

# Ramapo-Catskill Library System

## Annual Report for Library Systems - 2017 (Public Library Systems 2017)

### 1. General System Information

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss even if the report is locked. The Microsoft Edge browser cannot be used.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

1.1	SEDCODE	441000700025
1.2	Institution ID	800000040348
1.3	System Name	Ramapo Catskill Library System
1.4	Beginning Reporting Year	1/1/2017
1.5	Ending Reporting Year	12/31/2017
1.6	Street Address	619 Route 17M
1.7	City	Middletown
1.8	Zip Code	10940
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4395
1.10	Mailing Address	619 Route 17M
1.11	City	Middletown
1.12	Zip Code	10940
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4395
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(845) 243-3747
1.15	Fax Number (enter 10 digits only)	(845) 243-3739
1.16	System Home Page URL	<a href="http://www.rcls.org">http://www.rcls.org</a>
1.17	URL of the system's complete Plan of Service	<a href="http://www.rcls.org/rclsmisc/POS2012-2016-approved.pdf">http://www.rcls.org/rclsmisc/POS2012-2016-approved.pdf</a>

- 1.18 Population Chartered to Serve (2010 Census) 803,351
- 1.19 Area Chartered to Serve (square miles) 2459
- 1.20 Federal Employer Identification Number 141457346
- 1.21 County Orange
- 1.22 County (Counties) Served Orange, Rockland, Sullivan, Ulster
- 1.23 School District Middletown City School District
- 1.24 Title of System Director: (drop-down): Mr., Mrs., Ms., Mr. Miss, Dr.
- 1.25 First Name of System Director Robert
- 1.26 Last Name of System Director Hubsher
- 1.27 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. 19660
- 1.32 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (845) 243-3747 Ext. 242
- 1.33 E-Mail Address of the System Director rhubsher@rcls.org
- 1.34 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (845) 243-3739
- 1.35 Name of Outreach Coordinator Grace Riario
- 1.48 Is the library system a member of the New York State and Local Retirement System? Y
- 1.49 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, N

please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.

- 1. Name of Contracting Municipality or District N/A
- 2. Is this a written contract? (Enter Y for Yes, N for No) N/A
- 3. Population of the geographic area served by this contract N/A
- 4. Dollar amount of contract N/A
- 5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A
- 1.50 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. N

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.51 President/CEO Name. If there is no President/CEO please enter "N/A" N/A
- 1.52 President/CEO Phone Number N/A
- 1.53 President/CEO Email N/A

**2. Personnel Information**

- 2.1 FTE (Full-Time Equivalent Calculation)  
The number of hours per work week used to compute FTE for all budgeted positions. 35

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**  
(enter to two decimal places; enter decimal point)

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	3
2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	<b>Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b>	<b>5.00</b>
2.15	<b>Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b>	<b>0.00</b>
2.16	Total Other Professional Staff - Filled Position(s) FTE	3
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	17.9
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	<b>25.90</b>
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	<b>0.00</b>
<b>SALARY INFORMATION</b>		
2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual	\$59,095

	Salary	
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$168,440

### 3. System Membership, Outlets and Governance

#### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	47
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1955
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2017
3.18	Square footage of the system building	15,375
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	0
3.23	<b>Total Public Service Outlets (total questions 3.15 through 3.19)</b>	1
3.24	Name of Central Library/Co-Central Libraries	Newburgh Free Library

#### BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	11
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	11
3.27	Term length for system	5 years

board/council members.  
Please add a note if this has  
changed from the previous  
year report.

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

- 3.28 Board/Council Selection -  
Enter Board/Council Selection  
Code (select one; drop-down).  
If O is selected, please use the E  
State note to explain how  
members were named to the  
Board/Council.

### **SYSTEM BOARD/COUNCIL**

Public Library Systems - enter information for the period January 1, 2018, through December 31, 2018.

#### President/Council Chair

- 3.29 Title (drop-down): Mr., Mrs.,  
Ms., Miss, Dr., The  
Honorable, The Reverend, Mrs.  
Other (specify using the State  
note), Vacant
- 3.30 First Name Martha
- 3.31 Last Name Anderson
- 3.32 Institutional Affiliation Retired
- 3.33 Professional Title N/A
- 3.34 Mailing Address 5 Stillo Drive
- 3.35 City Airmont
- 3.36 Zip Code (enter five digits  
only) 10952
- 3.37 Telephone for the Board  
President (enter 10 digits only  
and hit the Tab key) (845) 499-1870
- 3.38 E-mail Address manderson19@me.com
- 3.39 Term Begins - Month January
- 3.40 Term Begins - Year (yyyy) 2015
- 3.41 Term Expires - Month or N/A December
- 3.42 Term Expires - Year (YYYY)  
or N/A 2019
- 3.43 Is this trustee serving a full Yes

term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

- 3.44 The date the board president took the Oath of Office 01/20/2015 (mm/dd/yyyy)
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/22/2015
- 3.46 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

- 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
- 2. First Name Carla Randazzo
- 3. Last Name Amthor
- 4. Institutional Affiliation Tommy Hilfiger
- 5. Professional Title Floor Supervisor
- 6. Mailing Address 223 Valley View Drive
- 7. City Wallkill
- 8. Zip Code (enter five digits only) 12589
- 9. Term Begins - Month January
- 10. Term Begins - Year (yyyy) 2014
- 11. Term Expires - Month or N/A December
- 12. Term Expires - Year (YYYY) or N/A 2018
- 13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the Yes

remainder of a term of a trustee who resigned their position).

- |     |  |                                   |
|-----|--|-----------------------------------|
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 02/18/2014                        |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 02/26/2014                        |
| 16. | Is this a brand new trustee?   | N                                 |
| 1.  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant  | Ms.                               |
| 2.  | First Name   | Anita                             |
| 3.  | Last Name  | Baumann                           |
| 4.  | Institutional Affiliation  | Woodbury Public Library           |
| 5.  | Professional Title   | Library Assistant, Adult Services |
| 6.  | Mailing Address  | 72 South Main Street              |
| 7.  | City   | Florida                           |
| 8.  | Zip Code (enter five digits only)  | 10921                             |
| 9.  | Term Begins - Month  | June                              |
| 10. | Term Begins - Year (yyyy)  | 2016                              |
| 11. | Term Expires - Month or N/A  | December                          |
| 12. | Term Expires - Year (YYYY) or N/A  | 2020                              |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No                                |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 06/20/2016                        |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/22/2016                        |
| 16. | Is this a brand new trustee?   | N                                 |
| 1.  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The  | Ms.                               |



Honorable, The Reverend,  
Other (specify using the State  
note), Vacant

2. First Name Diane
3. Last Name Arcieri
4. Institutional Affiliation Retired
5. Professional Title N/A
6. Mailing Address 100 Wheeler Road
7. City Flordia
8. Zip Code (enter five digits only) 10921
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/19/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/20/2018
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Carl
3. Last Name Berkowitz
4. Institutional Affiliation Retired
5. Professional Title N/A
6. Mailing Address 30 Gordon Road
7. City Middletown
8. Zip Code (enter five digits 10941

- only)
9. Term Begins - Month January
  10. Term Begins - Year (yyyy) 2015
  11. Term Expires - Month or N/A December
  12. Term Expires - Year (YYYY) or N/A 2019
  13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
  14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/20/2015
  15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/22/2015
  16. Is this a brand new trustee? N
  1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
  2. First Name Roslyn Appebuam
  3. Last Name Hurwitz
  4. Institutional Affiliation Retired
  5. Professional Title N/A
  6. Mailing Address 5 Clay Street
  7. City New Cit7y
  8. Zip Code (enter five digits only) 10956
  9. Term Begins - Month January
  10. Term Begins - Year (yyyy) 2018
  11. Term Expires - Month or N/A December
  12. Term Expires - Year (YYYY) or N/A 2022
  13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a

- trustee who resigned their position).
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/20/2018
  15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/21/2018
  16. Is this a brand new trustee? N
  1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
  2. First Name Jain
  3. Last Name Jacob
  4. Institutional Affiliation Jain Jacob CPA PLLC
  5. Professional Title CPA
  6. Mailing Address 31 Trailside Place
  7. City New City
  8. Zip Code (enter five digits only) 10956
  9. Term Begins - Month January
  10. Term Begins - Year (yyyy) 2016
  11. Term Expires - Month or N/A December
  12. Term Expires - Year (YYYY) or N/A 2020
  13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
  14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/19/2016
  15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/22/2016
  16. Is this a brand new trustee? N
  1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms.

Other (specify using the State note), Vacant

2. First Name Eleanor
3. Last Name Kassner
4. Institutional Affiliation W. H. Kassner, Inc.
5. Professional Title President
6. Mailing Address 9 West Shore Drive
7. City Tomkins Cove
8. Zip Code (enter five digits only) 10986
9. Term Begins - Month February
10. Term Begins - Year (yyyy) 2017
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2021
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/21/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/24/2017
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Bernard
3. Last Name Marone
4. Institutional Affiliation Self Employed
5. Professional Title Network Security Consultant
6. Mailing Address 12 Spring Roack Drive
7. City Goshen
8. Zip Code (enter five digits only) 10924

9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/18/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/26/2014
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Helen
3. Last Name Rados
4. Institutional Affiliation NYS Department of Labor
5. Professional Title Supervising Labor Services Representative
6. Mailing Address 33 Goldfarb Road
7. City Harris
8. Zip Code (enter five digits only) 12742
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

- position).
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/03/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/07/2014
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Lynn
3. Last Name Skolnick
4. Institutional Affiliation Retired
5. Professional Title N/A
6. Mailing Address 1 Medallion Road
7. City Kiamesha lake
8. Zip Code (enter five digits only) 12751
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2015
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2019
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/13/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/20/2015
16. Is this a brand new trustee? N

**COORDINATED OUTREACH COUNCIL**

- 3.47 Has the Coordinated Outreach Council met at least two times during the calendar year per Y

CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No).

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2018, through December 31, 2018. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Linda
3. Last Name Aumick
4. Institutional Affiliation Action Toward Independence, Inc.
5. Professional Title Board of Directors
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mr. Other (specify using the State note), Vacant
2. First Name Carl S.
3. Last Name Berkowitz
4. Institutional Affiliation Action Toward Independence, Inc.
5. Professional Title Board of Directors
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Ashley
3. Last Name Knox
4. Institutional Affiliation Go Beyond Greatness, Inc.
5. Professional Title President and CEO
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The

Honorable, The Reverend,  
Other (specify using the State  
note), Vacant

- |    |   |   |
|----|---|---|
| 2. | First Name  | Regina  |
| 3. | Last Name   | Cieslak   |
| 4. | Institutional Affiliation   | Partnership for Success - Team Newburgh                   |
| 5. | Professional Title  | Program Facillitator                                      |
| 1. | Title (drop down): Mr., Mrs.,<br>Ms., Miss, Dr., The<br>Honorable, The Reverend,<br>Other (specify using the State<br>note), Vacant | Ms.   |
| 2. | First Name  | Karrie  |
| 3. | Last Name   | Williamson  |
| 4. | Institutional Affiliation   | Otisville Correctional Facility                           |
| 5. | Professional Title  | Senior Librarian  |
| 1. | Title (drop down): Mr., Mrs.,<br>Ms., Miss, Dr., The<br>Honorable, The Reverend,<br>Other (specify using the State<br>note), Vacant | Ms.   |
| 2. | First Name  | Terri   |
| 3. | Last Name   | Thai  |
| 4. | Institutional Affiliation   | N/A   |
| 5. | Professional Title  | Not-for-Profit Consultant                                 |
| 1. | Title (drop down): Mr., Mrs.,<br>Ms., Miss, Dr., The<br>Honorable, The Reverend,<br>Other (specify using the State<br>note), Vacant | Mr.   |
| 2. | First Name  | Matt  |
| 3. | Last Name   | Pfisterer   |
| 4. | Institutional Affiliation   | Thrall Public Library District of Middletown and Wallkill |
| 5. | Professional Title  | Director  |
| 1. | Title (drop down): Mr., Mrs.,<br>Ms., Miss, Dr., The<br>Honorable, The Reverend,<br>Other (specify using the State<br>note), Vacant | Ms.   |
| 2. | First Name  | Margaret  |
| 3. | Last Name   | McDowell  |



4.	Institutional Affiliation	Gardiner Senior Resource Committee
5.	Professional Title	Committee Member
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Deborah
3.	Last Name	Worden
4.	Institutional Affiliation	Action Toward Independence
5.	Professional Title	Assistant Executive Director
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Sherry
3.	Last Name	Ambrzycki
4.	Institutional Affiliation	Orange County Office for the Aging
5.	Professional Title	RSVP Coordinator

#### 4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	0
4.2	System Visits	2,320
<b>CIRCULATION</b>		
4.3	Total Cataloged Book Circulation	11,761
4.4	Total Circulation of Other Materials	617
4.5	<b>Physical Item Circulation (Total questions 4.3 &amp; 4.4)</b>	12,378
4.6	Use of Electronic Material	268,389
4.7	Successful Retrieval of Electronic Information	3,794
4.8	<b>Electronic Content Use (Total Questions 4.6 &amp; 4.7)</b>	272,183
4.9	<b>Total Circulation of Materials (Total Questions 4.5 &amp; 4.6)</b>	280,767
4.10	<b>Total Collection Use (Total</b>	284,561

Questions 4.7 & 4.9)

**GENERAL SYSTEM HOLDINGS**

4.11	Total Cataloged Book Holdings	5,362
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	48
4.14	All Other Print Materials Holdings	0
4.15	<b>Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)</b>	<b>5,410</b>
4.16	Electronic Books	13,334
4.17	Local Electronic Collections	0
4.18	Total Number of NOVELNY Databases	16
4.19	<b>Total Electronic Collections ( Total questions 4.16 + 4.17 )</b>	<b>13,334</b>
4.20	Audio - Downloadable Units	4,468
4.21	Video - Downloadable Units	231
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	155,816
4.23	<b>Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)</b>	<b>173,865</b>
Non-Electronic Materials		
4.24	Audio - Physical Units	0
4.25	Video - Physical Units	3
4.26	Other Non-Electronic Materials	594
4.27	<b>Total Other Materials Holdings (Total questions 4.24 through 4.26)</b>	<b>597</b>
4.28	<b>Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)</b>	<b>179,872</b>

**ROTATING COLLECTIONS/BOOK LOANS**

- 4.29 Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) N
- 4.30 Number of collections 0
- 4.31 Average number of items per collection 0

## 5. System Services

### TECHNOLOGY AND RESOURCE SHARING

#### INTEGRATED LIBRARY SYSTEM (ILS)

- 5.1 Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) Y

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

- |    |                                |     |
|----|--------------------------------|-----|
| a. | Circulation                    | Yes |
| b. | Public Access Catalog          | Yes |
| c. | Cataloging                     | Yes |
| d. | Acquisitions                   | Yes |
| e. | Inventory                      | Yes |
| f. | Serials Control                | No  |
| g. | Media Booking                  | No  |
| h. | Community Information          | No  |
| i. | Electronic Resource Management | No  |
| j. | Digital Collections Management | No  |
- 5.3 Identify ILS system vendor SirsiDynix
- 5.4 How many member libraries fully participate in the ILS? 47
- 5.5 % of member libraries participating (calculated field) 100.00%
- 5.6 How many member libraries participate in some ILS modules? 47

5.7 Indicate features of the system's ILS (check all that apply):

- |    |                                       |     |
|----|---------------------------------------|-----|
| a. | ILS shared with other library systems | No  |
| b. | ILS software permits patron-          | Yes |

	initiated ILL	
c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	984,106
5.9	Number of new titles added by the system in the reporting year	0
5.10	Number of Central Library Aid titles added in the reporting year	0
5.11	Number of new titles added by the members in the reporting year	35,187
5.12	<b>Total new titles (total questions 5.9 through 5.11)</b>	35,187

## UNION CATALOG OF RESOURCES

**For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be either print, disc, or online (virtual) format.**

5.13 In what format(s) is the union catalog available? (Check all that apply):

a.	Print	No
b.	Disc	No
c.	Online (virtual catalog)	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	46
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	Y
5.16	Number of titles in the system's union catalog	984,106
5.17	Number of holdings in the system's union catalog	2,937,320
5.18	Number of new titles added in the last year	35,187
5.19	Number of holdings added in the last year	218,914

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

- a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) No
- b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No
- c. Patron-initiated ILL available and used through this catalog Yes

**UNION LIST OF SERIALS**

- 5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) Y
- 5.22 How many libraries participate in (or submit records for) the union list of serials? 46

**COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS**

- 5.23 Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) Y

**VISITS TO THE SYSTEM'S WEB SITE**

- 5.24 Annual number of visits to the system's web site 431,168

**SYSTEM INTERLIBRARY LOAN ACTIVITY**

- 5.25 Total items provided (loaned) 4,843
- 5.26 Total items received (borrowed) 8,797
- 5.27 Total requests provided (loaned) unfilled 0
- 5.28 Total requests received (borrowed) unfilled 721
- 5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 14,361

**DELIVERY**

5.30 Indicate delivery methods used by the system (check all that apply):

Note: For questions which include a choice of "Other", please add a State Note of explanation when

"Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a.	System courier (on the System's payroll)	Yes
b.	Other system's courier	Yes
d.	Contracted service (paid by System - not on payroll)	Yes
e.	U.S. Mail	Yes
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No
g.	Other (specify using the State note)	No
5.31	Number of stops (pick-up and delivery sites per week)	204

### **CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions**

#### **Resource sharing (ILL, collection development, etc.)**

5.32	Number of sessions	2
5.33	Number of participants	33

#### **Technology**

5.34	Number of sessions	8
5.35	Number of participants	110

#### **Digitization**

5.36	Number of sessions	0
5.37	Number of participants	0

#### **Leadership**

5.38	Number of sessions	0
5.39	Number of participants	0

#### **Management & Supervisory**

5.40	Number of sessions	0
5.41	Number of participants	0

#### **Planning and Evaluation**

5.42	Number of sessions	2
5.43	Number of participants	46

#### **Awareness and Advocacy**

5.44	Number of sessions	1
5.45	Number of participants	25

#### **Trustee/Council Training**

5.46	Number of sessions	19
------	--------------------	----

5.47 Number of participants 166

**Special Client Populations**

5.48 Number of sessions 6

5.49 Number of participants 128

**Children's Services/Birth to Kindergarten**

5.50 Number of sessions 2

5.51 Number of participants 50

**Children's Services/Elementary Grade Levels**

5.52 Number of sessions 8

5.53 Number of participants 403

**Young Adult Services/Middle and High School Grade Levels**

5.54 Number of sessions 5

5.55 Number of participants 212

**General Adult Services**

5.56 Number of sessions 15

5.57 Number of participants 267

5.58 **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Topic Annual Report

2. Number of sessions 2

3. Number of participants 40

1. Topic Construction

2. Number of sessions 2

3. Number of participants 45

5.59 **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5) 72

5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 1,525

5.47, 5.49, 5.51, 5.53, 5.55,  
5.57 and total of question #3  
of Repeating Group #5)

- 5.61 Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? Y

### COORDINATED SERVICES

5.62 Indicate which services the system provides (check all that apply):

Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

- a. Coordinated purchase of print materials No
- b. Coordinated purchase of non-print materials Yes
- c. Negotiated pricing for licensed electronic collection purchases (not purchasing) Yes
- d. Cataloging No
- e. Materials processing No
- f. Coordinated purchase of office supplies No
- g. Coordinated computer services/purchases Yes
- h. Virtual reference No
- i. Other (describe using the State note) No
- j. N/A No

### CONSULTING AND TECHNICAL ASSISTANCE SERVICES

- 5.63 Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding 484



5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	297
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	26
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	6,497
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	2,312
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	1,950
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	74
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	2,024
5.71	Number of contacts - Consulting with state and county correctional facilities	167
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	153
5.73	Number of contacts - Providing system and member library information to the media	214
5.74	Number of contacts - Providing website development and maintenance for member libraries	8

- 5.75 Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group. Y
- |    |                                |  |
|----|--------------------------------|--|
| 1. | Topic                          | Advocacy, Marketing and PR for Libraries |
| 2. | Number of contacts (all types) | 294                                      |
| 1. | Topic                          | Education Law and Regulations            |
| 2. | Number of contacts (all types) | 255                                      |
| 1. | Topic                          | Library Policies / Outreach              |
| 2. | Number of contacts (all types) | 239                                      |
| 1. | Topic                          | ILL and Cataloging                       |
| 2. | Number of contacts (all types) | 679                                      |
| 1. | Topic                          | State Annaul Report                      |
| 2. | Number of contacts (all types) | 357                                      |
| 1. | Topic                          | Outreach                                 |
| 2. | Number of contacts (all types) | 507                                      |

5.76 **Total other contacts** (total of question #2 of Repeating Group #6) 2,331

5.77 **Total number of contacts** (total of questions 5.63 through 5.74 and 5.76) 16,537

**REFERENCE SERVICES**

5.78 Total Reference Transactions 0

**SERVICES TO SPECIAL CLIENTS (Direct and Contractual)**

5.79 Indicate services the system provides to special clients (check all that apply):

- |    |  |     |
|----|--|-----|
| a. | Services for patrons with disabilities                   | Yes |
| b. | Services for patrons who are educationally disadvantaged | Yes |
| c. | Services for patrons who are aged                        | Yes |
| d. | Services for patrons who are geographically isolated     | Yes |
| e. | Services for patrons who are                             | Yes |

	members of ethnic or minority groups in need of special library services	
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.80	Number of BOOKS BY MAIL loans	0
5.81	Number of member libraries with Job/Education Information Centers or collections	34
5.82	Number of State Correctional Facilities libraries served	7
5.83	Number of County Jails libraries served	3
5.84	Number of institutions served other than jails or correctional facilities	1
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	Y
1.	Service provided	ILL
2.	Number of facilities/institutions served	1
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y
5.87	Description of fees	A fee is charged for some programs to help offset the cost of the presenter and to cover the cost of lunch.

## 6. Operating Funds Receipts

### LOCAL PUBLIC FUNDS

6.1 Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group. N

1. County Name N/A  
 2. Amount N/A  
 3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N/A  
 4. Written Contract (Enter Y for Yes, N for No, or N/A) N/A

6.2 **Total County Funding** \$0  
 6.3 All Other Local Public Funds \$0  
 6.4 **Total Local Public Funds** \$0  
 (total questions 6.2 and 6.3)

**STATE AID RECEIPTS - arranged in alphabetical order**

6.5 Adult Literacy Library Services Grants \$8,426  
 6.6 Central Library Development Aid \$240,664  
 6.7 Central Book Aid \$66,936  
 6.8 Conservation/Preservation Grants \$0  
 6.9 Construction for Public Libraries Aid \$0  
 6.10 Coordinated Outreach Services Aid \$138,025  
 6.11 Correctional Facilities Library Aid \$56,513  
 6.12 County Jails Library Aid \$6,642  
 6.14 Family Literacy Grants \$13,106  
 6.18 Local Library Services Aid - Kept at System \$0  
 6.19 Local Library Services Aid - Distributed to Members \$223,187  
 6.20 **Total LLSA (total questions 6.18 and 6.19)** \$223,187  
 6.21 Local Services Support Aid \$173,729  
 6.22 Local Consolidated Systems \$0

	Aid	
6.26	Public Library System Basic Aid	\$1,517,249
6.27	Public Library System Supplementary Operational Aid	\$202,399
6.36	Special Legislative Grants and Member Items	\$128,000
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N

Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one repeating group.

1.	Funding Source	N/A
2.	Amount	N/A
6.43	<b>Total Other State Aid (total question #2 of Repeating Group #9 above)</b>	\$0
6.44	<b>Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)</b>	\$2,774,876

**FEDERAL AID**

- 6.45 Library Services and Technology Act (LSTA) \$0
- 6.46 Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No. N

Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group

1. Funding Source N/A
2. Amount N/A
- 6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$0
- 6.48 **Total Federal Aid (total questions 6.45 and 6.47)** \$0

#### **CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE**

- 6.49 Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. Y

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1. Contracting Agency Member Libraries
2. Contracted Service Services & Goods - Automation
3. Total Contract Amount \$1,529,959
1. Contracting Agency Member Libraries
2. Contracted Service Services & Goods - General
3. Total Contract Amount \$360,173
- 6.50 **Total Contracts (total question #3 of Repeating Group #11 above)** \$1,890,132

#### **MISCELLANEOUS RECEIPTS**

- 6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$8,924
- 6.53 Income from Investments \$9,768
- Proceeds from Sale of Property

6.54	Real Property	\$0
6.55	Equipment	\$2,100
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.

1.	Receipt category	E-Rate Funding
2.	Amount	\$187,699
1.	Receipt category	Insurance Recoveries
2.	Amount	\$7,388
1.	Receipt category	Other
2.	Amount	\$205

6.57	<b>Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)</b>	\$195,292
------	--	-----------

6.58	<b>Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)</b>	\$216,084
------	---	-----------

6.59	<b>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)</b>	\$4,881,092
------	--	-------------

6.60	<b>BUDGET LOANS</b>	\$0
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**TRANSFERS**

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
------	--	-----

6.62	Transfers from Other Funds	\$0
------	----------------------------	-----

6.63	<b>Total Transfers (total questions 6.61 and 6.62)</b>	\$0
------	--	-----

6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2017. (Same as	\$3,749,131
------	---	-------------

closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)

6.67 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) \$8,630,223

## 7. Operating Fund Disbursements

### STAFF EXPENDITURES

#### Salaries

7.1	System Director and Librarians	\$521,646
7.2	Other Staff	\$1,138,076
7.3	<b>Total Salary and Wages Expenditures</b> (total questions 7.1 and 7.2)	\$1,659,722
7.4	Employee Benefits Expenditures	\$882,087
7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	\$2,541,809

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$23,079
7.7	Electronic Materials Expenditures	\$21,162
7.8	Other Materials Expenditures	\$0
7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	\$44,241

### GRANTS TO MEMBER LIBRARIES

#### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$223,187
7.11	Central Library Aid (CLDA/CBA)	\$294,023
7.15	Other State Aid/Grants (e.g., Construction, Special	\$129,808



	Legislative or Member Grants)	
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$1,750
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$648,768
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$0
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$648,768

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$9,523
7.25	Furniture/Furnishings	\$718
7.26	Other Capital Expenditures	\$0
7.27	<b>Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)</b>	\$10,241

#### **TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$10,241
7.30	<b>Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)</b>	\$10,241

#### **OPERATION AND MAINTENANCE OF BUILDINGS**

##### Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$31,060
7.33	<b>Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)</b>	\$31,060
7.34	Other Building & Maintenance Expenses	\$60,019
7.35	<b>Total Operation and</b>	\$91,079

**Maintenance of Buildings**  
(total questions 7.33 and 7.34)

**MISCELLANEOUS EXPENSES**

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$35,408
7.37	Office and Library Supplies	\$23,013
7.38	Telecommunications	\$741
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$1,530
7.41	Publicity and Printing	\$5,633
7.42	Travel	\$36,857
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$75,615
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$3,485
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No.	N

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.

1.	Expense category	N/A
2.	Amount	N/A
7.47	<b>Total Other Miscellaneous Expenses</b> (total question #2 of Repeating Group #13)	\$0
7.48	<b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.45 and 7.47)	\$182,282

**CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE**

7.49	Does the system contract with libraries and/or library systems in New York State?	Y
------	---	---

Enter Y for Yes, N for No.

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1.	Contracting Agency (specify using the State note)	Member Libraries
2.	Contracted Service (specify using the State note)	ANSER-purcha
3.	Total Contract Amount	\$719,105
1.	Contracting Agency (specify using the State note)	Member Libraries
2.	Contracted Service (specify using the State note)	General-purc
3.	Total Contract Amount	\$136,773
1.	Contracting Agency (specify using the State note)	Member Libraries
2.	Contracted Service (specify using the State note)	E-Content
3.	Total Contract Amount	\$127,486
1.	Contracting Agency (specify using the State note)	Member Libraries
2.	Contracted Service (specify using the State note)	Databases
3.	Total Contract Amount	\$15,706
7.50	<b>Total Contracts</b> (total question #3 of Repeating Group #14 above)	\$999,070

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	\$0
7.52	From Other Funds (73OF)	\$0
7.53	<b>Total Capital Purposes Loans</b> (total questions 7.51 and 7.52)	\$0
7.54	Other Loans	\$0
7.55	<b>Total Debt Service</b> (total questions 7.53 and 7.54)	\$0
7.56	<b>TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total</b>	\$4,517,490

**Collection Expenditures,  
Total Grants to Member  
Libraries, Total Capital  
Expenditures, Total  
Operation and Maintenance  
of Buildings, Total  
Miscellaneous Expenses,  
Total Contracts, and Total  
Debt Service (total questions  
7.5, 7.9, 7.21, 7.27, 7.35, 7.48,  
7.50, and 7.55)**

**TRANSFERS**

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$301,399
7.59	<b>Total Transfers to Capital Fund</b> (total questions 7.57 and 7.58; same as question 8.2)	\$301,399
7.60	<b>Total Transfers to Other Funds</b>	\$0
7.61	<b>Total Transfers</b> (total questions 7.59 and 7.60)	\$301,399
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	\$4,818,889
7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems - December 31, 2017)	\$3,811,334
7.83	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.62 and 7.63)	\$8,630,223

**FISCAL AUDIT**

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

- 7.84 Last audit performed (mm/dd/yyyy) 02/22/2017
- 7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2016-12/31/2016
- 7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

**ACCOUNT INFORMATION**

Complete one record for each financial account

- |      |  |  |
|------|--|--|
| 1.   | Name of bank or financial institution  | Orange Bank & Trust - Operating                    |
| 2.   | Amount of funds on deposit   | \$128,391  |
| 1.   | Name of bank or financial institution  | Orange Bank & Trust - money Market                 |
| 2.   | Amount of funds on deposit   | \$682,843  |
| 1.   | Name of bank or financial institution  | Orange Bank & Trust - CDs                          |
| 2.   | Amount of funds on deposit   | \$3,000,000  |
| 1.   | Name of bank or financial institution  | Orange Bank & Trust - A Capital Money Market       |
| 2.   | Amount of funds on deposit   | \$584,637  |
| 1.   | Name of bank or financial institution  | Orange Bank & Trust - A Capital CD                 |
| 2.   | Amount of funds on deposit   | \$960,503  |
| 1.   | Name of bank or financial institution  | Orange Bank & Trust - Vehicle Capital Money Market |
| 2.   | Amount of funds on deposit   | \$189,722  |
| 1.   | Name of bank or financial institution  | Orange Bank & Trust - Trust & Agency               |
| 2.   | Amount of funds on deposit   | \$5,589  |
| 1.   | Name of bank or financial institution  | PayPal   |
| 2.   | Amount of funds on deposit   | \$2,144  |
| 7.87 | <b>Total Bank Balance</b> (total question #2 of Repeating Group #15)   | \$5,553,829  |
| 7.88 | Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here. | Y  |

## 8. Capital Fund Receipts

- 8.1 **Total Revenue From Local Sources** \$4,204
- 8.2 **Transfer From Operating Fund** \$301,399  
(same as question 7.59)

### STATE AID FOR CAPITAL PROJECTS

- 8.3 State Aid Received for Construction \$0

### ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

- 8.4 Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. N
1. Contracting Agency N/A
2. Amount N/A
- 8.5 **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) \$0
- 8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5) \$305,603
- 8.7 **NONREVENUE RECEIPTS** \$0
- 8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$305,603
- 8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2017. (Same as closing cash \$1,659,460

balance at the end of previous  
fiscal reporting year: Public  
Library Systems - December  
31, 2016.)

8.10 **TOTAL RECEIPTS AND  
CASH BALANCE** (total  
questions 8.8 and 8.9) \$1,965,063

## 9. Capital Fund Disbursements

### PROJECT EXPENDITURES

9.1	Total Construction	\$27,219
9.2	Incidental Construction	\$13,600
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$189,382
9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$230,201
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$0
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$230,201
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year</b> (December 31, 2017, for Public Library Systems)	\$1,734,862
9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$1,965,063

## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2018 - December 31, 2018

## PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$4,552,171
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2018, must be the same as the December 31, 2017, closing balance reported on Q7.63 of the 2017 annual report)	\$3,811,334
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance</b> (total questions 12.1 through 12.4)	\$8,363,505

## PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$4,513,537
12.7	Total Transfers	\$250,660
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2018)	\$3,599,308
12.9	<b>Grand Total Operating Fund Disbursements, Transfers and</b>	\$8,363,505



Ending Balance (total questions 12.6 through 12.8)

**PROJECTED CAPITAL FUND - RECEIPTS**

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$241,590
12.11	Nonrevenue Receipts	\$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2018, must be the same as the December 31, 2017, closing balance reported on Q9.9 of the 2017 annual report)	\$1,734,862
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$1,976,452

**PROJECTED CAPITAL FUND - DISBURSEMENTS**

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$453,585
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2018)	\$1,522,867
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$1,976,452

**13. State Formula Aid Disbursements**

**PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)**

**Statutory** Education Law § 272,

**Reference** 273(1)(a, c, d, e, n)  
**(Basic Aid):** Commissioners Regulations  
90.3

**Statutory** Education Law § 272, 273(5)  
**Reference** Commissioners Regulations  
**(LLSA):** 90.3 and 90.9  
The formula is \$0.31 per capita  
of a member library's chartered  
services area with a minimum  
of \$1,500 per library with  
formula equity to 1991 LLIA.

**Statutory** Education Law § 272,  
**Reference** 273(1)(f)(6)  
**(LSSA):** Commissioners Regulations  
90.3 and 90.10  
The formula is \$0.31 per capita  
for system population living  
outside the chartered service  
areas of member libraries plus  
2/3 members LLSA.

**Statutory** Education Law § 272,  
**Reference** 273(1)(f)(7)  
**(LCSA):** Commissioners  
Regulations 90.3  
The formula is \$0.31 per  
capita plus 2/3 of per  
capita total with formula  
equity to 1991 LLIA.

**Statutory** Education Law §  
**Reference** 273(12)(a)  
**(Supplemental):** The formula is a base  
grant of \$39,000 and an  
amount equal to 10.94%  
of the amount of Basic  
Aid provided under  
Education Law §  
273(1)(a, c, d, e, and n).

**BECPL Special** Education Law §

**Aid:** 273(1)(l)  
Annual sum of \$50,000  
for a continuity of service  
project. (Included in  
Basic Aid Payment)

**Brooklyn  
Special Aid:** Education Law § 273(1)(k)  
Annual sum of \$350,000 for  
business library. (Included in  
Basic Aid Payment)

**Nassau  
Special  
Aid:** Education Law § 273(1)(m)

13.1.1-13.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.1.1	Total Full-Time Equivalents (FTE)	3.28
13.1.2	Total Expenditure for Professional Salaries	\$352,222

13.1.3-13.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.1.3	Total Full-Time Equivalents (FTE)	13.1
13.1.4	Total Expenditure for Other Staff Salaries	\$703,998

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$564,954

13.1.6 **Purchased Services:** Did the system expend funds for purchased services? Y  
Enter Y for Yes, N for No.

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various
3.	Expenditure	\$111,653

- |        |  |  |
|--------|--|--|
| 1.     | Expenditure Category   | Consultant fees/professional fees  |
| 2.     | Provider of Services   | Various  |
| 3.     | Expenditure  | \$34,640   |
| 1.     | Expenditure Category   | Institutional membership dues  |
| 2.     | Provider of Services   | Various  |
| 3.     | Expenditure  | \$3,485  |
| 1.     | Expenditure Category   | Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog) |
| 2.     | Provider of Services   | Various  |
| 3.     | Expenditure  | \$27,807   |
| 1.     | Expenditure Category   | Telecommunications   |
| 2.     | Provider of Services   | Appia (VOIP)   |
| 3.     | Expenditure  | \$741  |
| 1.     | Expenditure Category   | Delivery/courier   |
| 2.     | Provider of Services   | Various  |
| 3.     | Expenditure  | \$35,408   |
| 1.     | Expenditure Category   | Other (specify using the State note)   |
| 2.     | Provider of Services   | RCLS Continuing Ed Programs  |
| 3.     | Expenditure  | \$21,683   |
| 13.1.7 | <b>Total Expenditure - Purchased Services</b>  | \$235,417  |
| 13.1.8 | <b>Supplies and Materials:</b> Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. |  |
|        |  | Y  |

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

- |    |                      |                                      |
|----|----------------------|--------------------------------------|
| 1. | Expenditure Category | Office/library supplies and postage  |
| 2. | Expenditure          | \$22,334                             |
| 1. | Expenditure Category | Books and other print materials      |
| 2. | Expenditure          | \$2,115                              |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure          | \$12,975                             |

- |        |   |                                      |
|--------|---|--------------------------------------|
| 1.     | Expenditure Category                              | Other (specify using the State note) |
| 2.     | Expenditure                                       | \$4,900                              |
| 13.1.9 | <b>Total Expenditure - Supplies and Materials</b> | \$42,324                             |

13.1.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Y

If yes, complete one record for each applicable category; if no enter N/A for questions 1 and 2 of one repeating group.

- |    |                |                     |
|----|----------------|---------------------|
| 1. | Type of Travel | System Staff Travel |
| 2. | Expenditure    | \$20,262            |

13.1.11 **Total Expenditures - Travel** \$20,262

13.1.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each applicable category; if no enter N/A for questions 1, 2, 3, and 4 of one repeating group.

- |    |              |     |
|----|--------------|-----|
| 1. | Type of Item | N/A |
| 2. | Quantity     | N/A |
| 3. | Unit Cost    | N/A |
| 4. | Expenditure  | N/A |

13.1.13 **Total Expenditure - Equipment and Furnishings** \$0

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$223,186

13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no. N

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- |    |           |     |
|----|-----------|-----|
| 1. | Recipient | N/A |
|----|-----------|-----|

2.	Allocation	N/A
3.	Project Description (no more than 300 words)	
13.1.16	<b>Total Expenditures - Grants for Member Libraries</b>	\$0
13.1.17	<b>Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)</b>	\$2,142,363
13.1.18	<b>Cash Balance at the Opening of the Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$224,156
13.1.19	<b>Total Allocation from 2017 - 2018 State Aid:</b>	\$2,116,564
13.1.20	<b>Total Available Before Expenditures (total 13.1.18 + 13.1.19)</b>	\$2,340,720
13.1.21	<b>Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)</b>	\$198,357
13.1.22	<b>Final Narrative:</b> Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.	We have not released the 2017 POS Evaluation Survey as of this writing but will do so before the end of March. The Survey will be available for one month to all member library Directors. Once we have gathered the data from the Survey we will post the results to our website. In 2017 we had 10,040 consulting contacts in all areas (excluding those related to the managing the integrated library system). This represents a 6.4% decline compared to 2016. Consulting services covered a broad range of topics including youth and adult services, governance, construction projects, questions about Education Law and related regulations, Open Meeting and Freedom of Information laws, Nonprofit Revitalization Act, personnel matters, including Civil Service practices, emerging services and trends in librarianship to mention some key areas. RCLS offered coordinated purchasing of technology, library cards, barcodes, public performance licensing for videos, electronic databases and summer reading program materials. We offered 72 continuing education programs with a total attendance of 1,525. Continuing education programs are offered at our headquarters and at locations throughout our service area to

provide member library staff and trustees opportunities to participate while reducing travel time. Continuing education and training programs covered topics of interest to both library staff and trustees. We also coordinated user and interest group meetings to support youth, adult, reference and AV services. Advocacy activities played a key role in our activities including visits to member library Board meetings, and coordination of meetings with legislators. The Executive Director also attends many community meetings and Chamber of Commerce meetings to advocate for libraries. Providing cataloging services to create and maintain the union catalog for our member libraries is an important and key element of service to our members. In 2017 we added 35,187 new titles (a 24.8% decrease over last year) adding 218,914 new items (down by 4.9% over last year). This decrease is due lower library material budgets at some libraries and increased sharing of new materials among the libraries. We also continued to support our members' ILL needs by facilitating out of state borrowing. Another important element of our support of resource sharing is the delivery service, with 204 stops per week and a total of 3.299 million items transported between our member libraries, a decrease of 1.9% over last year. We continue to cooperate with the Mid-Hudson library System (MHLS) and the Southeastern New York Library Resource Council (SENYLRC) to support our efforts at both resource sharing and advocacy.

#### CENTRAL BOOK AID (CBA)

**Statutory** Education Law § 272, 273(1)(b)(2)

**Reference:** Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at

<http://www.nysl.nysed.gov/libdev/clda/index.html>

for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

**Yes must be answered at least once in Questions 13.2.1 - 13.2.5**

13.2.1 **Purchased Services:** Did the library system expend CBA funds for purchased services

for CBA library materials?  
Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | GALE   |
| 3. | Expenditure          | \$26,884                                       |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | EBSCO Publishing                               |
| 3. | Expenditure          | \$19,475                                       |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Brainfuse, Inc.                                |
| 3. | Expenditure          | \$7,000  |

13.2.2 **Total Expenditure - Purchased Services** \$53,359

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

- |    |                      |     |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Quantity             | N/A |
| 3. | Unit Cost            | N/A |
| 4. | Expenditure          | N/A |

13.2.4 **Total Expenditure - Supplies and Materials** \$0

13.2.5 **Grants to Central/Co-Central Libraries:** Did the system expend funds for N



grants to central/co-central libraries? Enter Y for Yes, N for No.

If yes, complete one record for each grant; if no, enter N/A for questions 1,2, and 3 of one repeating group.

- |         |   |  |
|---------|---|--|
| 1.      | Recipient   | N/A  |
| 2.      | Allocation  | N/A  |
| 3.      | Project Description (no more than 300 words)  |  |
| 13.2.6  | <b>Total Expenditure - Grants to Central/Co-Central Libraries</b>   | \$0  |
| 13.2.7  | <b>Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)</b>   | \$53,359   |
| 13.2.8  | <b>Cash Balance at the Opening of the Current Fiscal Year</b>   |  |
|         | NOTE: The opening balance must be the same as the closing balance of the previous year.   | \$0  |
| 13.2.9  | <b>Total Allocation from 2017 - 2018 State Aid</b>  | \$66,936   |
| 13.2.10 | <b>Total Available Before Expenditures (total 13.2.8 + 13.2.9)</b>  | \$66,936   |
| 13.2.11 | <b>Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)</b>  | \$13,577   |
| 13.2.12 | <b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. | All CBA grant funds were expended to provide member library cardholders access to a broad range of electronic resources (full-text databases). |

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

**Statutory** Education Law § 272, 273(1)(b)(1)

**Reference:** Commissioners Regulations 90.4

The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at

<http://www.nysl.nysed.gov/libdev/clda/index.html>

for more information.

Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

13.3.1-13.3.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLDA funds).

13.3.1 Total Full-Time Equivalents (FTE) 0

13.3.2 Total Expenditure for Professional Salaries \$0

13.3.3-13.3.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

13.3.3 Total Full-Time Equivalents (FTE) 0

13.3.4 Total Expenditures for Other Staff Salaries \$0

13.3.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds). \$0

13.3.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category N/A

2. Provider of Services N/A

3. Expenditure N/A

13.3.7 **Total Expenditure - Purchased Services** \$0

13.3.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings N

with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category N/A

2. Expenditure N/A

13.3.9 **Total Expenditure - Supplies and Materials** \$0

13.3.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel N/A

2. Expenditure N/A

13.3.11 **Total Expenditures - Travel** \$0

13.3.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item N/A

2. Quantity N/A

3. Unit cost N/A

4. Expenditure N/A

13.3.13 **Total Expenditure - Equipment and Furnishings** \$0

13.3.14 **Grants to Central/Co-Central Libraries:** Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N Y

for No.

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Recipient	Newburgh Free Library
2.	Allocation	\$240,664
3.	Project Description (no more than 300 words)	These are the CLDA grant funds provided as part of State Aid to Libraries. These funds are transferred to the Central Library (Newburgh Free Library) and were used to support reference services at all member libraries.
13.3.15	<b>Total Expenditure - Grants to Central/Co-Central Libraries</b>	\$240,664
13.3.16	<b>Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)</b>	\$240,664
13.3.17	<b>Cash Balance at the Opening of the Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0
13.3.18	<b>Total Allocation from 2017 - 2018 State Aid:</b>	\$240,664
13.3.19	<b>Total Available Before Expenditures (total 13.3.17 + 13.3.18)</b>	\$240,664
13.3.20	<b>Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)</b>	\$0
13.3.21	<b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	All CLDA grant funds were used to provide our member cardholders a broad range of electronic resources (full-text databases) and downloadable ebooks. Although no Central Library grant funds were used to support Central Library staff, the Central Library provided our member libraries with reference activities and consulting services. This included support to help answer reference questions and assessment of and recommendations for the improvement of the local reference collections.

COORDINATED OUTREACH LIBRARY SERVICES AID

Statutory

Education Law §

**Reference:** 273(1)(h)  
Commissioners  
Regulations 90.3

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1	Total Full-Time Equivalents (FTE)	0.75
13.4.2	Total Expenditure for Professional Salaries	\$68,300

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3	Total Full-Time Equivalents (FTE)	0.12
13.4.4	Total Expenditure for Other Staff Salaries	\$4,170
13.4.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits.	\$36,110
13.4.6	<b>Purchased Services:</b> Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Program Presenters
3.	Expenditure	\$20,613
13.4.7	<b>Total Expenditure - Purchased Services</b>	\$20,613
13.4.8	<b>Supplies and Materials:</b> Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

- |        |   |  |
|--------|---|--|
| 1.     | Expenditure Category                              | Office/library supplies and postage      |
| 2.     | Expenditure                                       | \$636                                    |
| 1.     | Expenditure Category                              | Non-print resources (electronic content) |
| 2.     | Expenditure                                       | \$1,533                                  |
| 13.4.9 | <b>Total Expenditure - Supplies and Materials</b> | \$2,169                                  |

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category. Y

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2.

- |         |                                   |              |
|---------|-----------------------------------|--------------|
| 1.      | Type of Travel                    | System staff |
| 2.      | Expenditure                       | \$4,450      |
| 13.4.11 | <b>Total Expenditure - Travel</b> | \$4,450      |

13.4.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

- |         |  |     |
|---------|--|-----|
| 1.      | Type of item   | N/A |
| 2.      | Quantity   | N/A |
| 3.      | Unit Cost  | N/A |
| 4.      | Expenditure  | N/A |
| 13.4.13 | <b>Total Expenditure - Equipment and Furnishings</b> | \$0 |

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. Y

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- |    |           |                         |
|----|-----------|-------------------------|
| 1. | Recipient | Wallkill Public Library |
|----|-----------|-------------------------|

- |    |                        |   |
|----|------------------------|---|
| 2. | Allocation             | \$1,000   |
| 3. | Description of Project | <p>This outreach program was developed to deliver quality programming and services to local seniors. The objective was to arrange monthly visits to the Wallkill Senior Citizens Club as well as to Elsie's Meadow, a nearby retirement community where many homebound seniors reside. Programs were tailored to groups' needs and requests, and included professional speakers, cooking lessons, computer instruction, and the like. The Wallkill Public Library has a total of 3,373 users, 641 of which are ages 50-65, and 412 of which are 66-120. Though many come in to the library on a regular basis for books and other items, historically this demographic has been a difficult one to draw in for programming. What's more, some older area residents are homebound due to health, mobility, or transportation issues. The Outreach Grant give the library the opportunity to arrange speakers and program facilitators to visit both the senior communities one Wednesday a month starting in January 2017.</p>   |
| 1. | Recipient              | Greenwood Lake Public Library   |
| 2. | Allocation             | \$1,000   |
| 3. | Description of Project | <p>A growing population of elderly Americans confronted with an ever-evolving selection of new technologies with steep learning curves can result in much confusion. Greenwood Lake Public Library created an outreach program to address this digital divide, as well as offering craft programs designed to enhance or improve small motor movement and spark creativity. The outreach computer program will serve the need of keeping the senior population of Greenwood Lake, NY informed on newer technologies available for communication. The crafting program addresses the more light-hearted and creative needs of a largely immobile population with little to no access to arts and craft supply stores. The target population is the residents of Greenwood Lake, NY, sixty-five years old and older; this demographic constitutes 12.2% of the Greenwood Lake population according to the 2010 census. The programs helped expand our community by uniting the elderly with their loved ones who live at long distances by using new technologies. We were able to build a larger audience for our programs, expand the library's presence in the community, as well as have a person-to-person gauge of gaps in programming for members of this important demographic. We sustained the outreach program using funds from our normal programming budget to cover the necessary costs of further workshops and craft sessions following the duration of the grant period.</p> |

1.	Recipient	Ellenville Pulbic Libray
2.	Allocation	\$1,000
3.	Description of Project	EPL&M serves an ethnically and economically diverse community. Employment opportunities are limited, and many women are struggling to support their families; according to the American Community Survey 5-Year Data Profiles for 2010 - 2014, 23% of households in Ellenville headed by single females are below the poverty level, and a shocking 45% of these are families with children. ACS also indicates that only 54% of women over 16 years of age in Ellenville are employed. This program focused on reaching out this population. The workshops addressed: Developing a business plan; Working with financial officers; Finding legal counsel; Records keeping; Marketing and support resources. Raising money, receiving legal information and making a long term commitment to success would be introduced, along with avoiding common pitfalls. This program opened the door to work with the Mid-Husdon Region Small Business Development Center for these sessions (SMDC). Today, the library is known as a partner to the workforce development community and to local businesses.
13.4.15	<b>Total Expenditure - Grants to Member Libraries</b>	\$3,000
13.4.16	<b>Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)</b>	\$138,812
13.4.17	<b>Cash Balance at the Opening of the Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$1,694
13.4.18	<b>Total Allocation from 2017 - 2018 State Aid:</b>	\$138,025
13.4.19	<b>Total Available Before Expenditures (total 13.4.17 + 13.4.18)</b>	\$139,719
13.4.20	<b>Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)</b>	\$907
13.4.21	<b>Final Narrative:</b> Provide a brief narrative, no more than	These funds were used to support the efforts of member libraries to provide programs and services to those in their



five hundred (500) words, describing the major activities carried out with these State Aid Funds.

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.

**SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID**

**Statutory Reference:** Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

13.5.1 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- 1. Expenditure Category N/A
- 2. Provider of Services N/A
- 3. Expenditure N/A

13.5.2 **Total Expenditure - Purchased Services** \$0

13.5.3 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost Y

less than \$5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$4,937
13.5.4	<b>Total Expenditure - Supplies and Materials</b>	\$4,937
13.5.5	<b>Total Expenditure (total 13.5.2, and 13.5.4)</b>	\$4,937
13.5.6	<b>Cash Balance at the Opening of the Fiscal Year:</b> NOTE: The opening balance must be the same as the closing balance from the previous year.	\$12,511
13.5.7	<b>Total Allocation from 2017 - 2018 State Aid</b>	\$6,642
13.5.8	<b>Total Available Before Expenditures (total 13.5.6 + 13.5.7)</b>	\$19,153
13.5.9	<b>Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)</b>	\$14,216
13.5.10	<b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	These funds are used to support the library services offered by the County Jails within our serviced area. The funds are used to purchase legal information and other relevant resources for the libraries in these institutions to carry out their activities.

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY**

STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)  
**Reference:** Commissioners Regulations 90.14  
The amount provided in Education Law is \$9.25

per inmate. Please see the State Corrections Program Guidelines at [www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm) for more information.

13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

13.6.1	Total Full-Time Equivalents (FTE)	0.2
13.6.2	Total Expenditure for Professional Salaries	\$18,220

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3	Total Full-Time Equivalents (FTE)	0.15
13.6.4	Total Expenditure for Other Staff Salaries	\$6,579
13.6.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits.	\$12,365

13.6.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1.	Expenditure Category	N/A
2.	Provider of Services	N/A
3.	Expenditure	N/A

13.6.7 **Total Expenditure - Purchased Services** \$0

13.6.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

- |    |                      |                                 |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure          | \$17,113                        |

13.6.9 **Total Expenditure - Supplies and Materials** \$17,113

13.6.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Y

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

- |    |                |         |
|----|----------------|---------|
| 1. | Type of Travel | Other   |
| 2. | Expenditure    | \$2,236 |

13.6.11 **Total Expenditure - Travel** \$2,236

13.6.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

- |    |              |     |
|----|--------------|-----|
| 1. | Type of item | N/A |
| 2. | Quantity     | N/A |
| 3. | Unit Cost    | N/A |
| 4. | Expenditure  | N/A |

13.6.13 **Total Expenditure - Equipment and Furnishings** \$0

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$56,513

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year. \$0

13.6.16 **Total Allocation from 2017 -** \$56,513

### **2018 State Aid:**

- 13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$56,513
- 13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$0
- 13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds
- RCLS continued to provide the State Correctional Institutions within our service area with broad range of support services, including ILL, purchasing of library materials and other goods identified by the correctional librarians as necessary to support their library services, consulting services as required and continuing education. In cooperation with some of the institutions we offered book discussions groups. We also provided continuing education sessions for the librarians.

## **14. Summary of Library System Accomplishments**

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2017).

- 14.1 Element 1: Resource Sharing - Results
- In 2017 we continued our efforts to provide member library patrons throughout our service area access to an enhanced public access catalog with a readers advisory tool (NoveList Select), a subscription service that provides users access to reviews, summaries tables of content, and jacket art (Syndethics ICE). This resource allows patrons to find additional items by searching not only the item record (MARC record) but searching the text of the additional content provided thus providing greater facet options (ways to narrow the search results). We also continued to offer access to EBSCO Discovery Service (EDS). EDS provides indexing for the electronic databases we offer patrons and simultaneously searches the databases using the search terms entered by the library users. In 2017 EDS helped us to maintain the higher level of database usage we experienced in 2016. We continued to build and maintain the union catalog, which includes the holdings of 46 of 47 member libraries. Although the Finkelstein Memorial Library (FML) continues to maintain a standalone ILS, we offer FML access to the union catalog. This access allows FML to place staff-initiated ILL requests directly to the other 46 libraries, check in materials belonging to other libraries that are dropped off FML and to maintain their patron database in the union catalog allowing their users Direct Access at other RCLS member libraries. We added 35,187 new bibliographic records to the catalog, adding a total

of 218,914 items. The union catalog includes 984,106 titles (a 2.9% increase over last year) with a total of 2,937,320 items. Working with the Central Library and through an e-content pool cooperatively funded by our member libraries we continued to offer and expand access to downloadable digital content (eBooks, digital audiobooks, digital music and digital film) to library users within our service area. We also offer all member libraries access to electronic databases to enhance the resources available through NOVELny. In 2017 our delivery service transported over 3.299 million items between our member libraries a slight decrease over last year. We continue our effort to distribute the work related to providing ILL between and among our member libraries by adjusting the borrowing and lending patterns of member libraries. This continues to facilitate the trend for our smaller libraries to lend more materials, with several of them being net lenders. We continue to facilitate out-of-system interlibrary loan (ILL) between RCLS member libraries, the Mid-Hudson Library System (MHLS) libraries and the Southeastern New York Library Resources Council (SENYLRC) libraries through SEAL (Southeastern Access to Libraries). In 2017 we opted to continue offering access to the new state-wide Empire Deliver Service. We are represented on the SENYLRC Regional ILL Committee by two representatives from our member libraries. RCLS and MHLS continue to coordinate delivery services among the public libraries within the two Systems service areas.

14.2 Element 2: Special Client Groups - Results

We continue to facilitate ILL services between the correctional institutions within our service area and our member libraries. We also offer a range of consulting services to the librarians of these institutions. We continued to insure that the membership of the Community Outreach Services Advisory Group (COSAG) included a broad range of representatives from groups and organizations that provide services and support to Outreach populations throughout our service area. We continued to offer our member libraries consulting services and training opportunities for work with and providing services to outreach populations. We continued to update the online version of the 55+ Resource Guide. Our Youth Services Consultant continued to offer staff at member libraries a broad range of programs and services to support their children and teen programs and services. One of the biggest efforts in this area relates to the Summer Reading Program. We offered a range of workshops, training sessions and information about trends in children and teen librarianship.

14.3 Element 3: Professional Development and Continuing Education - Results

RCLS offered a wide range of continuing education and training programs for staff and trustees of member libraries. In 2017 we worked with the member library directors and surveyed the libraries to offer a continuing education program that supports the needs of member library staff and trustees. We also continued to support the librarians who are required to complete 60 hours of professional development to retain their certification. We continue to maintain the LibGuide developed to help library staff understand the requirements and provide certificates of completion to those who need them for all eligible sessions. The LibGuide can be found at: <http://guides.rcls.org/NYLibrarianCertification>. We continued to provide ILS training for member library staff to improve their understanding of the ILS and encourage them to use all of its enhanced capability. This training was offered through face-to-face hands on training, face-to-face presentations, webinars and short videos about particular ILS functions. The videos are available through You Tube at: <http://www.youtube.com/user/RCLSvids> The web-based training and videos allow staff at member libraries to participate in training programs without the need to travel and thus reduces time away from the library and the cost of attending training sessions. We also continued to offer individualized training at member libraries as required and time permitted. In 2017 we purchased 6 new laptops (a total of 16 now) that makes it possible for us to offer more hands on training. In addition, we provided one-on-one instruction via telephone and remote screen capture software. In 2017 we renewed our subscription to Lynda.com, a web platform that offers a very wide range of software application training. We maintain sufficient subscriptions so that 9 people can access the resources simultaneously. We have a structured approach to this service to ensure maximum access for our members. In 2017 we continued to offer our members access to and training for LibraryAware, a public relations and promotion tool designed specifically for libraries. We also continue to maintain an up to date professional collection of monographs and periodicals, available to our member libraries, to support work related activities. We continue to negotiate group licensing of electronic resources, on behalf of our member libraries, to provide additional resources to their local library users, available from the libraries, work or home. In 2017 we continued to host and offer access to the New York Libraries Trustees Online (NYLTO) platform, which provides trustees and library directors a wide-array of resources. In addition, it offers the opportunity to interact with others through the

online forums. We also continue to offer continuing education programs geared to Trustees, as well as, offering short orientation sessions at member library Board meetings.

14.5 Element 5: Consulting and Development Services - Results

In 2017 we had a total of 16,537 contacts with member libraries. The total number of contacts was down slightly from last year (1.3%). Aside from consulting contacts related to automation we offered library staff a broad range of topics and issues including practical program and services support, library automation, hardware and software support, database search skills development, finance management and booking practices, Education Law and governance issues, Open Meeting and Freedom of Information Law, and personnel matters. Trustee consulting services included director evaluation, hiring a new director, strategic planning, policy development, building construction projects and governance issues. We continue to undertake research and development activities to explore the viability of new technology and techniques to improve services for member libraries. This year we continued to encourage our member library staff with training and promotion to enhance their skills to be able to maintain electronic interactive library resource guides (LibGuides). We continue to support and provide training for the public relations and promotion tool LibraryAware, which helps our libraries improve their communication with their communities and improves the effectiveness of their promotional efforts. We continue to explore the feasibility and cost benefits of developing a private cloud, and began planning for a backup storage project. One important element of RCLS' consulting services is the ability of our professional staff to maintain their membership and participation in ALA and NYLA, attend meetings, technical conferences and training opportunities deemed relevant to their duties and responsibilities. We maintain an up to date professional collection of monographs and periodicals, available to our consultants and member libraries, to support work related activities.

14.6 Element 6: Coordinated Services - Results

""RCLS continues to offer a range of coordinated services to member libraries. These services make it possible for member libraries to take advantage of cost savings based on volume discounts for everything from barcodes to computers, public performance video licensing and electronic databases. We negotiated group licensing of electronic resources on behalf of our member libraries, so that they may provide additional resources to their local library users. Coordinated delivery allows libraries to take advantage of resource sharing



opportunities thereby expanding the access their users have without direct cost. Automated network service (ANSER) makes it possible for member libraries to have access to an integrated library system (ILS) which would be prohibitively expensive for most of them to undertake on their own. The ANSER team maintains and supports the fiber optic network connecting all of the member libraries for use by staff and to manage the ILS. This network continues to perform very well, with essentially no downtime. In addition, since it is a private network we are able to provide a high level of security for the patron information stored on our servers. In 2017 we converted all of our servers to https access enhancing the security of our network. We upgraded our ILS telephone calling system, which has proven very successful in reducing staff time required to call library users who have an item on hold. We also continue to offer SMS text messaging and e-mail notifications to improve customer service and help reduce staff time and mailing costs of our member libraries. We continue to support and install print and workstation management software at member libraries. Although no new libraries opted in we did add workstations at some of the current users. A total of 30 libraries participate in this program. In 2017 five (5) libraries implemented, MobilePrint, which allows library users to print from any mobile device, bringing the total number of libraries using this service to 18. Our Automated Network Service (ANSER) team continued to provide technology support to our member libraries including telephone help desk, remote and on-site software and hardware support and maintenance. Our public access catalog continues to provide our member libraries' patrons with access to the holdings of our member libraries with subscription based enhancements, including a federated search tool, access to e-content and reader's advisory tool. We continue to support, install and upgrade secure WiFi services. We upgraded 6 more libraries to the latest available technology, bringing the total of these libraries to 24 with an additional 7 libraries still using the older services and equipment for a total of 31 libraries using our WiFi services. In cooperation with our Central Library, we continue to purchase electronic databases to enhance the resources available to our member libraries through NOVELny. In addition, we continue to maintain an e-content platform with OverDrive. The Central Library purchases ebooks, while our members using the OverDrive Advantage program add additional content available exclusively to their users using the system-wide platform. In 2017 the member libraries continued to fund the cooperative pool adding

\$50,000 to the pool budget bringing the total funds available to \$150,000. In 2017 we transferred nearly 8,500 items that were purchases one or more years ago from the Advantage holdings to the pool holdings increasing access for all users. In 2017 OverDrive introduced Advantage Plus a new service that allows all library patrons to access digital content purchased by a local library, while assuring that local patrons get priority access. This service will eliminate the need to transfer content from the local account to the pool account. We also continued to offer system-wide to direct support from OverDrive to all of library users. In partnership with the Central Library we continued to offer our member libraries with access to LibGuides, a web 2.0 tool that provides our member libraries the ability to create interactive electronic library finding aids or guides. We now have all 47 libraries using this service, offering a wide variety of resources to their patrons. To support local content development we negotiate group licensing for electronic resources, on behalf of our member libraries. We also offer access to a group licensing agreement for public performance rights to movies."''

14.7 Element 7: Awareness and Advocacy - Results

RCLS actively advocates for local library and system services throughout the year. In 2017 the RCLS Board of Trustees continued their commitment to visit all of the legislators representing our service area. We also encourage member library staff and trustees to join us when we visit our legislators. In addition, they continued to attend the Board meetings of our member libraries in order to improve communications with our member library Trustees and to encourage them to become active library advocates. In order to maintain our contact with the business community within our region we continue to be members of the three county Chambers of Commerce, which cover our service area. The Executive Director regularly attends Chamber events, particularly those focused on networking, to promote and inform business people about the variety of services available to them. The Executive Director is also active on the federal level acting as the State Coordinator for the National Library Legislative Day (NLLD) and staying in contact with the federal legislators representing our region. As part of the continuing effort by the RCLS Board of Trustees to raise funds in addition to State Aid and member fees in 2017 the Board raised a total of \$4,590. Of those funds \$3,800 was used to offset the cost of the 28th Annual Legislative Breakfast. This event was attended by all of the State legislators representing our region and a number of County legislators with a total attendance of 170 people. A total of \$790 of the

funds raised was allocated to the delivery vehicle reserve fund. In addition to these fundraising activities, in partnership with the Mid-Hudson Library System we raised \$3,768 to support the cost of the busses for advocates traveling to Albany for NYLA Library Advocacy Day. The remainder of the cost was recovered by a fee charged to each participant. We worked cooperatively with the Mid-Hudson Library Systems to sponsor three buses to attend the NYLA Library Advocacy Day in Albany. A total of 120 people made the trip to Albany. RCLS also promotes advocacy through articles in our newsletters and regular e-mails to trustees and staff. We keep in contact with local media outlets and prepare press releases to keep library issues in the news.

14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results

RCLS communicates with and encourages members to communicate with each other using a variety of means, including newsletters (the Weekly Memo and the quarterly Trustee FYI); maintaining an e-mail server and providing all staff at member libraries with an e-mail address; managing dozens of e-mail lists; and maintaining the RCLS website. The Weekly Memo is distributed in electronic format each week to all member staff, trustees, friends, legislators and other interested individuals. This publication is an important means for us keep people informed. The Weekly Memo provides information about system services, member library activities, grant information and other useful content. The link to the Weekly Memo archives is - <http://www.rcls.org/?q=node/45>. In addition, we continue to publish a quarterly trustee the Trustee FYI, which is mailed directly to every trustee (the link for the FYI archive is - <http://www.rcls.org/?q=node/121>). We are still unable to move to a digital format for this publication because many trustees do not have active e-mail addresses, are unwilling to provide us an e-mail address or are not comfortable with digital content. We also maintain an active website with an archive all of our publications, press releases and policy documents. Our website provides a single point of contact which brings together our community. Our content management based web site allows several members of RCLS staff to upload content, providing our member libraries access to a dynamic source of valuable resources. The e-mail service we maintain provides us the ability to create as many e-mail lists as are required by our members. These lists make it possible for easy communication between all library staff; children's or teen services staff; ANSER contacts; Trustees; Library Directors; etc. In addition we provide member libraries e-mail lists to communicate with the staff in their libraries. These lists are setup so that e-mails sent to the list

automatically go to all of the list subscribers and responses to e-mails from the list also go all subscribers. Our e-mail lists are all restricted to subscribed users and all subscriptions are handled by RCLS staff. We continue to add member library policies to our web site, as well as other content focused specifically for staff and trustees. The use of IP based videoconferencing has made it possible for more people to attend meetings at which information and best practices are shared. In 2017 we maintained the videoconferencing locations in Monticello and Haverstraw. The equipment at two locations and RCLS headquarters makes it possible to hold meetings via videoconferencing thus reducing travel time and expense while allowing a greater number of people to participate.

14.9 Element 9: Cooperative Efforts with Other Library Systems - Results

RCLS works in cooperation with the Mid-Hudson Library System (MHLS) and the Southeastern New York Library Resources Council (SENYLRC) to provide regional ILL. We worked with the MHLS to sponsor buses for NYLA Library Advocacy Day. We regularly communicate with MHLS, WLS and SENYLRC to share information and when possible cooperate on providing continuing education events. RCLS also works with community based organizations to offer programs to our member libraries. We maintain regular communication with the school library systems in our region.

14.10 Element 10: Construction - Results

We actively promote the availability of the State Construction Grant and provide our member libraries support and information to help them prepare their applications. We hold an annual workshop to review the Construction Grant guidelines and criteria. Once applications are submitted we work closely with the libraries to assure that the application is complete and meets all of the required criteria. In 2017 we submitted project applications from 14 libraries and one renovation project for RCLS. We also work with our libraries to provide consulting services about preparing for a building project; we will review architectural drawings and provide feedback about the design in relation to functional requirements.

14.11 Element 11: Central Library - Results

In 2017 our Central Library continued to focus expenditures of all Central Library funds on the purchase of electronic databases, digital download materials and support the maintenance costs for the RCLS Digital Download Center web site. The purchase of these materials expanded the electronic resources accessible by all of member libraries and permits those that can afford to do so to focus on electronic resources that were of particular interest or need in their communities. In

addition, with the establishment of the e-content pool in 2015 the Central Library staff continued to work cooperatively with System staff and member libraries to enlarge the e-content collection. The enlarged collection resulted a in substantial increase in circulation of digital materials. Central Library reference staff also make themselves available to member libraries to provide reference help if required and to help assess their reference collections. During 2017 working cooperatively with member library staff and system staff the central library we refined the guidelines for database selection and developed a database evaluation tool to help select databases that meet member library needs. We continued to work toward an equitable model that would provide pooled resources from member libraries for database purchases.

- |       |                                     |   |
|-------|-------------------------------------|---|
| 14.12 | Element 12: Direct Access - Results | RCLS provides member libraries with a detailed annual report about Direct Access borrowing by library patrons. In cooperation with the Directors Association Direct Access Committee we review direct access borrowing restrictions that may be in place to determine if these are still required. We also review any new direct access restriction that may be requested by a member library based on the guidelines outlined in the RCLS Direct Access Plan 2017-2021 approved by DLD. In 2016 the Committee reviewed the restrictions imposed by the Haverstraw King's Daughters Library on the cardholders of the Finkelstein Memorial Library (FML) those imposed on the FML cardholders by the Suffern Free Library and found that these were still applicable. |
| 14.13 | Element 13: Other Goal(s) - Results | Not applicable  |

## 15. Current system URL's

- |      |                                 |   |
|------|---------------------------------|---|
| 15.1 | System Home Page URL            | <a href="http://www.rcls.org">http://www.rcls.org</a>   |
| 15.2 | URL of Current List of Members  | <a href="http://www.rcls.org/?q=node/802">http://www.rcls.org/?q=node/802</a>   |
| 15.3 | URL of Current Governing Bylaws | <a href="http://www.rcls.org/rclsmisc/RCLSBylaws.pdf">http://www.rcls.org/rclsmisc/RCLSBylaws.pdf</a>   |
| 15.4 | URL of Evaluation Form          | See Note  |
| 15.5 | URL of Evaluation Results       | See Note  |
| 15.6 | URL of Central Library Plan     | <a href="http://www.rcls.org/sites/default/files/Central%20LibraryPOS-A20160614.pdf">http://www.rcls.org/sites/default/files/Central%20LibraryPOS-A20160614.pdf</a>                           |
| 15.7 | URL of Direct Access Plan       | <a href="http://www.rcls.org/sites/default/files/2017-2021-Direct%20Access%20Plan%20approved.pdf">http://www.rcls.org/sites/default/files/2017-2021-Direct%20Access%20Plan%20approved.pdf</a> |

## 16. Assurance and Contact Information

### CONTACT INFORMATION

- 16.1 Contact name (person completing report) Stephen P. Hoefler
- 16.2 Contact telephone number (enter 10 digits only and hit the Tab key) (845) 243-3747
- 16.3 Contact e-mail address shoefler@rcls.org

### ASSURANCE

- 16.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 03/20/2018

### APPROVAL (for New York State Library use only/not a required field)

- 16.5 The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).

## Suggested Improvements

Library System Ramapo-Catskill Library System

Name of Person Completing Form Stephen P. Hoefler

Phone Number and Extension (enter area code, telephone number and extension only): (845) 243-3747

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to.  
Thank You!

# Ramapo-Catskill Library System

## Annual Report for Library Systems - 2017 (Public Library Systems 2017)

### State Notes

#### 1. General System Information

No Notes

#### 2. Personnel Information

No Notes

#### 3. System Membership, Outlets and Governance

3.17 Indicate the year the system building underwent a major renovation costing \$25,000 or more  
**State Note:** HVAC upgrades and re-lamping the building with LEDs in 2017.

Repeating Group 2

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).  
**State Note:** Trustee was appointed to the Board in 06/2016 to fill a seat vacated and was subsequently elected by Member Libraries in 09/2016 to fill the remaining of the full term of 01/2016 - 12/2020.

Repeating Group 7

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).  
**State Note:** Trustee appointed to the Board in 02/2017, then was elected by the Member Libraries in 09/2017 to fill the remainder of the full term of 01/2017 - 12/2021.

#### 4. Public Library System Transactions and Collections

4.7 Successful Retrieval of Electronic Information  
**State Note:** Decrease due to the NOVEL program which removed 6 databases and added 3 new ones, ones that RCLS already had.

#### 5. System Services

5.28 Total requests received (borrowed) unfilled  
**State Note:** Decrease due to stats now from OCLC and RCLS was not delivering to a couple of prisons for many months in 2017 as they did not have a librarian on staff.

#### 6. Operating Funds Receipts

6.36 Special Legislative Grants and Member Items  
**State Note:** Special Legislative Grants

6.55 Equipment  
**State Note:** Sale of 1 delivery van

#### 7. Operating Fund Disbursements

7.4 Employee Benefits Expenditures  
**State Note:** Increase due to NYSHIP 2017 rate increase.

7.11 Central Library Aid (CLDA/CBA)  
**State Note:** CLDA funds of \$240,664 were received and forwarded to the Central Library. CBA funds are kept at the System and spent per Central Library budget. \$53,359 of the \$66,936 received in 2017 was spent. The remaining \$13,577 will be encumbered by 03/31/18.

Other State Aid/Grants (e.g.,

7.15	Construction, Special Legislative or Member Grants)	<b>State Note:</b> \$128,000 Special Legislative grants and SRP grants of \$1,808.
7.17	Other cash grants paid from system funds	<b>State Note:</b> \$1,250 Program of the Year Grants and \$500 Professional Development Grant.
7.24	Computer Equipment	<b>State Note:</b> \$5,190 for another 6 laptops to add to the laptop lab.
7.32	From Other Funds (72OF)	<b>State Note:</b> Lighting upgrades \$14,100. Gutter repairs \$3,995. Fire & Burglar Alarm upgrades \$5,426.
7.34	Other Building & Maintenance Expenses	<b>State Note:</b> Fuels & utilities \$12,054 Insurance \$24,188 Other operation & maintenance like snowplowing, landscaping, trash removal, outside cleaner, etc. \$23,777.
7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	<b>State Note:</b> Expenses for 6 delivery vans and 3 consultant vehicles.
7.42	Travel	<b>State Note:</b> Board travel \$6,428 Director travel \$6,932 Consultants travel \$5,808 Outreach travel \$2,354
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	<b>State Note:</b> Resume/Interview/Program Presenter fees \$25,781 Access to training fees \$23,894 CPA Fees \$11,950 Payroll processing fees \$6,590 Accounting Software consultant \$2,396 Legal fees \$2,000 Other \$3,004
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	<b>State Note:</b> ALA, NYLA, LTA, PULIDOSENRYRC, Orange County and Sullivan Regional Chamber of Commerce.
Repeating Group 1		
2.	Contracted Service (specify using the State note)	<b>State Note:</b> Coordinated Ordering on behalf of member libraries for the Automated Network Services (ANSER), which includes equipment, licenses, supplies, etc.
Repeating Group 2		
2.	Contracted Service (specify using the State note)	<b>State Note:</b> Coordinated Purchases on behalf of member libraries for supplies and licenses - non-ANSER.
Repeating Group 3		
2.	Contracted Service (specify using the State note)	<b>State Note:</b> Member libraries are pooling resources for coordinated purchasing of E-Content for system wide circulation.
Repeating Group 4		
2.	Contracted Service (specify using the State note)	<b>State Note:</b> Coordinated purchase of electronic databases.
7.58	From Other Funds (76OF)	<b>State Note:</b> ANSER Capital Fund \$135,925 ANSER PC Replacements Fund \$106,345 Capital Building Fund \$40,819 Capital Delivery Fund \$18,310
7.87	<b>Total Bank Balance</b> (total question #2 of Repeating Group #15)	<b>State Note:</b> Allocated by Fund as follows: \$3,811,334 (7.63) Operating Funds \$1,734,862 (9.9) Capital Funds \$7,633 Trust & Agency Accounts

## 8. Capital Fund Receipts

8.1 **Total Revenue From Local Sources** **State Note:** Interest income.

## 9. Capital Fund Disbursements

9.1 **Total Construction** **State Note:** HAVC upgrades

9.2 **Incidental Construction** **State Note:** Engineering fees.

9.4 **Total Other Disbursements** **State Note:** \$99,800 in PC replacements \$48,734 in Multi-year subscriptions & maintenance to support the ILL software & hardware. \$40,848 for 1 Delivery van.



## 12. Projected Annual Budget For Library Systems

No Notes

## 13. State Formula Aid Disbursements

Repeating Group 1

2. Provider of Services **State Note:** \$12,054 Fuel & utilities \$51,633 Repairs to building \$24,188 Insurance \$23,416 Landscaping/snow removal \$362 Custodial supplies

Repeating Group 2

2. Provider of Services **State Note:** \$2,000 legal \$11,950 CPA Audit \$2,396 Accounting software consultant \$4,694 Payroll processing fees \$13,600 Engineering fees

Repeating Group 3

2. Provider of Services **State Note:** ALA, NYLA, LTA, PULIDO, SELRC and Orange County Regional & Sullivan County Chamber of Commerce.

Repeating Group 4

2. Provider of Services **State Note:** Cataloging tools from OCLC, Marcive Inc. & The Library Corporation.

Repeating Group 6

2. Provider of Services **State Note:** Gas & repairs for a fleet of 6 delivery vans and 2 consultant vans.

Repeating Group 7

2. Provider of Services **State Note:** Library trustee and staff training programs.

Repeating Group 1

1. Expenditure Category **State Note:** \$11,022 General office supplies \$5,633 PR & communications \$4,152 Equipment less than \$5k \$1,527 Postage

Repeating Group 3

1. Expenditure Category **State Note:** Advocacy Meeting costs, such as the Annual Legislative Breakfast/RCLS Annual Business Meeting.

Repeating Group 4

1. Expenditure Category **State Note:** RCLS Staff Continuing Education.

Repeating Group 2

2. Provider of Services **State Note:** Library Aware.

Repeating Group 3

2. Provider of Services **State Note:** Online job assistance.

Repeating Group 1

3. Expenditure **State Note:** Literary Resource Center & GALE BIO Renewal.

Repeating Group 1

3. Expenditure **State Note:** \$7,500 to AnnMarie Buckley for Job Coaching. \$8,477 to Greg Knowels for one-on-one Career Sessions \$2,970 to Eileen Grim for Job Counseling. \$1,666 other program presenters.

Repeating Group 1

2. Expenditure **State Note:** Program refreshments.

Repeating Group 2

2. Expenditure **State Note:** Foreign language E-Content.

Repeating Group 1

2. Expenditure **State Note:** \$2,068 in print material \$2,869 in serials

Repeating Group 1

Correction facility staff travel & registration for NYLA

2. Expenditure

**State Note:** conference.

#### **14. Summary of Library System Accomplishments**

No Notes

#### **15. Current system URL's**

15.4 URL of Evaluation Form

**State Note:** We have not finalized the 2017 Evaluation survey. As soon as it is finalized we will post it our website.

15.5 URL of Evaluation Results

**State Note:** The evaluation survey has not been finalized as soon as it ready we will send it to our member libraries for input. Once we receive all the response we will post a complete report of the results.

#### **16. Assurance and Contact Information**

No Notes

#### **Suggested Improvements**

No Notes