



## **Moving Forward – Summary Report on Special Client Groups/Youth Services<sup>1</sup>**

February 2016

### **A. Plan of Service**

1. Goal Statement: MHLS will provide member libraries the information and awareness to develop sustainable programs and services for youth.
2. Intended Result(s):
  - a. Member libraries will be informed about trends, resources, programs and opportunities to share experiences.
3. Evaluation Method(s):
  - a. Advisory committee review of initiatives designed to improve existing conditions.
  - b. Survey member satisfaction with information for reaching target populations and forming relevant community partnerships.
4. Annual Progress Report: (2014)
  - a. Supported Early Literacy development through: professional training for member libraries in 4 locations; Early Literacy Mini-Grant Program (13 of the 16 libraries participating reported making changes as a result of the program); Early Literacy Board Book Reimbursement Program (14 libraries established collections). Provided Early Literacy Community Asset training to Ulster County directors.
  - b. Surveyed member library staff that offer game programs and/or family programs resulting in best practices to share, and a panel of 4 member library practitioners who provided a program to 31 attendees about programming events they have held that brought families in to enjoy the library together, and gaming programs that target families and contribute to literacy.
  - c. Administered Youth Services listserv and Youth Literacy online forums to provide opportunities to share experiences.
  - d. Collected book donations from Books for Kids for libraries in communities with a poverty level of at least 7.8% resulting in 27 MHLS libraries putting new books into the hands of disadvantaged youth.
  - e. Collected info from all libraries on how their Summer Reading program supported common core standards.
  - f. Supported 24 member libraries in their participation in a Regional Battle of the Books program attended by 450.
  - g. Incentivized 6 member library staff to complete Children's Services Fundamentals Program (an Infopeople Online Learning Course, approved by ALA's Library Support Staff Certification).
  - h. Served on Dutchess BOCES School Library System Council resulting in additional exposure for Dutchess public library programs and services.

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<sup>1</sup> GENERAL DEFINITION – NYS goals for youth services are to offer resources that support the goals and objectives of youth services staff in libraries including: Provide quality, equitable service to all young people from birth through High School; Attract new patrons and create lifelong learners and library supporters; Promote general literacy and information literacy; Collaborate with other agencies that provide services to young people; Provide professional development and continuing education for staff members. <http://www.nysl.nysed.gov/libdev/youthsvs/> Note that Summer Reading Program activities are not included here – they are included in the Special Client Groups – Outreach section now that SRP is considered part of Family Literacy by NYS.



- i. Reviewed usage statistics of YS materials available through MHLS, resulting in keeping just the die-cuts and button maker, and distributed the rest to member libraries through an interest-lottery.
- j. Partnership with Children's Media project resulted in replicable training for 34 attendees and ongoing partnerships with 8 libraries.

**B. Outputs (2014)**

- 1. 7 training sessions provided with a total of 94 participants
- 2. 728 contacts with members regarding youth services
- 3. 13 of the 16 libraries participating in the Early Literacy Mini-Grant Program reported making changes as a result of the program
- 4. 14 libraries established early literacy board book collections as a result of the MHLS Early Literacy Board Book Reimbursement Program
- 5. 324 books were provided to 27 libraries for disadvantaged youth
- 6. 72% of libraries reported supporting common core standards through summer programming including inquiry based programming and book discussion groups
- 7. 24 libraries were supported in their participation in Battle of the Books
- 8. 6 member library staff completed the Children's Services Fundamentals Program
- 9. 51 YS programming materials were distributed to member libraries
- 10. 8 member library partnerships generated with Children's Media Project

**C. Outcomes**

- 1. The staff of member libraries will increase youth services skills and knowledge, providing improved services to library patron.
- 2. Youth patrons at libraries will be supported in their formal and informal educational endeavors by finding and using current high-interest materials.
- 3. Children and caregivers visiting the library will have access to materials and programs supporting early literacy development.

**D. Costs Associated with MHLS (2014)**

MHLS STAFF	Percent Youth Services	Salary	Benefits	Youth Services TOTAL
Merribeth	5%	3,910	1,915	5,825
Kerstin	25%	10,629	5,237	15,866
				<b>21,691</b>
CONTRACTED SERVICES	Total Cost		Youth Services Cost	
Mini grants supporting youth services	2,580		2,580	
				<b>2,580</b>



TELCOM SERVICES <sup>i</sup>	Total Cost	Youth Services Cost
Network & Phone Services <sup>ii</sup>	30,325 – 5,596 (Teleforms) = 24,729	580
		<b>580</b>
IT SERVICES	Total Cost	Youth Services Cost
Hardware <sup>iii</sup>	9,083	213
Software <sup>iv</sup>	5,445	128
IT Supplies	2,213	52
		<b>392</b>
GENERAL OVERHEAD <sup>v</sup>	Total Cost	Youth Services Cost
Supplies	5,732	134
Equipment Rental	16,472	386
Professional Fees	25,189	590
Postage	4,505-2,875 (ILL) = 1,630	38
		<b>1,149</b>
FACILITIES OVERHEAD <sup>vi</sup>	Total Cost	Youth Services Cost
Staff/Benefits	51,696	1,212
Utilities	27,973	656
Custodial Supplies	1,736	41
Other Operations	35,776	839
Liability Insurance	15,423	362
		<b>3,108</b>
ADMINISTRATIVE SUPPORT <sup>vii</sup>	Total Cost	Youth Services Cost
Staff/Benefits	361,059	8,464
Professional Develop.	31,532	739
		<b>9,203</b>
<b><u>TOTAL</u></b>		<b>38,703</b>

**E. Primary Funding Sources**

1. State Aid - General
2. Member Assessment Fees
3. State Aid – Restricted – Categorical: Coordinated Outreach Services Aid



## F. Value of Services

1. Value of training = \$6,110
  - a. 94 attendances x \$64<sup>2</sup> = \$6,110
2. Value of grants awarded = \$2,580
  - a. Early Literacy = \$2,130
  - b. Tuition reimbursements for Children's Services Fundamentals = \$450
3. Value of contacts consulting with members on youth services = \$18,200
  - a. 728 x \$25<sup>3</sup> = \$18,200
4. Value of books<sup>4</sup> collected for member libraries = \$5,835
  - a. 324 x \$18.01 = \$5,835
5. Value of YS programming materials distributed to member libraries = \$2,365

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<sup>i</sup> % of total Telecom costs – After staff FTE assigned, breakout of telecom costs by service (break out Teleforms & all other by staff FTE per service)

<sup>ii</sup> Minus Teleform costs

<sup>iii</sup> % of General Hardware/Software costs - After staff FTE assigned (allocate on a per staff calculation)

<sup>iv</sup> OCLC charges to Cataloging Services

<sup>v</sup> % of General Overhead costs - After staff FTE assigned (allocate on a per staff calculation)

<sup>vi</sup> Ibid.

<sup>vii</sup> Ibid.

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<sup>2</sup> \$65 is average cost of NYLA preconference ½ day program

<sup>3</sup> Used by RCLS in their Return on Investment Report 2011-12

<sup>4</sup> \$18.01 is the average price of children's hardcover books <http://www.slj.com/2013/06/research/sljs-average-book-prices-2013/>