Young adult program sessions	0	0
3.46	Adult program sessions	6	4
3.47	Total program sessions (total 3.44 + 3.45 + 3.46)	18	4
3.48	Children's program attendance	53	0
3.49	Young adult program attendance	0	0
3.50	Adult program attendance	60	20
3.51	Total program attendance (total 3.48 + 3.49 + 3.50)	113	20

3.52 Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	No	No
d.	Other (describe using the State note)	No	No
e.	N/A	No	No

DIGITAL LITERACY

3.53	Did the library offer digital literacy programs?	N	
3.54	Total program sessions	0	
3.55	Total program attendance	0	

LIBRARY USE

3.56	Library visits (total annual attendance)	229,314	212,246
3.57	Registered resident borrowers	9,587	8,724
3.58	Registered non-resident borrowers	13	6

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

3.59	Does the library have an open meeting policy?	Y	Y
3.60	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.61	Does the library have an Internet use policy?	Y	Y
3.62	Does the library have a disaster plan?	N	N

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

3.63	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.64	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y

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	16,591	18,746
4.2	Adult Non-fiction Books	11,467	11,917
4.3	Total Adult Books (Total questions 4.1 & 4.2)	28,058	30,663
4.4	Children's Fiction Books	19,716	23,020
4.5	Children's Non-fiction Books	8,141	9,003
4.6	Total Children's Books (Total questions 4.4 & 4.5)	27,857	32,023
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	55,915	62,686

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	45,295	40,925
4.9	Circulation of Children's Other Materials	14,623	15,994
4.10	Circulation of Electronic Materials	3,237	
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	63,155	56,919
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	119,070	119,605
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	42,480	48,017

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	35,976	35,923
4.15	Does the library offer virtual reference?	Y	

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	15,164	15,964
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	20,543	18,064
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2013.

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	94,445	92,477
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Number of uses (sessions) of public Internet computers per year	45,765	40,373
5.7	Name of the person responsible for the library's Information Technology (IT) services	Margaret Menard	<i>Margaret Menard</i>
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 339-4260	<i>(845) 339-4260</i>
5.9	IT contact's email address	director@kingstonlibrary.org	<i>director@kingstonlibrary.org</i>

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

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)	1	1
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)	5	5
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	7	7
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	14.00	14.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$34,984	\$43,281
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$55,183	\$54,101
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2013.

7.1	1. Is governed by board-approved written bylaws.	Y	Y
7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents an annual report to the community.	Y	Y
7.4	4. Has board-approved written policies.	Y	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9. Has the equipment and connections necessary to facilitate access to information:			
7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. telefacsimile capability (see instructions)	Y	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)	Y	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	49	49
8.7	Minimum Weekly Total Hours - Branch Libraries	0	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	49.00	49.00
8.10	Annual Total Hours - Main Library	2,548	2,548
8.11	Annual Total Hours - Branch Libraries	0	0
8.12	Annual Total Hours - Bookmobiles	0	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,548.00	2,548.00

9. SERVICE OUTLET INFORMATION

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.

1.	Outlet Name	Kingston Library	<i>Kingston Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	55 Franklin St	<i>55 Franklin St</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code	12401	<i>12401</i>
7.	Phone (enter 10 digits only)	(845) 331-0507	<i>(845) 331-0507</i>
8.	Fax Number (enter 10 digits only)	(845) 331-7981	<i>(845) 331-7981</i>
9.	E-mail Address	director@kingstonlibrary.org	<i>director@kingstonlibrary.org</i>
10.	Outlet URL	www.kingstonlibrary.org	<i>www.kingstonlibrary.org</i>
11.	County	Ulster	<i>Ulster</i>
12.	School District	Kingston City School District	
13.	Outlet Type Code (select one):	CE	<i>CE</i>
14.	Public Service Hours Per Year for This Outlet	2,548	<i>2,548</i>
15.	Number of Weeks This Outlet is Open	52	<i>52</i>
16.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
17.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
18.	Total number of non-library sponsored programs, meetings and/or events at this outlet	253	<i>237</i>
19.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
20.	Who owns this outlet building?	Library Board	<i>Library Board</i>
21.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>

22.	Indicate the year this outlet was initially constructed	1888	1888
23.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2007	2007
24.	Square footage of the outlet	16,000	16,000
25.	Total number of Internet terminals at this outlet used by the general public	26	26
26.	Type of connection on the outlet's public Internet computers	Cable	Cable
27.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	Greater than 9 mbps and less than 15 mbps	Greater than 10 mbps and less than 25 mbps
28.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	Greater than 1.5 mbps and less than 3 mbps	Greater than 1.5 mbps and less than 3 mbps
29.	Internet Provider	Time Warner Cable	Time Warner Cable
30.	WiFi Access (click the hyperlink for types of WiFi Access)	Password required	Password required
31.	Number of wireless access uses per year: Report the total number of uses of wireless access in the outlet during the last year.	3,120	
32.	Does the outlet have interactive videoconferencing capability for public use?	N	N
33.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
34.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
35.	LIBID	3200623420	3200623420
36.	FSCSID	NY0258	NY0258
37.	Metropolitan Status Code	NO	NO
38.	Number of Bookmobiles in the Bookmobile Outlet Record	0	0
39.	Outlet Structure Status	00 (for no change from previous year)	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2013. 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, 2013 to December 31, 2013)	12	13
10.2	Number of voting library board positions stated in the library's charter.	9	9
10.3	Number of current <u>voting</u> positions on library board.	9	9

BOARD MEMBER SELECTION

EP - board members are

EP - board members are elected

10.4 Enter Board Member Selection Code
 (select one): elected in a public election *in a public election*

List Officers and Board Members for the current Calendar Year (January 1 - December 31, 2014). Complete one record for each board member. There must be a record for each voting position, whether filled or vacant.

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Ms.	<i>Ms.</i>
10.6	First Name	Heather	<i>Heather</i>
10.7	Last Name	Ohlson	<i>Ohlson</i>
10.8	Mailing Address	25 Park Street	<i>25 park Street</i>
10.9	City	Kingston	<i>Kingston</i>
10.10	Zip Code (5 digits only)	12401	<i>12401</i>
10.11	Phone (enter 10 digits only)	(845) 750-7239	<i>(845) 750-7239</i>
10.12	E-mail Address	heatherohlson@gmail.com	<i>heatherohlson@gmail.com</i>
10.13	Term Begins - Month	July	
10.14	Term Begins - Year (yyyy)	2013	
10.15	Term Expires - Month	June	<i>June</i>
10.16	Term Expires - Year (yyyy)	2016	<i>2013</i>
10.17	The date the Oath of Office was taken (mm/dd/yyyy)	07/02/2012	<i>7/10/2010</i>
10.18	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2012	<i>7/11/2010</i>
10.19	Is this a brand new trustee?	N	
1.	Title of Board Member (select one):	Dr.	<i>Dr.</i>
2.	First Name of Board Member	Susan	<i>Susan</i>
3.	Last Name of Board Member	Simek	<i>Simek</i>
4.	Mailing Address	65 West Chestnut Street	<i>65 West Chestnut Street</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	j2siqzoo@msn.com	<i>j2siqzoo@msn.com</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2013	
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2016	<i>2013</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/02/2013	<i>07/11/2011</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2013	<i>07/12/2011</i>
15.	Is this a brand new trustee?	N	
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Annie	<i>Annie</i>
3.	Last Name of Board Member	Internicola	<i>Internicola</i>
4.	Mailing Address	55 West Pierpont Street	<i>55 West Pierpont Street</i>
5.	City	Kingston	<i>Kingston</i>

6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	annie.internicola@gmail.com	<i>annie.internicola@gmail.com</i>
8.	Office Held or Trustee	Secretary	<i>Secretary</i>
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2012	
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2015	<i>2015</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/05/2012	<i>07/05/2012</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/06/2012	<i>07/06/2012</i>
15.	Is this a brand new trustee?	N	
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Ellen	<i>Ellen</i>
3.	Last Name of Board Member	DiFalco	<i>DiFalco</i>
4.	Mailing Address	66 Glen Street	<i>66 Glen Street</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	edifalco@earthlink.net	<i>edifalco@earthlink.net</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2011	
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2014	<i>2014</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/07/2011	<i>07/07/2011</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/08/2011	<i>07/08/2011</i>
15.	Is this a brand new trustee?	N	
1.	Title of Board Member (select one):	Dr.	<i>Dr.</i>
2.	First Name of Board Member	Edwin	<i>Edwin</i>
3.	Last Name of Board Member	Pell	<i>Pell</i>
4.	Mailing Address	24 Spruce Street	<i>24 Spruce Street</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	edpellphd@yahoo.com	<i>edpellphd@yahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2012	
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2015	<i>2015</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/05/2012	<i>07/05/2012</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/06/2012	<i>07/05/2012</i>
15.	Is this a brand new trustee?	N	

1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Clark	<i>Clark</i>
3.	Last Name of Board Member	Richters	<i>Richters</i>
4.	Mailing Address	3 Garraghan Drive	<i>3 Garraghan Drive</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	clark12401@gmail.com	<i>clark12401@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2012	
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2015	<i>2015</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/05/2012	<i>07/05/2012</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/06/2012	<i>07/06/2012</i>

15.	Is this a brand new trustee?	N	
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	David	<i>David</i>
3.	Last Name of Board Member	Rolfe	<i>Rolfe</i>
4.	Mailing Address	58 Fairmont Avenue	<i>58 Fairmont Avenue</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	david_rolfe@mac.com	<i>david_rolfe@mac.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2013	
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2014	<i>2013</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/02/2013	<i>07/08/2010</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2013	<i>07/09/2010</i>

15.	Is this a brand new trustee?	N	
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Ursula	<i>Ursula</i>
3.	Last Name of Board Member	Inghem	<i>Inghem</i>
4.	Mailing Address	76 Miller Lane	<i>76 Miller Lane</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	uinghem@lshv.org	<i>uinghem@lshv.org</i>
8.	Office Held or Trustee	Treasurer	<i>Trustee</i>
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2013	
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2016	<i>2013</i>

13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/02/2013	03/21/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2013	03/22/2013
15.	Is this a brand new trustee?	N	
1.	Title of Board Member (select one):	Ms.	Ms.
2.	First Name of Board Member	Kendra	Kendra
3.	Last Name of Board Member	Soule	Soule
4.	Mailing Address	31 Sharon Lane	31 Sharon Lane
5.	City	Kingston	Kingston
6.	Zip Code (5 digits only)	12401	12401
7.	E-mail address	ksoule@hvc.rr.com	ksoule@hvc.rr.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2013	
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2014	2013
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/18/2013	03/21/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/19/2013	03/22/2013
15.	Is this a brand new trustee?	N	

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

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 (<u>see instructions</u>).	Y	Y
1.	Source of Funds	City	City
2.	Name of funding County, Municipality or District	Kingston Central School District	Kingston Central School District
3.	Amount	\$23,000	\$23,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N
1.	Source of Funds	City	Other (specify using the State note)
2.	Name of funding County, Municipality or District	City of Kingston	Kingston Library District
3.	Amount	\$734,476	\$723,367
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y

5.	Written Contractual Agreement	N	N/A
11.2	TOTAL LOCAL PUBLIC FUNDS	\$757,476	\$746,367
SYSTEM CASH GRANTS TO MEMBER LIBRARY			
11.3	Local Library Services Aid (LLSA)	\$5,592	\$5,922
11.4	Central Library Aid (CLDA and/or CBA)	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$0	\$227
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$5,592	\$6,149
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	\$0	\$0
FEDERAL AID FOR LIBRARY OPERATION			
11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
OTHER RECEIPTS			
11.14	Gifts and Endowments	\$18,516	\$17,321
11.15	Fund Raising	\$546	\$0
11.16	Income from Investments	\$1,973	\$1,637
11.17	Library Charges	\$21,655	\$21,637
11.18	Other	\$0	\$0
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$42,690	\$40,595
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$805,758	\$793,111
11.21	BUDGET LOANS	\$0	\$0
TRANSFERS			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$742,530	\$650,317

11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$1,548,288	\$1,443,428
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12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$87,743	\$96,187
12.2	Other Staff	\$281,112	\$272,073
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$368,855	\$368,260
12.4	Employee Benefits Expenditures	\$82,583	\$79,815
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$451,438	\$448,075

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$61,126	\$59,976
12.7	Electronic Materials Expenditures	\$0	\$9,813
12.8	Other Materials Expenditures	\$26,578	\$13,689
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$87,704	\$83,478

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$12,232
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0	\$12,232

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$6,473	\$25,604
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$6,473	\$25,604
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$52,619	\$48,738
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$59,092	\$74,342

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$7,765	\$10,534
12.19	Telecommunications	\$5,006	\$4,864
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$1,653	\$1,429
12.22	Professional & Consultant Fees	\$26,533	\$0
12.23	Other Miscellaneous	\$58,633	\$51,790
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$99,590	\$68,617

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$15,332	\$14,154
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0	\$0
12.27	From Other Funds (73OF)	\$0	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0	\$0
12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$713,156	\$700,898

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	Transfer to Other Funds	\$0	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$713,156	\$700,898
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2013	\$835,132	\$742,530
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,548,288	\$1,443,428

ASSURANCE

12.41	The Library operated under its plan of service in accordance with the 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).	02/20/14	3/21/13
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	11/04/2013	11/07/2012
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/12-12/31/12	01/01/2011-12/31/2011

12.44 Indicate type of audit (select one): Private Accounting Firm *Private Accounting Firm*

CAPITAL FUND

12.45 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. Y Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$30,000
13.2	All Other Revenues from Local Sources	\$3	\$137
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$3	\$30,137

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$3,048
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$3,048

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$3	\$33,185
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$3	\$33,185
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$13,481	\$115,655
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$13,484	\$148,840

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1	Construction	\$0	\$135,359
14.2	Incidental Construction	\$0	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0

14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0	\$135,359
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0	\$135,359
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2013	\$13,484	\$13,481
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$13,484	\$148,840

15. FEDERAL TOTALS

All questions in Part 15 are calculated, locked fields.

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

15.1	Total ALA-MLS	2.00	2.00
15.2	Total Librarians	7.00	7.00
15.3	All Other Paid Staff	7.00	7.00
15.4	Total Paid Employees	14.00	14.00
15.5	State Government Revenue	\$5,592	\$5,922
15.6	Federal Government Revenue	\$0	\$0
15.7	Other Operating Revenue	\$42,690	\$40,822
15.8	Total Operating Revenue	\$805,758	\$793,111
15.9	Other Operating Expenditures	\$174,014	\$157,113
15.10	Total Operating Expenditures	\$713,156	\$688,666
15.11	Total Capital Expenditures	\$0	\$147,591
15.12	Print Materials	57,142	59,267
15.13	Total Registered Borrowers	9,600	8,730
15.14	Other Capital Revenue and Receipts	\$0	\$0
15.15	Total Number of Internet Terminals Used by the General Public	26	26

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	LIB ID	3200623420	3200623420
16.2	Interlibrary Relationship Code	ME	ME
16.3	Legal Basis Code	LD	LD
16.4	Administrative Structure Code	SO	SO
16.5	FSCS Public Library Definition	Y	Y
16.6	Geographic Code	OTH	OTH
16.7	FSCS ID	NY0258	NY0258

SUGGESTED IMPROVEMENTS

Library Name:	KINGSTON LIBRARY	Kingston Library
Library System:	Mid-Hudson Library System	Mid-Hudson Library System

Name of Person Completing Form: Margaret Menard

Margaret Menard

Phone Number: (845) 339-4260

(845) 339-4260

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!