

Mid-Hudson Library System

January 1, 2009 – December 31, 2010

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Comptroller's Summary

Background & Organization

The Mid-Hudson Library System (MHLS) is chartered by the NYS Department of Education and has been in operation since 1959; it serves 66 member libraries in five Mid-Hudson Counties which include Columbia, Dutchess, Putnam, Greene and Ulster; of the 66 member libraries 22 are within Dutchess County. Every public library in New York State belongs to a Library System.

MHLS enhances local library services, ensures the public's right to free access, and provides economical resource sharing and professional library services.

Audit Scope, Objective and Methodology

During the audited time period 2009 and 2010, the MHLS had four contracts with Dutchess County as follows:

05-0282	Planning Department	\$249,893
10-0303	Planning Department	\$83,160
07-0135	Department of Mental Hygiene	\$88,986
07-0135	Department of Mental Hygiene	<u>\$88,986</u>
TOTAL		<u>\$511,025</u>

The following was performed.

- Payments from Dutchess County were verified to bank deposits.
- Allocation methodologies for distributing funds to member libraries were examined.
- Salaries of personnel claimed for reimbursement were verified to IRS form W2s.
- Original vendor invoices were reviewed for authenticity.
- Hours claimed were substantiated to employee time sheets for specific programs.
- Member library program reports were reviewed.

Summary of Findings

All funding claimed was reviewed to agency records. No discrepancies were noted.

Detailed Findings

Contract Review

07-0135 A3 & A4 Departmental of Mental Hygiene

The Department of Mental Hygiene contracted with MHLS to deliver an education program on substance abuse and prevention. Funding amounted to \$88,986 for each of the years 2009 and 2010. The NYS Office of Alcoholism and Substance Abuse Services (OASAS) funded these programs 100%. There was no funding in 2011.

	2009	2010
Personal Services	\$51,184	\$52,969
Fringe Benefits	8,010	9,932
Other Than Personal Services (OTPS) *	27,442	25,585
Equipment	2,350	500
Totals	<u>\$88,986</u>	<u>\$88,986</u>

OTPS Detail		2009	2010
Health Information Centers - Teen Intern Program	24 Interns @384.85	\$9,236	\$9,236
Class Action Program - Howland Public Library Center	4 Teen Administrators@ 306.80	1,227	1,227
	12 Participants @ 138.55	1,663	1,663
	Facilitator	377	377
	Print collections	3,000	4,076
	DVD Collections	6,405	5,588
	Promotional materials/Supplies	2,388	1,600
	Office Expenses, Postage, Print	1,600	407
	Travel/Conferences	1,546	1,411
	Total OTPS	<u>\$27,442</u>	<u>\$25,585</u>

No discrepancies were noted.

Contract # 05-0282 & # 10-0303 Department of Planning

The Department of Planning contracted with MHLS to pass funds through to 22 Dutchess County member libraries. Funding in 2009 amounted to \$249,893 and \$83,160 in 2010. The Poughkeepsie Public Library District (PPLD) is the designated Central Library and assists MHLS in the delivery of funded centralized services to libraries.

Contracts from the Department of Planning provided funding to the Dutchess County member libraries to purchase databases, static IP charges, inter-library loan services and a reference center at the Poughkeepsie Public Library; a Summer Reading Program was funded in 2009 and discontinued in 2010 and assistance with static IP charges was phased out after April 2010.

Services included:

- Online Library Catalog – your catalog choices are delivered to your library.
- Out of System Inter-library Loan – A service whereby a user of one library can borrow books or receive photocopies of documents that are owned by another library. The user makes a request with their local library, which, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, makes it available to the user, and arranges for its return.
- Home Access – Free to patrons of Dutchess County libraries unlimited access to online subscription databases that patrons can access from an internet-connected computer. These databases, which have information you cannot access through a normal internet search, include full-text magazines, newspapers, reference resources and books.
- Workshops and professional consultations for member libraries.
- Support for kids, tween and teen programming at libraries.

Funding to member libraries was based on decisions made by Dutchess County Directors Association and was allocated by population.

During both years the entire contract amounts were claimed and paid.

No discrepancies were noted.

Database and County Reference Center funding was allocated to be shared by all libraries. The Summer Reading funding provided in 2009 was allocated to the individual libraries.

Planning Contract	2009	2010
Summer Reading	\$109,203	\$0
Database Support	78,175	31,079
County Reference Center	<u>62,515</u>	<u>52,081</u>
Totals	<u>\$249,893</u>	<u>\$83,160</u>

	Summer	Data	Data	County	County
Library Support	Reading	Base	Base	Reference	Reference
				Center *	Center *

	2009	2009	2010	2009	2010
Shared by All Libraries		\$78,175	\$31,079	\$62,515	\$52,081
Amenia Library	\$2,705				
Beacon (Howland)	5,021				
Beekman	4,806				
Clinton	2,854				
Dover Plains	3,936				
East Fishkill Community Library	9,323				
Fishkill (Blodgett)	5,883				
Hyde Park Free Library	5,034				
Lagrange	8,517				
Millbrook	4,282				
Millerton	3,212				
Pawling	3,934				
Pine Plains	3,000				
Pleasant Valley	6,097				
Poughkeepsie	12,628				
Red Hook	4,205				
Rhinebeck Starr	5,056				
Rhinecliff (Morton)	2,603				
Staatsburg	2,985				
Stanford	3,172				
Tivoli	3,373				
Wappingers Falls (Grinnell)	6,577				
Totals	<u>\$109,203</u>	<u>\$78,175</u>	<u>\$31,079</u>	<u>\$62,515</u>	<u>\$52,081</u>

* The Reference Center is operated at the Poughkeepsie Adriaance Library.