

# Kingston Library

## Annual Report For Public And Association Libraries - 2017

CURRENT YEAR

*PREVIOUS YEAR*

### 1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss even if the report is locked. The Microsoft Edge browser cannot be used.

Report all information in Part 1 as of December 31, 2017, except for questions related to the current library director/manager (questions 1.36 through 1.41).

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	01/01/2017	<i>01/01/2016</i>
1.7	Ending Fiscal Reporting Year	12/31/2017	<i>12/31/2016</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	01/01/2017	<i>01/01/2016</i>
1.12	Ending <u>Local</u> Fiscal Year	12/31/2017	<i>12/13/2016</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. 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	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/City	Kingston	<i>Kingston</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	Margaret	<i>Margaret</i>
1.39	Last Name of Library Director/Manager	Menard	<i>Menard</i>
1.40	NYS Public Librarian Certification Number	21660	<i>21660</i>
1.41	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
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	<i>Y</i>
1.44	E-mail Address of the Director/Manager	director@kingstonlibrary.org	<i>director@kingstonlibrary.org</i>

1.45	Fax Number of the Director/Manager	(845) 331-7981	(845) 331-7981
1.46	Is the library a member of the New York State and Local Retirement System?	N	N
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2017? (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	Kingston Library District	<i>Kingston Library</i>
2.	Indicate the type of municipality or district holding the public vote	Special Legislative District	<i>Special Legislative District</i>
3.	Date the vote was held (mm/dd/2017)	06/06/2017	<i>06/07/2016</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	budget vote (special legislative district public library only)	<i>budget vote (special legislative district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$811,453	<i>\$760,397</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$38,269	<i>\$15,209</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$849,722	<i>\$775,606</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 2017) 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	Y
1.	Name of municipality or district holding the public vote	Kingston City School District	<i>Kingston City School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the last successful vote was held (mm/dd/yyyy)	05/16/2017	<i>05/17/2016</i>
4.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))	<i>school district ballot proposition (Ed. Law Â§259(1)(a))</i>
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	\$23,000	<i>\$23,000</i>

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. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	11,207	11,460
2.2	Adult Non-fiction Books	13,330	14,723
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	24,537	26,183
2.4	Children's Fiction Books	13,231	13,055
2.5	Children's Non-fiction Books	9,243	9,558
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	22,474	22,613
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	47,011	48,796

#### Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	70	70
2.10	All Other Print Materials	6,125	6,431
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	6,195	6,501
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	53,206	55,297

## **ALL OTHER MATERIALS**

### **Electronic Materials**

2.13	Electronic Books	10,608	12,266
2.14	Local Electronic Collections	11	13
2.15	NOVELNY Electronic Collections	16	10
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	27	23
2.17	Audio - Downloadable Units	2,802	3,226
2.18	Video - Downloadable Units	21	23
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.)	21	46
2.20	<b>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</b>	13,479	15,584

### **Non-Electronic Materials**

2.21	Audio - Physical Units	2,043	1,960
2.22	Video - Physical Units	5,380	4,890
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	310	323
2.24	<b>Total Other Materials Holdings (Total questions 2.21 through 2.23)</b>	7,733	7,173
2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</b>	74,418	78,054

## **CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	65	65
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	3,729	3,744
2.28	All Other Print Materials	2	725
2.29	Electronic Materials	1,780	3,559
2.30	All Other Materials	1,574	1,500
2.31	<b>Total Additions (Total questions 2.27 through 2.30)</b>	7,085	9,528

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

Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report

information on questions 3.29 through 3.80 for the 2017 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)	262,526	253,159
3.2	Registered resident borrowers	11,211	10,980
3.3	Registered non-resident borrowers	8	6

Please report information on WRITTEN POLICIES as of 12/31/17.

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

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

Please report information on ACCESSIBILITY as of 12/31/17.

**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	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.12	Does the library have large print books?	Y	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	N	N
3.14 - If so, what do you have?			
	screen reader, such as JAWS or Windoweyes	No	No
	refreshable Braille keyboard	No	No
	screen magnification software, such as Zoomtext	No	No
	electronic scanning and reading software, such as OpenBook	No	No
3.15	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N	

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

Part 1.

**LIBRARY SPONSORED PROGRAMS**

3.16	Adult Program Sessions	627	415
3.17	Young Adult Program Sessions	188	124
3.18	Children's Program Sessions	167	186
3.19	All Other Program Sessions	392	267
3.20	<b>Total Number of Program Sessions (Total questions 3.16 through 3.19)</b>	1,374	992
3.21	One-on-One Program Sessions	20	21
3.22	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	Yes
3.23	Adult Program Attendance	4,050	3,853
3.24	Young Adult Program Attendance	873	831
3.25	Children's Program Attendance	3,802	4,208
3.26	All Other Program Attendance	2,611	2,231
3.27	<b>Total Program Attendance (Total questions 3.23 through 3.26)</b>	11,336	11,123
3.28	One-on-One Program Attendance	25	21

Please report information on SUMMER READING PROGRAMS for the 2017 calendar year.

**SUMMER READING PROGRAM**

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2017 (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

3.30	Library outlets offering a summer reading program	1	1
3.31	Children registered for the library's summer reading program	381	381
3.32	Young adults registered for the library's summer reading program	45	43
3.33	Adults registered for the library's summer reading program	0	7
3.34	<b>Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)</b>	426	431
3.35	Children's program sessions - Summer 2017	42	57

3.36	Young adult program sessions - Summer 2017	51	45
3.37	Adult program sessions - Summer 2017	0	13
3.38	<b>Total program sessions - Summer 2017</b> (total 3.35 + 3.36 + 3.37)	93	115
3.39	Children's program attendance - Summer 2017	1,175	1,431
3.40	Young adult program attendance - Summer 2017	326	284
3.41	Adult program attendance - Summer 2017	0	70
3.42	<b>Total program attendance - Summer 2017</b> (total 3.39 + 3.40 + 3.41)	1,501	1,785
<b>COLLABORATORS</b>			
3.43	Public school district(s) and/or BOCES	1	1
3.44	Non-public school(s)	1	1
3.45	Childcare center(s)	3	3
3.46	Summer camp(s)	1	1
3.47	Municipality/Municipalities	1	1
3.48	Literacy provider(s)	1	1
3.49	Other (describe using the State note)	0	0
3.50	<b>Total Collaborators (total 3.43 through 3.49)</b>	8	8

Please report information on EARLY LITERACY PROGRAMS for the 2017 calendar year.

### EARLY LITERACY PROGRAMS

3.51	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
3.52 - Indicate types of programs offered (check all that apply)			
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	Yes
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.53 - Number of sessions			
a.	Focus on birth - school entry (kindergarten)	105	104
b.	Focus on parents & caregivers	1	1
c.	Combined audience	2	5
d.	N/A	52	0
3.54	<b>Total Sessions</b>	160	110
3.55 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	1,338	1,405
b.	Focus on parents & caregivers	7	10
c.	Combined audience	29	26
d.	N/A	520	0
3.56	<b>Total Attendance</b>	1,894	1,441
3.57 - 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)	No	No

Please report information on ADULT LITERACY for the 2017 calendar year.

#### ADULT LITERACY

3.58	Did the library offer adult literacy programs?	Yes	Yes
3.59	Total group program sessions	4	6
3.60	Total one-on-one program sessions	231	207
3.61	Total group program attendance	181	153
3.62	Total one-on-one program attendance	231	207
3.63 - 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	Yes	Yes
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2017 calendar year.

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

3.64	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.65	Children's program sessions	0	0
3.66	Young adult program sessions	0	0
3.67	Adult program sessions	0	0
3.68	<b>Total program sessions (total 3.65 + 3.66 + 3.67)</b>	0	0
3.69	One-on-one program sessions	0	0
3.70	Children's program attendance	0	0
3.71	Young adult program attendance	0	0
3.72	Adult program attendance	0	0
3.73	<b>Total program attendance (total 3.70 + 3.71 + 3.72)</b>	0	0
3.74	One-on-one program attendance	0	0
3.75 - 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)	Yes	Yes
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2017 calendar year.

#### DIGITAL LITERACY

3.76	Did the library offer digital literacy programs?	Y	Y
3.77	Total group program sessions	0	0
3.78	Total one-on-one program sessions	21	18

3.79	Total group program attendance	0	0
3.80	Total one-on-one program attendance	18	18

#### 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	13,869	15,255
4.2	Adult Non-fiction Books	9,263	10,811
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	23,132	26,066
4.4	Children's Fiction Books	19,788	20,940
4.5	Children's Non-fiction Books	7,612	7,813
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	27,400	28,753
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	50,532	54,819

##### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	34,617	39,025
4.9	Circulation of Children's Other Materials	11,430	13,431
4.10	<b>Total Circulation of Other Materials (Total questions 4.8, 4.9)</b>	46,047	52,456
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	96,579	107,275

##### ELECTRONIC USE

4.12	Use of Electronic Material	6,094	6,118
4.13	Successful Retrieval of Electronic Information	3,048	1,705
4.14	<b>Electronic Content Use (Total questions 4.12 &amp; 4.13)</b>	9,142	7,823
4.15	<b>Total Circulation of Materials (Total questions 4.11 &amp; 4.12)</b>	102,673	113,393
4.16	<b>Total Collection Use (Total questions 4.13 &amp; 4.15)</b>	105,721	115,098
4.17	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	38,830	42,184

##### REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	38,471	37,533
4.19	Does the library offer virtual reference?	Y	Y

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

4.20	TOTAL MATERIALS RECEIVED	18,263	18,579
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##### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	22,433	21,405
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#### 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2017.

##### SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
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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	49,328	58,857
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Name of the person responsible for the library's Information Technology (IT) services	Margaret Menard	<i>Margaret Menard</i>
5.7	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 339-4260	<i>(845) 339-4260</i>
5.8	IT contact's email address	director@kingstonlibrary.org	<i>director@kingstonlibrary.org</i>

## 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)	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)	3	3
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	9	9
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>	14.00	14.00
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)	\$54,273	\$51,688
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$58,386	\$56,286
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, 2017. 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	Y
7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y	Y
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	Y
7.6	6. Periodically evaluates the effectiveness of the library's 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. 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	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. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved 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 Commissioner's Regulation 90.8.	Y	Y

## 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	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (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	55.00	55.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open</b> (Total questions 8.6 - 8.8)	55.00	55.00
8.10	Annual Total Hours - Main Library	2,860.00	2,860.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	<b>Annual Hours Open - Total Hours Open</b> (Total questions 8.10 through 8.12)	2,860.00	2,860.00

## 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).

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	<i>Kingston 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	2,860	<i>2,860</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	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	302	296
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1888	1888
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2016	2016
25.	Square footage of the outlet	16,000	16,000
26.	Number of internet computers at this outlet used by general public	21	23
27.	Number of uses (sessions) of public Internet computers per year	34,661	11,835
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	6 Greater than or equal to 6 mbps and less than 10 mbps	6 Greater than or equal to 6 mbps and less than 10 mbps
30.	Maximum <u>upload</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	4 Greater than or equal to 1.5 mbps and less than 3 mbps
31.	Internet Provider	Spectrum/Time Warner Cable	Time Warner Cable
32.	WiFi Access	Password required	Password required
33.	Number of wireless sessions provided by the library wireless service per year	30,384	15,810
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?	Y	Y
37.	<i>LIBID</i>	3200623420	3200623420
38.	<i>FSCSID</i>	NY0258	NY0258
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	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, 2017. 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, 2017 to December 31, 2017) 12 13

**NUMBER OF TRUSTEES AND TERMS**

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No 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 documents (incorporation)? 9 9

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 3 years 3 years

**BOARD MEMBER SELECTION**

10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2018. 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 Ms. Ms. (specify using the Note), or Vacant

10.10 First Name Ursula Ursula

10.11 Last Name Inghem Inghem

10.12 Mailing Address 76 Millers Lane 76 Millers Lane

10.13 City Kingston Kingston

10.14 Zip Code (5 digits only) 12401 12401

10.15 Phone (enter 10 digits only) (845) 339-4099 (845) 339-4099

10.16 E-mail Address umringhem@yahoo.com umringhem@yahoo.com

10.17 Term Begins - Month July July

10.18 Term Begins - Year (yyyy) 2016 2016

10.19 Term Expires - Month June June

10.20 Term Expires - Year (yyyy) 2019 2019

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 Yes

10.22 The date the Oath of Office was taken (mm/dd/yyyy) 07/12/16 07/12/2016

10.23 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/13/2016 07/13/2016

10.24 Is this a brand new trustee? N N

You may 1) enter the data for the Officers and Board Members 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).

1. Title of Board Member (select one): Ms. Ms.  
2. First Name of Board Member Lisa Annie  
3. Last Name of Board Member Bruck Internicola  
4. Mailing Address 219 East Union Sttreet 55 West Pierpont Street  
5. City Kingston Kingston  
6. Zip Code (5 digits only) 12401 12401  
7. E-mail address lmbruck@aol.com annie.internicola@gmail.com  
8. Office Held or Trustee Vice President Trustee  
9. Term Begins - Month July July  
10. Term Begins - Year (year) 2017 2015  
11. Term Expires June June  
12. Term Expires - Year (yyyy) 2020 2018  
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 Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/20/2017 07/16/2015

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/21/2017 07/17/2015

16. Is this a brand new trustee? N N

1. Title of Board Member (select one): Ms. Ms.  
2. First Name of Board Member Ellen Ellen  
3. Last Name of Board Member DiFalco DiFalco  
4. Mailing Address 66 Glen St. 66 Glen Street  
5. City Kingston Kingston  
6. Zip Code (5 digits only) 12401 12401  
7. E-mail address edifalco@earthlink.net edifalco@earthlink.net  
8. Office Held or Trustee Secretary Secretary  
9. Term Begins - Month July July  
10. Term Begins - Year (year) 2017 2014  
11. Term Expires June June  
12. Term Expires - Year (yyyy) 2020 2017  
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 Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/20/2017 07/17/2014

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/21/2017 07/18/2014

16. Is this a brand new trustee? N N

1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Philippe	<i>Philippe</i>
3.	Last Name of Board Member	Cosme	<i>Cosme</i>
4.	Mailing Address	278 Washington Ave.	<i>278 Washinton Ave</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	philcosme2017@gmail.com	<i>N/A</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	June	<i>July</i>
10.	Term Begins - Year (year)	2015	<i>2015</i>
11.	Term Expires	July	<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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/02/2015	<i>07/16/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2015	<i>07/17/2015</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Joseph	<i>David</i>
3.	Last Name of Board Member	Braby	<i>Rolfe</i>
4.	Mailing Address	72 McEntee St.	<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	joebraby@gmail.com	<i>david_rolfe@mac.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2017	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2020	<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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/20/2017	<i>07/16/2015</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/21/2017	<i>07/17/2015</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Ms.</i>
2.	First Name of Board Member	Brian	<i>Patricia</i>
3.	Last Name of Board Member	Woltman	<i>Murphy</i>
4.	Mailing Address	37 Abbey Street	<i>19 Irving Place</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>

7.	E-mail address	brianwoltman@yahoo.com	patriciamurphy@hvc.rr.com
8.	Office Held or Trustee	Financial Officer	Trustee
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2016	2016
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	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/12/2016	07/12/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/13/2016	07/13/2016
16.	Is this a brand new trustee?	N	Y
1.	Title of Board Member (select one):	Ms.	Ms.
2.	First Name of Board Member	Annie	Lisa
3.	Last Name of Board Member	Internicola	Bruck
4.	Mailing Address	55 West Pierpont St.	219 East Union Street
5.	City	Kingston	Kingston
6.	Zip Code (5 digits only)	12401	12401
7.	E-mail address	annie.internicola@gmail.com	lbruck@kingston-ny.gov
8.	Office Held or Trustee	Trustee	Vice President
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2015	2014
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2018	2017
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	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/02/2015	07/17/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2015	07/18/2014
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mr.	Mr.
2.	First Name of Board Member	David	Joseph
3.	Last Name of Board Member	Rolfe	Braby
4.	Mailing Address	58 Fairmont St.	72 McEntee Street
5.	City	Kingston	Kingston
6.	Zip Code (5 digits only)	12401	12401
7.	E-mail address	david_rolfe@mac.com	joebraby@gmail.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2015	2014
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2018	2017

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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/02/2015	<i>07/17/2014</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/03/2015	<i>07/18/2014</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	Patricia	<i>Brian</i>
3.	Last Name of Board Member	Murphy	<i>Woltman</i>
4.	Mailing Address	19 Irving Place	<i>37 Abbey Street</i>
5.	City	Kingston	<i>Kingston</i>
6.	Zip Code (5 digits only)	12401	<i>12401</i>
7.	E-mail address	patriciamurphy@hvc.rr.com	<i>brianwoltman@yahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Financial Officer</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2016	<i>2016</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2019	<i>2019</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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/12/2016	<i>07/12/2016</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/13/2016	<i>07/13/2016</i>
16.	Is this a brand new trustee?	N	<i>N</i>

## 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	<i>Y</i>
1.	Source of Funds	City	<i>Other (specify using the State note)</i>
2.	Name of funding County, Municipality or District	City of Kingston	<i>Kingston Library</i>
3.	Amount	\$884,454	<i>\$844,237</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>Y</i>
5.	Written Contractual Agreement	N	<i>N</i>
		School District	<i>School District</i>

1.	Source of Funds		
2.	Name of funding County, Municipality or District	Kingston City School District	<i>Kingston City School District</i>
3.	Amount	\$23,000	\$23,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	Y
5.	Written Contractual Agreement	N	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$907,454	\$867,237
<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>			
11.3	Local Library Services Aid (LLSA)	\$6,934	\$6,930
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	\$1,684	\$2,018
11.7	Other Cash Grants	\$8,550	\$3,200
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$17,168	\$12,148
<b>OTHER STATE AID</b>			
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$3,000	\$3,750
<b>FEDERAL AID FOR LIBRARY OPERATION</b>			
11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
<b>OTHER RECEIPTS</b>			
11.14	Gifts and Endowments	\$25,692	\$27,643
11.15	Fund Raising	\$0	\$618
11.16	Income from Investments	\$1,830	\$1,057
11.17	Library Charges	\$23,934	\$21,860
11.18	Other	\$0	\$039
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$51,456	\$51,217
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$979,078	\$934,352
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
<b>TOTAL TRANSFERS</b>			

11.24	(Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2017 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$543,874	\$746,378
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)	\$1,522,952	\$1,680,730

## 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	\$99,074	\$97,290
12.2	Other Staff	\$341,945	\$357,614
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$441,019	\$454,904
12.4	<b>Employee Benefits Expenditures</b>	\$96,198	\$89,955
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$537,217	\$544,859

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$66,502	\$69,275
12.7	Electronic Materials Expenditures	\$20,628	\$21,056
12.8	Other Materials Expenditures	\$0	\$0
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$87,130	\$90,331

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$5,535	\$3,981
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$5,535	\$3,981

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$22,585	\$26,348
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$22,585	\$26,348
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$63,398	\$54,871
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$85,983	\$81,219

### MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$8,484	\$10,104
12.19	Telecommunications	\$6,247	\$4,518
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$1,281	\$1,292
12.22	Professional & Consultant Fees	\$27,583	\$20,725
12.23	Equipment	\$0	\$0
12.24	Other Miscellaneous	\$36,856	\$60,033
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$80,451	\$96,672
12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$15,145	\$14,267
<b>DEBT SERVICE</b>			
<b>Capital Purposes Loans (Principal and Interest)</b>			
12.27	From Local Public Funds (73PF)	\$73,000	\$68,631
12.28	From Other Funds (73OF)	\$0	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$73,000	\$68,631
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)	\$73,000	\$68,631
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)	\$884,461	\$899,960
<b>TRANSFERS</b>			
<b>Transfers to Capital Fund</b>			
12.34	From Local Public Funds (76PF)	\$53,899	\$236,896
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)	\$53,899	\$236,896
12.37	<b>Transfer to Other Funds</b>	\$0	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$53,899	\$236,896
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$938,360	\$1,136,856
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2017	\$584,592	\$543,874
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$1,522,952	\$1,680,730

**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).	02/15/2018	02/16/2017
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**FISCAL AUDIT**

12.43	Last audit performed (mm/dd/yyyy)	02/02/2018	10/04/2016
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2015-12/31/16	01/01/2014-12/31/2014
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.	Y	Y
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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	\$115	\$18
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$115	\$18

**STATE AID FOR CAPITAL PROJECTS**

13.4	State Aid Received for Construction	\$59,551	\$211,942
13.5	Other State Aid	\$3,000	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$62,551	\$211,942

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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**INTERFUND REVENUE**

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$53,899	\$236,896
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$116,565	\$448,856
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$116,565	\$448,856
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2017 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$18	\$18,914
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$116,583	\$467,770

## 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	\$104,908	\$467,752
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	Total Other Disbursements (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)	\$104,908	\$467,752
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)	\$104,908	\$467,752
14.11	<b>BALANCE IN CAPITAL FUND -</b> Ending Balance for the Fiscal Year Ending 2017	\$11,675	\$18
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$116,583	\$467,770

## 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	2.00	2.00
16.2	Total Librarians	5.00	5.00
16.3	All Other Paid Staff	9.00	9.00
16.4	Total Paid Employees	14.00	14.00
16.5	State Government Revenue	\$9,934	\$10,680
16.6	Federal Government Revenue	\$1,684	\$2,018
16.7	Other Operating Revenue	\$60,006	\$54,417
16.8	Total Operating Revenue	\$979,078	\$934,352
16.9	Other Operating Expenditures	\$181,579	\$192,158
16.10	Total Operating Expenditures	\$805,926	\$827,348
16.11	Total Capital Expenditures	\$110,443	\$471,733
16.12	Print Materials	47,081	48,866
16.13	Total Registered Borrowers	11,219	10,986
16.14	Other Capital Revenue and Receipts	\$54,014	\$236,914

16.15	Number of internet computers used by general public	21	23
16.16	Total Uses (sessions) of Public Internet Computers Per Year	34,661	11,835
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	30,384	15,810

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	3200623420	<i>3200623420</i>
17.2	<i>Interlibrary Relationship Code</i>	ME	<i>ME</i>
17.3	<i>Legal Basis Code</i>	LD	<i>LD</i>
17.4	<i>Administrative Structure Code</i>	SO	<i>SO</i>
17.5	<i>FSCS Public Library Definition</i>	Y	<i>Y</i>
17.6	<i>Geographic Code</i>	OTH	<i>OTH</i>
17.7	<i>FSCS ID</i>	NY0258	<i>NY0258</i>
17.8	<i>SED CODE</i>	620600700007	<i>620600700007</i>
17.9	<i>INSTITUTION ID</i>	800000036257	

## SUGGESTED IMPROVEMENTS

Library Name:	KINGSTON LIBRARY	<i>KINGSTON LIBRARY</i>
Library System:	Mid-Hudson Library System	<i>Mid-Hudson Library System</i>
Name of Person Completing Form:	Margaret Menard	<i>Margaret Menard</i>
Phone Number:	(845) 339-4260	<i>(845) 339-4260</i>
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	<i>Agree</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!		