

**2008
OUTSIDE AGENCY
APPLICATION FORM**

1. **Name of Organization**

Ulster County Library Association

2. **Name of Program Director or contact person**

Lynne Ridgeway, President
Executive Board Members (see *Appendix C*)

3. **Address**

c/o Plattekill Library
2047 Route 32
Modena, NY 12548

4. **Telephone number**

845 883 7286 (Plattekill Library)
845 883 7908 (home)

5. **What does your organization do?**

The Ulster County Library Association provides services to all the citizens of Ulster County through the public and free association libraries in Ulster County, and encourages a high level of library service to the people of Ulster County. The organization is a cooperative alliance of the County's libraries, including trustees, patrons, library directors and staff. The Association shares information and resources, participates jointly in projects, and works together to maintain and encourage fiscal support of all libraries in our region.

6. **For what specific program(s) are you requesting County funding?**

1) To continue support for public access to online knowledge products (electronic databases) for all Ulster County residents set up in 2007. In order to meet the needs of an increasingly diverse population, dedicated technology funding will allow the County's twenty-one (21) libraries to provide increased access to unique information and online resources. Any County resident may access and use these knowledge products through the use of a library card from any of the twenty-one (21) libraries in the County. The same library card can be used from home computers. Employing the efficiencies of networking technology, information can be supplied promptly, and countywide access to current information is assured. Access to these electronic knowledge products made possible by adequate library funding increases the likelihood of strong community development.
Cost - \$57,000

2) We also see a need to maintain and increase literacy levels among children during the summer months when school is not in session so we are requesting funds to support a countywide summer reading program. Cost - \$31,500 (\$1500 per library)

7. **What specific community needs will your program(s) address if the County provides the assistance you're seeking?**

Countywide access to all electronic knowledge products addresses the County residents' need for current information. A geographically widespread County population demands prompt access to resources that meet their diverse needs, ages and interests. County residents increasingly demand swift electronic access to a wide range of subject information.

The knowledge products we seek continued support for are all available to library cardholders from home or business. URLs with product descriptions are provided. They include:

The Historic New York Times

Feature summary – Back issues of the “nation's newspaper from 1851 to 1999. Articles appear in original layout format. A primary resource for students and researchers of many and various interests (American History, Language, Journalism, etc.)

HeritageQuestOnline

Feature summary – Provides access to all extant federal census records (1790 – 1930). It also includes digitized copies of banking and military records, local histories, and genealogies. Most popular online product in libraries who own it.

NetLibrary (downloadable audiobooks)

Feature summary – Popular audio companion with regular commuters and for long distance family trips. Popular and classical titles for all ages available for download to home computers and MP3 players. Titles are renewable and NetLibrary offers simultaneous titles.

TumbleBooks.com (online children's books)

Feature summary – Children can listen to or follow the words of classic children's books. Features include vocabulary builder and phonetic spelling. Manual operation allows children to go at their own speed. It includes optional voice-over and original book graphics.

Rosetta Stone Language Library

Feature summary – Learn a language (nine languages available with this entry-level version of product) guided by an online tutor. Students can advance skills, or travelers can increase proficiency with a foreign language. Headphones and computer soundcard required.

Gale Testing and Reference Center

Feature summary – This product offers full-length practice tests and study preparation books in PDF format in such areas as: civil service, law enforcement, ASVAB, firefighter and EMT Basic Certification etc.

8. **How specifically will your program(s) address these needs?**

Funding received will pay for access to electronic information databases. Information can be supplied promptly, and countywide access to such electronic information and online resources is assured, and the County's residents' demand for access to information will be addressed through electronic database funding.

The summer reading program will need funding for books and entertainers.

9. **What is the targeted population of your program(s)?**
Approximately how many people are in this target group?

The target population of our programs is each and every present and future Ulster County resident. In 2000 the census reported the county population was 177,749. According to the New York Statistical Information System (NYSIS, <http://www.nysis.cornell.edu/>) the projected population for Ulster County in 2005 is 183,976, and in 2010, 190,389. Based on that data, the target population for our programs in 2006 is projected at 185,259.

In addition, Ulster County Libraries provide services to the tourists who visit Ulster County each year as a means of integrating tourism into each community's services.

10. **How much money will your organization need from the County in order to accomplish the above?**

\$88,500

out of a total of all County libraries' budgets of \$4,080,823.

11. **What specific program(s) will your organization implement with the County funding if your request is approved?**

These funds will be used to purchase access to electronic information products to improve the lives of all county residents and to finance summer reading programs in all 21 county libraries.

12. **How will your organization measure the results/outcomes of the program(s)?**

Indications of the outcomes and results of these knowledge products can be measured with statistical information provided by select vendors of these products. Education about these products and training for using them has not been included in this application but may be necessary to optimize their success.

The County Libraries will use the following objective outcome measures to determine the results of the programs supported as a part of this County funding application:

- Number of people accessing the UCLA electronic information resource databases
- Number of information packages accessed in the databases
- Number of people accessing the UCLA electronic information resource databases in the Libraries
- Number of people accessing the UCLA electronic information resource databases from home or business

By successfully providing electronic information database services that support worker information needs, County Libraries can have a positive effect on local economic growth and the financial status of individual County taxpayers. By successfully providing services to children and their families through access to electronic information resources and databases, County Libraries can help enhance the quality of life for County residents and support the educational and literacy experiences of students. Both of these outcomes are more subjective than objective in scope.

2) Attendance and other participation methods can be used to measure the outcomes of the summer reading program.

13. **Will you need this assistance once? Annually? For how long?**

We appreciate your past support and anticipate continued assistance in the future in order to meet the information needs of each and every County resident.

14. **Is it possible for your organization to reduce its dependency on County funding? If so, please explain?**

Through the funding provided by Ulster County, Ulster County Libraries provide a host of services to all County residents. Our proposal this year, unlike previous years, seeks to establish and maintain better countywide cooperation by sharing resources financed by the County fairly among the membership in lieu of distributing funds among the member libraries. These resources increase the value

of the support received because a) they are of premium quality and therefore would not be affordable by the majority of the libraries, b) through the group purchase process the cost of these products is reduced making them affordable to the entire membership, and c) the products selected all have home or “remote” access via library cards which makes them portable and available to the citizens of Ulster County outside of library walls 24 hours a day/ seven days a week. Having every library share on an equal footing, there is a built in equity among libraries that keeps citizens from one community trying to access library cards from another community. Because library cards are barcode-authenticated, only Ulster County residents are able to can access to these resources.

Libraries receive funding from municipalities, as well as through grants and fund-raising efforts. Member libraries’ reliance on County funding is minimal. The County funding reflects less than 5% of the total budgets of the twenty-one (21) member libraries. We have a strong track record of seeking additional sources of income wherever possible. These initiatives include revitalizing “Friends of Libraries” groups, library fair fundraising efforts and cooperative projects. Funding is also provided from New York State, both directly and indirectly to libraries, but the State funding stream is not fully funded.

15. **If your organization received funding during the prior budget year, what specifically did your organization accomplish through the use of these funds?**

Due to administrative errors, 2007 funding was only received last month. The UCLA is in the process of purchasing and setting up the products on a “web portal” that allows for public access and acknowledges the County Legislature as the sponsors of access to these products. We believe that the public will respond positively to this avenue of their “tax dollars at work.” The County may wish to set up a mirror portal on its website and the legislators are encouraged to participate in the Summer Reading Program at the library(ies) in their district. With library administration and legislative financial support,

we seek to create a partnership among these parties that benefits the entire county.

Specific accomplishments during the prior budget year include:

- Continued effort in establishing Ulster County Libraries as an information resource center for all Ulster County residents and visitors
- Emphasized the availability of local history and genealogical resources for researchers and tourists traveling through Ulster County
- Continued to serve as access points for information provided by Ulster County agencies
- Continued to offer no-cost broadband Internet access to those in the county who are unable to afford computers
- Continued to encourage libraries to seek stable funding from local tax support
- Continued to focus on improving and maintaining public service areas for community groups to meet
- Continued to encourage staff development
- Continued to increase programming for patrons of all ages
- Increasing the number of libraries that offer broadband connections to the Internet

16. **If you have received funding from the County in the prior year, have all funding requirements been fulfilled by your organization?**

Yes.

17. **What are your other sources of funding? Are any of these contingent upon Ulster County's funding or other local match? If so please explain.**

Ulster County's Libraries receive approximately 64.5% of their funding from tax revenue provided by municipalities—towns, villages, cities, state and school districts. Approximately 20.8% of the funding comes from patron support, gifts, and grants. Ulster County library aid forms the remainder of the funding. Please see Attachment 4 for a graphical representation of a typical County library's sources

of funding, and Attachment 5 for information on the percentage of County libraries' budget from Ulster County Library Aid.

18. **What other organizations and/or units of government are important to your efforts or perform similar work?**

All government bodies are important in our effort to provide funding for County Libraries, since we serve the entire population of the County.

Libraries are part of the educational system in a community. While there are other organizations that provide educational support, only public libraries directly serve the educational and information needs of the community in which they are located. The general public relies on free public libraries for many of the informational needs through local access. Therefore, what makes us unique is our ease of access to all. We are also affiliated with the Mid-Hudson Library System (MHLS) and Ramapo Catskill Library System (RCLS).

19. **How does your organization interface with each of these?**

The Mid-Hudson Library System (MHLS) is affiliated with seventeen of our twenty-one Member Libraries. The Ramapo Catskill Library System (RCLS) is affiliated with four Member Libraries. These organizations provide the network support for the sharing of collections, databases, and other materials. In addition, they provide Library education opportunities, and facilitate cooperation on projects and grants.

Many of our Member Libraries cooperate with local schools in developing and advertising children's programs, such as writing workshops, historical commemorations, research projects, and the New York State Summer Reading Program.

Member Libraries partner with their local municipal governments by taking part in town parades, serving as community and cultural activity centers, and often maintaining archival and historical records for municipalities.

As resources for tourists visiting Ulster County, libraries provide information such as local maps and directions. The UCLA website provides access to tourism information, too.

County libraries partner with the Ulster County Office of the Aging. Programs supporting grandparents now serving as child caregivers, and income tax help, link the libraries with this County Office in serving the needs of County residents.

20. **Please list the activities you will be performing if these program(s) are funded, and specify a date (month/year) by which each activity will be completed.**

Activity	Completion Date
Contract for electronic information databases	June 2008
Provide promotional information regarding the new databases provided with Ulster County funding	Ongoing
Administer Summer Reading Program and provide outcome reports to county administrator	September 2008
Increase instruction and support for users' virtual visits to these electronic informational resource databases through notification and instruction in these services	Ongoing
Provide programming for accessing these databases	Ongoing
Continue to encourage use of online resources for patrons with special needs through ADA-compliant library websites	Ongoing

Required Attachments

1. **Charter or Certification of Incorporation**
Appendix A
2. **By-Laws**
Appendix B
3. **Current list of Board of Directors (names and addresses)**
Appendix C
4. **Completed Audit from the last two (2) years**
Appendix D
5. **IRS letter approving Organization's not-for-profit status**
Appendix E
6. **Functional Organization Chart**
Appendix F
7. **Most recent Annual Report**
Appendix G
8. **Most recent Annual Budget**
Appendix H

Additional Attachments

1. **Ulster County Population 1990 to 2000**

Attachment 1

2. **Request for County Funding**

Attachment 2

3. **Ulster County Library Use**

Attachment 3

4. **Sources of Funding for MHLS Member Libraries**

Attachment 4

5. **Percentage of Libraries' Budgets from Ulster County Library Aid**

Attachment 5