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| Brooklyn Public Library | These funds helped support outreach initiatives to underserved, older adults and immigrant populations. Activities include older adult business-related programming, tax help assistance, English conversation groups, and various services to assist with citizenship and immigration status. These funds also assisted in various services targeted to the underserved populations as well. |
| Buffalo and Erie County Public Library  Buffalo and Erie County Public Library  (continued) | Buffalo & Erie County Public Library (B&ECPL) provided an inclusive and accessible atmosphere at all of its locations. Staff was trained in serving persons with disabilities and diverse populations. A Sorenson videophone was added to the Assistive Technology Room (ATR). Notably, this videophone is 1 of only 3 in Erie County available to the general public.  Bookmobile service provided a traditional materials collection, free WiFi and laptops for public use. The vehicle made regular stops in underserved areas, and at senior service facilities and youth group centers. It was also used for B&ECPL promotion and library card sign-up at community events throughout Erie County.  B&ECPL's Adult Programming Team reached out and collaborated with community organizations, educational institutions, and in-house partners, Literacy New York-Buffalo Niagara, Project Flight, Young Audience of Western New York, and new in-house partner, Restoration Society, Inc. (RSI). RSI serves individuals with primary mental health diagnoses and provide a wide range of supportive services. Partnerships focused on library services related to literacy, economic development and job placement. The Central Library hosted 4 job fairs in 2018; 2 with the Erie County Office for People with Disabilities; and participated in job fairs offsite throughout Erie County. Central Library hosted a monthly Wellness Wednesday program and sponsored a variety of programs on health-related topics.  B&ECPL’s Children’s Programming Team coordinated system-wide programs, including participation in the New York State Summer Reading Program and the 20th B&ECPL Battle of the Books. Sensory Story Time was offered for children on the autistic spectrum. |
| Chautauqua-Cattaraugus Library System | This year's annual outreach mini-grants were approved by the Library System Board in consultation with the Coordinated Outreach Services Advisory Council. Each library that applied and received funding, did so with a vision to improve library services inside and outside library walls for workforce development populations, with an emphasis on the unemployed, underemployed and educationally disadvantaged. In keeping with our strategic and five-year plan of service funds were also used to support the aged population within our service areas. The projects were innovative and reached broadly across myriad special populations to be inclusive and fulfill the mission of libraries as places of learning and community centers. |
| Clinton- Essex Franklin Library System  Clinton- Essex Franklin Library System  (continued) | The Coordinated Outreach State Aid Funds were used to provide library services to eight target populations. These groups include those who have a visual or physical disability, seniors, people with a developmental or learning disability, those living in institutionalized settings, members of ethnic or minority groups in need of special services, those who are educationally disadvantaged, people who are unemployed/underemployed, and those who are geographically isolated. The Coordinated Outreach Advisory Council met and reported on the activities and challenges experienced by these target groups.  To meet the range of information concerns of the various target groups, large print books, spoken word materials (books on CD), and downloadable audiobooks were purchased throughout 2018 with a mixture of Coordinated Outreach state aid funds and non-state aid grants obtained from local organizations. Coordinated Outreach funds were used to update the content in seven of our Bi-Folkal Remembering and Sharing kits for seniors to include more material and current media formats. The aid also partially supported our book clubs in a bag which are particularly popular in institutional settings. All of these materials were made available to the public through member libraries, reading centers, senior residence centers, and online.  CEFLS continued to use Coordinated Outreach aid to partially cover the cost of the Coordinated Outreach Librarian’s salary and a portion of the Youth Services Specialist’s salary, plus associated benefits. The funding helped these staff members acquire the necessary tools to create services, programs, and collections to better meet the needs of the target populations. Outreach staff participated in various training sessions, including the Ready to Read Training Cohort Summit, which benefited families that are members of one or more target groups. The funding also enabled CEFLS to participate in a local senior event so that we could connect that target audience with library services.  Since aid amounts are determined on a per capita basis, the CEFLS share of the funding remains one of the lowest in the state. Therefore, a portion of the staff time continued to be dedicated to seeking grants from state aid and non-state aid sources to help meet the needs of the target populations. For example, funds were obtained to create sensory kits for individuals on the spectrum, early literacy backpacks, and a book bench for a local housing authority that included materials for job seekers. |
| Finger Lakes Library System | FLLS works with local nursing homes to provide book discussion kits and other materials as needed by them. We continue to serve as a liaison to the Talking Book and Braille Library. We have held two meetings of the Coordinated Outreach Advisory Council; and administer a mini-grant program for members, funding 11 member libraries for various outreach programs; We also cover the travel expenses of the Outreach Coordinator when attending local and state outreach related meetings and conferences. |
| Four County Library System | Through the use of a bookmobile, FCLS provided direct service by delivering books, audiovisual materials, and other library services to patrons in rural communities, assisted living facilities, preschools, and a youth detention facility. FCLS Outreach staff coordinated with community agencies to present programming for children and provide support for literacy and early childhood initiatives. FCLS also supported member libraries' outreach efforts by sharing information about outreach opportunities and connecting member libraries with community organizations. |
| Mid-Hudson Library System  Mid-Hudson Library System  (continued) | The expenditures, as follows, help support activities to attain the goals and intended results described in the MHLS 2017-2021 POS for Coordinated Outreach Library Services Aid, MHLS will support improved library services for persons who are educationally disadvantaged, members of ethnic or minority groups in need of special library services, unemployed, blind, physically disabled, have developmental or learning disabilities, or who are aged or confined in institutions.  PROFESSIONAL SALARIES/BENEFITS: .28 FTE of MHLS Assistant Director who is designated Outreach Coordinator and works as part of the MHLS senior staff to integrate the mission of outreach into the system's offerings, provide mini-grant opportunities to incentive adoption of best practices to reach target audiences, provide training, and professional guidance for member libraries on outreach related issues.  OTHER STAFF SALARIES/BENEFITS: .42 FTE to work with professional staff on outreach related projects.  PURCHASED SERVICES: Refreshments for Outreach Council community meetings.  SUPPLIES AND MATERIALS: Office supplies and materials.  GRANTS TO MEMBER LIBRARIES: Provided a total of $55,372 in grants to member libraries (34 libraries up to $1,960 each to develop programs and services to attract and connect to outreach target populations and form relevant community partnerships at the local level. |
| Mid York Library System  Mid York Library System (continued) | Mid York used the Coordinated Outreach Library Services Aid to provide services to underserved populations, such as residents of senior apartments, senior care facilities, geographically isolated communities, and unemployed/underemployed individuals. Supplies and Materials Funds were used to replace damaged large type books and purchase new books to expand the collection. These large type books are available to the entire system as well as used for deposit collections to member libraries and senior apartments and care facilities. Professional salaries and employee benefit expenditures funded an Outreach Librarian whose duties include coordinating the large type deposit collections for libraries and senior facilities, providing library access to geographically isolated areas through the pop-up library, and providing guidance for member libraries on issues related to outreach populations, such as ADA compliance, Talking Book & Braille Library services, etc. The Outreach Librarian also supervises a staff member whose primary task is to create the deposit collections. |
| Mohawk Valley Library System | Outreach activities are coordinated by the Outreach Consultant. |
| Monroe County Library System  Monroe County Library System (Continued) | The Outreach Department maintained bi-monthly selection and delivery of bulk collections of library materials to agencies as stated in our Plan of Service. 11,900 materials circulated to 35 stations during 2018.This is a 7% increase from the prior year with the addition of one station: A day program helping individuals with traumatic brain injuries. We served 3 “donation stations.” These stations receive permanently donated materials. 341 items were donated to these stations, a 90% increase from the previous year.  Materials: During the 2018 budget year 1,169 items were purchased. Our circulation total for the 2018 calendar year was 22,609; our item count for 2018 was 24,561.  In Homes: The Outreach Department provided library materials to homebound members of our community as stated in our Plan of Service. Outreach staff delivered 5,679 print, audio and visual materials to 79 clients in 2018. This represents a 3% decrease in materials delivered in the previous year and a 16% decrease in the number of patrons. This is a highly individualized service; we found that in order to optimally manage and deliver the service, we needed to cap the number of patrons, hence the slight decrease in numbers. This target population consists of elderly, visually impaired and blind, and physically disabled persons. In 2018 we continued to offer 1:1 technology sessions with our in-home patrons as many have shown interest in learning to navigate smartphones, tablets, and are curious about digital formats.  We will continue to meet this aspect of our Plan of Service in 2019.  Alternative Formats: The Outreach Department circulates Kindles to our in-home patrons. We also download audiobooks from the New York State Talking Book and Braille Library onto digital cassettes for our clients who are blind/visually impaired and provide instruction on how to navigate these multi-title cartridges. We have a circulating collection of 23 book discussion kits with large print/audio format alternatives and, we circulate “Experience Kits”. Experience Kits contain themed materials in various formats. Sample themes included: Hitchcock films, Ken Burns collection, Wellness, Inspirational, and Musicals. The visually impaired were considered in creating these kits with inclusion of described DVDs, audiobooks and large print materials.  Services to the Unemployed and Underemployed: In 2018 Outreach connected with Pathstone’s Employment Focused Services Program. The Employment Focused Services Program serves individuals (18+) on probation and who are court-referred. All participants are unemployed and have been placed on probation within the last 6 months or have recently been released from the adult criminal justice system. We conducted 10 job information sessions with a total of 90 participants. Through this partnership we increased the number of participants in this population served by 87%.  Other Community Outreach: Outreach Librarians represented the Monroe County Library system in 10 community events attended by 1,054 people. Due to a continued targeted approach to events in 2018, the number of events decreased by 1, with a 25% increase in participants. |
| Nassau Library System  Nassau Library System (continued) | NLS staffs our Outreach Services program with a full-time Outreach Specialist (an MLS librarian) and a half-time Administrative Assistant. They are responsible for all NLS services related to the state-defined target populations for Coordinated Outreach. Each month this year they responded to an average of 140 calls/emails from member libraries; 56 calls/emails from community agencies and groups; and 5 calls/emails from the public.  A primary role of the Outreach Specialist is to inform member libraries about the needs of the target populations and to encourage them to provide services that address these needs as well as to help libraries resolve any issues or problems they encounter in trying to do so. This is accomplished via providing information, consultation services, referrals, meetings and continuing education.  The Outreach Specialist plans member library staff development opportunities related to the needs of the target populations and how libraries can best serve them. She presents some of these sessions herself at both our facility and in member libraries and arranges for outside presenters. This year our Outreach Services Specialist planned and provided or hosted staff development offerings on a diverse set of topics, including: community engagement, library advocacy, serving visually-impaired community members; opioid overdose prevention; serving homeless community members; Mental Health First Aid; situational awareness; strengthening readers advisory services; and customer service.  Our Outreach Specialist is NLS’ liaison to NYPL’s Braille and Talking Book Library, which serves Nassau residents. She is also our liaison to county and regional agencies/groups that serve and/or advocate for the target populations.  Our Outreach Specialist also manages our Workforce Development (NYS Adult Literacy) Grant. This year the Outreach Specialist provided the opportunity for member libraries to apply for mini-grants. The focus of the mini-grants is to work with a community partner to improve adult workforce literacy in their community. A total of 5 mini-grants were awarded to member libraries for projects that ranged from job search strategies for Spanish-speakers, to interview and networking preparation, to mentoring and job coaching, and to teaching computer skills to support workforce development in English and Spanish.  Additionally, our Outreach Specialist selects and orders books for the County Correctional Facility’s three libraries and maintains our relationship with the staff of the facility. This year she continued to facilitate a weekly book discussion for female inmates.  Lastly, our Outreach Services Specialist is responsible for inviting people to serve on our Coordinated Outreach Advisory Council as well as planning and convening meetings of the Council. |
| The New York Public Library | The Coordinated Outreach Library Services grant supported salaried and hourly staff mainly in the Outreach Services department. A large portion of this grant also supported fees paid to instructors and performers for various programming events throughout the branch libraries. A smaller portion covered departmental operational expenses including office supplies, program materials, and printing services. |
| Nioga Library System | The Outreach Coordinator provides outreach services to member libraries and some disadvantaged populations. Other activities include but are not limited to: attending human services organizational meetings in each of the three counties; assisting member libraries with programs and projects related to outreach; overseeing the mobile computer training lab for unemployed and underemployed workshops; and organizing group loans of kits and large print books. The remainder of the funds are used to supplement travel expenses for library conferences and workshops. |
| North Country Library System  North Country Library System (continued) | Coordinated Outreach Aid The expenditures in this section allowed NCLS to attain the goals outlined in the Outreach Section of the Plan of Service for the funding year by: A) Covering of other System staff that are essential in meeting the following goals: 1) Providing vital direct services to over 600 residents with special needs within the system service area, are blind/visually impaired, deaf/hearing impaired, physically handicapped, elderly, learning disabled, residents of institutions, or who are unable to utilize their local public library. 2) Respond to requests for materials made by Outreach patrons. 3) Provide a collection of library materials of various media and genres and purchase materials (as funding allows) to fill requests made by Outreach patrons 4) Promote the New York State Talking Book & Braille Library Program by providing applications and referrals as well as placing a link to the New York Talking Book & Braille Library Web Page right on the NCLS Outreach Web Page. B) Covering the cost of purchased services, such as: 1) Printing of materials and publicity for the Outreach Department 2) Fees for the promotion of Outreach Services, collaborating programs with other organizations, and speaker fees C) Covering the cost of supplies and materials: 1) Printing of materials and publicity ("Inside Outreach" Newsletter, updated lists of materials, etc.) 2) Cost of materials purchased to maintain a collection of various medias and genres and to fill requests made by Outreach Patrons. 3) Postage for Patron Mailings - Outreach Patrons are able to request, receive, and return titles by mail at no cost to them. 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. |
| Onondaga County Public Library System | Salary, travel and benefits for Outreach Coordinator |
| Pioneer Library System  Pioneer Library System (continued) | Outreach staff (1 librarian and 1 PT outreach assistant):  • Participated in agency meetings within each county served.  • Awarded adult literacy / workforce development mini-grants to member libraries to provide workforce development services and resources to their communities. Outreach funds were used to supplement the grant.  • Highlighted “OWWL Libraries are for Everyone” campaign throughout year to promote that libraries are inclusive organizations.  • PLS Outreach employees along with member library representatives staffed a library booth at community events including 2 county fairs. Purchased promotional materials.  • Staff supplements our correctional and institutional initiatives by following the CORT track at NYLA.  • Facilitated Coordinated Outreach Services Advisory Council meetings.  • Organized and hosted a Poverty Simulation open to member library staff and community organizations.  • Provided 7 member libraries with a “Diverse & Inclusive Collection Development” grant to enhance their local collections so they are more inclusive and representative of their individual communities and the world at large.  • Awarded funds for member library staff to attend the NYLA Public Libraries Section Spring 2018 Conference: Get Ready to Break Down Some Barriers!  • Worked with the League of Women Voters to promote voter registration by purchasing “Get Out the Vote” Stickers, flyers and other materials.  • Worked with local partners to promote a Finger Lakes Digital Inclusion Coalition by producing postcards. |
| Queens Borough Public Library | "See you on the Outside" continued its successful program to help prepare inmates at the Queensboro Correctional Facility for release and re-entry into the community. The library provides materials as well as resume writing workshops and case management services. When released, individuals continue to participate in additional programs and services. |
| Ramapo-Catskill Library System | These funds were used to support the efforts of member libraries to provide programs and services to those in their communities who were unemployed or underemployed. This involved providing member libraries access to one-on-one employment counseling and employment programs for their users. These services were provided through partnerships with local community organizations or professional employment counselors engaged in helping people with employment related skills development. We also offered our member libraries access to citizenship information sessions for their patrons. We continue to develop a Spanish eBook Collection available to all library users in our service area via the OverDrive platform. RCLS continues to offer Spanish language translation services. This year we continued to update the online version of the 55+ Guide. |
| Southern Adirondack Library System  Southern Adirondack Library System  (continued)  Southern Adirondack Library System  (continued) | In 2018, Outreach Coordinated Services focused on three initiatives:  1. Libraries Mean Business  2. Fresh Food Collective  3. Library Moon Walk  Libraries Mean Business  In 2016, SALS began its Libraries Mean Business initiative to support small businesses and entrepreneurs, supported by funds from the New York State Library’s Adult Literacy Library Services Program. The initiative helps member libraries support local businesses in order to create thriving communities.  SALS provides funding to member libraries so that member libraries:  • Have staff become Notary Publics  • Host a turn-key program to support small businesses & entrepreneurs  • Promote the Libraries Mean Business e-book collection  SALS has 21 Notary Publics in 16 libraries. Member libraries have hosted collaborated with local chambers of commerce, SCORE, and the Saratoga County Prosperity Partnership to provide workshops on social media and marketing; website development; and creating successful Etsy stores. The digital business collection has 113 titles, which were utilized 1,355 times in 2018.  Fresh Food Collective  SALS partnered with Comfort Food Community, a food pantry in Greenwich, to launch the Fresh Food Collective, a farm-to-library food reclamation and distribution program. The partnership provided fresh, locally gleaned produce to three rural libraries with high incidents of food insecurity. During the three-month pilot program, 2,482 pounds of fruits and vegetables were shared with the Schuylerville, Granville, and Whitehall communities.  Library Moon Walk  SALS partnered with the Upper Hudson and Mohawk Valley Library Systems to apply to the National Network of Libraries of Medicine for a $19,000 grant to:  • Provide training about authoritative health information to member library staff;  • Create partnerships between member libraries and community health organizations;  • Provide funding for member libraries to host health-related public programs;  • Challenge residents in the Capital Region to be more active.  The Library Moon Walk launched in October 2018 and continues through May 2019. More information about the initiative may be found at https://librarymoonwalk.sals.edu/  Adult Program Swap  SALS partnered with the Upper Hudson and Mohawk Valley Library Systems to host, promote, and organize quarterly Adult Program Swaps, dedicated to discussing best practices for and ideas about adult programming at member libraries.  Coordinated Outreach Services Advisory Committee  The Coordinated Outreach Services Advisory Committee met quarterly to share information and collaborate. Krista Conrick (WSHWE BOCES) partnered with SALS’s as an advisor on the American Library Association’s New Americans Project. Erin Krivitski (SUNY Adirondack), partnered with SALS on the Notary Public training program for member libraries. Johanna MacKay (Skidmore College), collaborated to create quarterly Infomingles – professional networking events throughout the Capital Region for librarians.  Adult Literacy Roundtable- SALS convened multiple community stakeholders (Regional Adult Education Network, Saratoga Economic Opportunity Council, WSHWE BOCES, Literacy NY etc.) and member libraries with adult literacy programs for a roundtable discussion and landscape review of services in our region. SALS provides ongoing support by identifying potential funding opportunities, convening and facilitating networking opportunities, and consulting services.  Outreach Conference- SALS hosted the biannual State Outreach Coordinators conference in May 2018. The theme of the conference was Stronger Together: Diversity & Inclusion in Public Libraries. |
| Southern Tier Library System  Southern Tier Library System (continued) | * Outreach staff participated in agency meetings across the five-county service area. * Worked with Executive Director to administer Adult Literacy grant funds to procure workforce development print resources for member library collections and funded a county-wide job fair. * Outreach personnel, along with member libraries, created and staffed booths at county fairs, maker fairs, and agency fairs throughout the year across the service area. * Facilitated Coordinated Outreach Services Advisory Committee meetings and administered and awarded Mini-Grant funds to member libraries. * Worked with five county jails to procure library materials. * Worked with two state correctional facility libraries to assist in provision of library services. * Coordinated and promoted services locally among member libraries of the NY State Talking Book and Braille Library.   PRISM Youth LGBTQ group, Community Art Programs, Little Free Library Programs, Family Sign Language Programs, Equipment for older adults |
| Suffolk Library System | Outreach Aid was used to pay staff in our Outreach department. Staff coordinated Talking Book services, operated the Music and Memory program, worked with various County and regional agencies to promote library services, provided continuing education opportunities for local library staff on a variety of services related to Outreach, and provide consultations on ADA, access, accessibility and other issues. |
| Upper Hudson Library System | Using the State funds, UHLS provides a full-time Manager of Adult and Outreach Services, who facilitates the provision of library services to persons most in need. This includes but is not limited to, the purchase of large print books that circulate among our member libraries for the visually impaired; consultant services on adaptive technology, providing mini grants for member libraries who work with local partners to offer programming for populations identified as underserved. We also provide downloadable recreational reading materials in Spanish and Chinese. |
| Westchester Library System  Westchester Library System  (continued) | WLS Coordinated Outreach Services, 2018 Program Year [Total: $157,308]  Consultant and staff services comprise the largest portion of the outreach budget. WLS personnel create and execute numerous outreach projects and activities in member libraries.  Programming for older adults and ethnic minorities of all ages is a vital part of the library services offered in Westchester County. Programming was continued with the Medicare Rights Center, Westchester Independent Living Center, Great Potentials of SUNY Purchase College, Family Services of Westchester, and other community organizations. Personnel expenses included salary and benefits for library and other staff totaling $124,548 ($96,974 – Question 13.4.2-Professional Salaries; $1,164 – Question 13.4.4-Other Salaries; $26,410 – Question 13.4.5-Benefits).  WLS worked with library professionals to provide innovative training opportunities for member library administrators and staff to help them incorporate outreach policies and practices in their regular service delivery plans ($566 – Question 13.4.7-Purchased Services; $3,075 – Question 13.4.9-Supplies & Materials).  WLS produced flyers, notices, announcements and other materials to alert member libraries and the public to the availability of programs and services. Expenses included printing & publicity and related office expenses ($4,368 – Question 13.4.7-Purchased Services) and office supplies ($236 – Question 13.4.9-Supplies & Materials).  Other expenses included reimbursement of system staff travel to various conferences and meetings ($4,336 – Question 13.4.11-Travel) and organizational membership dues ($339 – Question 13.4.7-Purchased Services). |

**Source:** 2018 Annual Report, New York State Library