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| Buffalo and Erie County Public Library | The Buffalo & Erie County Public Library (B&ECPL) continues to provide library service to New York State Correctional facility inmates. During 2019, the Collins, Gowanda, and Wende State Correctional Facilities contracted with the Buffalo & Erie County Public Library for a variety of public libraries services and programs including: interlibrary loan and delivery, reference and consultant services, membership in the Western New York Library Resources Council, and the purchase and delivery of new books and other materials. |
| Clinton- Essex Franklin Library System  Clinton- Essex Franklin Library System (continued) | Under the objectives of our correctional libraries program plan of service, which is negotiated each year with facility staff, CEFLS continued to provide library services to facility libraries in five broad areas that helped us specifically to meet the 2019 priorities described in the CEFLS Plan of Service. These include provision of materials (rotating book collections, audiovisual loan, book clubs in a bag, and direct purchase items); reference and interlibrary loan services; a shared McNaughton lease plan; consultant services and continuing education opportunities; and van delivery service. These areas of service were negotiated with, and unanimously supported by, representatives of nine state correctional facilities in April 2019. We continued to cope with the ever-increasing volume of requested materials to facilities in a timely manner on a delivery route that is primarily dedicated to correctional facilities.  The McNaughton general interest lease plan was continued and evaluated by system and state correctional library staff. Materials obtained through these plans were collaboratively selected by CEFLS and state correctional library staff. Rotating collections of an average of 60 books per collection were provided to six facility libraries (Clinton Main, Clinton Annex, Franklin, Upstate, Altona, and Bare Hill) every 8 weeks to supplement facility library holdings. These collections included books from the shared McNaughton plan. DVD's purchased for loan through the CEF Audiovisual Department were available upon request for Black History Month, educational programs, and special observances. DVD and audiobook loans supported special programs coordinated by the librarians at Upstate Correctional Facility, Clinton Correctional Facility, and Altona Correctional Facility. Reference and interlibrary loan services were provided according to the interlibrary loan policy that was adopted by the CEF Board of Trustees in February 2006. Approximately 1,855 requests were filled by CEFLS and member libraries. It’s generally accepted that it costs a minimum of $30 to process each ILL request. Thus, we offered correctional facilities over $55,000 worth of ILL service in 2019. Consultant services were provided by CEFLS staff on variety of topics including literacy, youth services, online resources/databases, and collection development. Two training days for correctional facility librarians were provided. State correctional library staff were also invited to and attended various CE training programs during the year. Program funds were used to pay partial salary costs and a portion of associated benefits of CEFLS staff members who provide services to correctional facilities under this program. |
| Chautauqua-Cattaraugus Library System | The Outreach Coordinator works closely with the Senior Librarian at Lakeview Shock CF facility to ensure the continued development of the collection and programs. The Senior Librarian continues to bring in material that supports the needs of the inmates served. Including job searching material, re-entry support, and sets of novels for group sessions. This past year the Library System bought a subscription to Library Journal for the senior librarian due to limited access to book reviews. With the assistance of the Outreach Coordinator, new material is brought in almost every month. The Library System also provides material from the System through delivery when requested and support collection development when needed. |
| Finger Lakes Library System | Funds in this section were used to fill Interlibrary Loan requests from our four correctional facilities: deliver materials to and from the facilities, cover a portion of staff salaries involved in advising the correctional facility librarians and staff, answering reference questions from inmates, and purchasing materials and equipment. We also cover travel expenses for the Outreach Coordinator when making visits to facilities, and host at least one annual meeting with the correctional facility librarians at FLLS |
| Mid-Hudson Library System  Mid-Hudson Library System (continued) | The following expenditures help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Service to State Correctional Facilities:  PROFESSIONAL SALARIES AND BENEFITS: .15 FTE of Outreach and Engagement Specialist who is MHLS designated Outreach Coordinator and works to provide correctional facility librarians with opportunities for continuing education, downloads from the MHLS database of holdings to CD-ROM, consultation in areas such as collection development and developing programs of topical interest.  OTHER STAFF SALARIES AND BENEFITS: .44 FTE to provide the interlibrary loan of books, periodicals, movies, and audiobooks to correctional facility libraries, comparable to that of member public libraries.  PURCHASED SERVICES: Delivery support to Valley Courier for the flow of interlibrary loan materials and access to System information including weekly distribution of the informational MHLS Bulletin. NYLA Institutional Memberships for correctional facility librarians are also purchased.  SUPPLIES AND MATERIALS: Office/library supplies to support MHLS staff activities on behalf of correctional facility libraries. Books and other Print Materials: Funds provided to correctional facility libraries (distributed based on facility population) for the purchase of books and McNaughton and Baker & Taylor plans.  TRAVEL: Outreach Coordinator travel to provide workshops and training for correctional facility librarians and attend relevant professional development opportunities. Correctional facility librarian travel to NYLA conference. |
| Mid York Library System  Mid York Library System (continued) | Pursuant to State Education Law, public library systems receive $9.25 per inmate to provide supplemental library services to State correctional facilities. Under the objectives of our correctional libraries program plan of service, which is negotiated each year with facility staff, we continued to provide library services to facility libraries which include book and audiovisual loan, reference, interlibrary loan, supplemental magazines, and consultant services. These areas of service were negotiated with, and unanimously supported by, representatives of three state correctional facilities in June 2019. Reference and interlibrary loan services were provided according to the terms of the negotiation with the correctional facilities. This year, approximately 9,000 requests were filled by MYLS and member libraries. It's generally accepted that it costs a minimum of $20 to process each ILL request. Thus, we offered correctional facilities over $180,000 worth of ILL service in 2019. Consultant services were available from MYLS staff on a variety of topics including books for low-literacy, youth services, and collection development. MYLS staff also provide quarterly excerpts of the MYLS catalog via USB. This allows the facility librarians and inmates to see the items that have been newly added to the MYLS and member libraries catalogs. The correctional facilities are responsible for providing appropriate hardware to provide their customers access to the catalog. State correctional library staff were invited to attend NYLA Annual Conference and the cost of their attendance was covered by the program funds. Program funds were also used to pay partial salary costs and a portion of associated benefits of MYLS staff members who provide services to correctional facilities under this program. |
| Mohawk Valley Library System | Most institutions funding is used for book and periodical purchases. Expenditures include books, a writing program for inmates, and ILL costs. |
| Monroe County Library System  Monroe County Library System (Continued) | In 2019 Outreach began developing a recreational/educational library for the entire population.  Outreach purchased and coordinated delivery of over 300 materials  Outreach Librarians have been in communications with the correctional facility’s Educational Coordinator select appropriate classroom materials and educational resources to support the program as stated in our Plan of Service. We will continue to meet this aspect of our Plan of Service in 2020.  The Outreach Department selected and acquired informational and recreational print materials for the facility inmates as stated in our Plan of Service. In 2019 the Outreach Department purchased and arranged for the delivery of 1,500 individual periodicals. Due to the closure of the facility that subscribed, newspaper delivery has been cancelled. We will continue to meet this aspect of our Plan of Service in 2020.  For the Rochester correctional facility, as with other state correctional facilities, we will continue to ship free of charge and on demand Making Moves: A Resource of Transitional Services in Rochester and the Monroe County Area for current inmates and ex-offenders. This resource is continually revised and updated by the Monroe County Library System’s Outreach Department and is produced by the library. The current format is a two-pocket folder that contains over 25 documents that provide newly released ex-offenders with job search advice and information on various community resources that can assist them. In 2019 we distributed 111, a decrease from the previous year. We expect that this number will continue to decrease. In 2017 the documents in the packet were made available on the MCLS website for downloading and printing. Currently, we are unable to track the number of downloads. We plan to update the packet, early 2020. We will continue to meet this aspect of our Plan of Service in 2020.  The Outreach Coordinator also provides the inmates with additional information specific to the employment of ex-offenders. This includes educating them about certificates of rehabilitation, bonding, common job interview mistakes, etc. Handouts detailing these services along with Rochester Works information and vocational and middle skills trade programs from local adult education organizations are made available to the inmates.  Outreach donated over 400 paperback titles for recreational reading in English and Spanish and provided materials for several book club selections during 2017. |
| The New York Public Library | The State Correctional Facilities grant supported a new edition of Connections. Connections is an annual guide and directory of resources in New York City available to help people when they are released from incarceration. Connections also serves as a guide on preparing for the world of work. The booklet is free to those in jail and prison, and to agencies that provide services to justice-involved people. |
| Nioga Library System | Nioga retains 50% of State Correctional Funds and provides consultation, automation and delivery of materials to the two institutions in the Nioga Service Area. The remainder are on account at Nioga and drawn on throughout the year to purchase print materials. |
| North Country Library System  North Country Library System (Continued) | The expenditures in this section allowed the North Country Libraries to attain goals outlined in the State Corrections Section of the Plan of Service for the funding year by: A) Covering the salaries of staff that: 1) Provide vital direct services to inmates of State Correctional Facilities. 2) Respond to requests for materials made by inmates of State Correctional Facilities 3) Purchase (as funding allows) to fill requests made by inmates of State Correctional Facilities as well as maintain a collection of library materials of various media and genres 5) Provide interlibrary loan and delivery of requested materials 6) Host planning meetings to coordinate, prepare, and submit the annual grant application for state correctional funding and facilitate discussions, input gathering and opportunities for the sharing of common concerns. B) Covering the cost of materials purchased to maintain a collection of popular paperback books for use by inmates and to purchase materials (as funding allows) to fill requests made by inmates. These costs with State Aid Funds allows NCLS to provide services to inmates of State Correctional Facilities who would not otherwise have access to these services. |
| Pioneer Library System  Pioneer Library System (continued) | * “Community Connections” booklets for people returning to Ontario, Wayne, Wyoming and Livingston Counties from prison and jail listing contact and agency information on housing, support services, counseling and employment. * Facilitate ILL of member library dvds to facilities * Pursuant to State Education Law, public library systems receive $9.25 per inmate to provide supplemental library services to State correctional facilities. PLS provided library services to facility libraries under the objectives of our correctional libraries program plan of service, which is negotiated each year with facility staff. In 2019, the Livingston Correctional Facility closed. * Reference and interlibrary loan services were provided according to the interlibrary loan policy that was adopted in 2017. Correctional facility librarians are provided access to the OWWL catalog and place holds for materials on a weekly basis. We continued to have an ever-increasing volume of ILL requests from facilities for materials that are delivered from member libraries, and processed at PLS. These items are delivered weekly to the four (now three) correctional facilities. * In addition to the ILL, PLS staff ordered & processed new materials for each facility library. * A full-day professional development conference was provided to correctional facility librarians where state correctional library staff were also in attendance. * Program funds were used to pay partial salary costs and a portion of associated benefits of PLS staff members who provide services to correctional facilities under this program. |
| Queens Library | Funds were expended to support the Queens Library "See You on the Outside" program which helps inmates at the Queensboro Correctional Facility to successfully re-enter the community. Materials and workshops were supported through these funds. |
| Ramapo-Catskill Library System  Ramapo-Catskill Library System (continued) | The funds for the seven State correctional facilities in the RCLS service area are utilized to sustain the Inter Library loan service to and from public libraries to the correctional facility libraries. The funds also support the Summer Reading program within the seven correctional facility libraries by purchasing marketing materials and print bookmarks to be used as participation incentives. RCLS continues its partnership with the Mid-Hudson Library System (MHLS) and the Westchester Library System (WLS) to offer three full training days to correctional facility librarians; the funds are used to pay guest speakers, and purchase educational materials. |
| Southern Adirondack Library System | SALS Plan of Service states that SALS will maintain its outreach to Hamilton, Saratoga, Warren, and Washington County Correctional Facilities. Great Meadow and Washington Correctional Facilities receive delivery, interlibrary loan, consulting services and materials budgets to support their inmate populations. |
| Southern Tier Library System | STLS purchased library materials for correctional facilities, provided access to the library system's online collection through member libraries and offered continuing education opportunities to correctional facility librarians. |
| Westchester Library System | State Correction Aid, 2019 Program Year [Total $31,429]  WLS continued to provide collection development support to the general inmate libraries at all three State facilities through the purchase of library materials and delivery of selected donated items, and exploration of new access services ($6,715-Question 13.6.9-Supplies & Materials).  Both Department of Corrections (DOC) supervisory staff and Ossining Correctional Facilities (CF) and Taconic CF received professional assistance with aspects of ILL, circulation, collection management operations ($9,200 – Question 13.6.2-Professional Salaries; $871 – Question 13.6.5-Benefits).  WLS collaborates with neighboring library systems to create professional development opportunities for CF library staff ($9,215 – Question 13.6.7-Purchased Services). |

**Source:** 2019 Public Library Systems Annual Report, New York State Library