

Ramapo-Catskill Library System

Annual Report for Library Systems - 2019 (Public Library Systems 2019)

CURRENT YEAR

PREVIOUS YEAR

1. General System Information

System/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat CollectConnect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat CollectConnect before you begin your survey.

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

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1	SEDCODE	441000700025	441000700025
1.2	Institution ID	800000040348	800000040348
1.3	System Name	Ramapo Catskill Library System	Ramapo Catskill Library System
1.4	Beginning Reporting Year	01/01/2019	01/01/2018
1.5	Ending Reporting Year	12/31/2019	12/31/2018
1.6	Street Address	619 Route 17M	619 Route 17M
1.7	City	Middletown	Middletown
1.8	Zip Code	10940	10940
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	4395	4395
1.10	Mailing Address	619 Route 17M	619 Route 17M
1.11	City	Middletown	Middletown
1.12	Zip Code	10940	10940
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	4395	4395
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(845) 243-3747	(845) 243-3747
1.15	Fax Number (enter 10 digits only)	(845) 243-3739	(845) 243-3739
1.16	System Home Page URL	http://www.rcls.org	http://www.rcls.org
1.17	URL of the system's complete Plan of Service	http://www.rcls.org/sites/default/files/POS-A20161017.pdf	http://www.rcls.org/sites/default/files/POS-A20161017.pdf
1.18	Population Chartered to Serve (2010 Census)	803,351	803,351

1.19	Area Chartered to Serve (square miles)	2459	2459
1.20	Federal Employer Identification Number	141457346	141457346
1.21	County	Orange	Orange
1.22	County (Counties) Served	Orange, Rockland, Sullivan, Ulster	Orange, Rockland, Sullivan, Ulster
1.23	School District	Middletown City School District	Middletown City School District
1.24	First Name of System Director	Grace	Robert
1.25	Last Name of System Director	Riario	Hubsher
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	21569	19660
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(845) 243-3747 Ext. 233	(845) 243-3747 Ext. 242
1.32	E-Mail Address of the System Director	griairo@rcls.org	rhubsher@rcls.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(845) 243-3739	(845) 243-3739
1.34	Name of Outreach Coordinator	Grace Riario	Grace Riario
1.47	Is the library system a member of the New York State and Local Retirement System?	Y	Y
1.48	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, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	N	N

Contracts/Unusual Circumstances

1.	Name of Contracting Municipality or District	N/A	N/A
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2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A	N/A
1.49	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	N

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

1.50	President/CEO Name. If there is no President/CEO please enter "N/A"	N/A	N/A
1.51	President/CEO Phone Number	N/A	N/A
1.52	President/CEO Email	N/A	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	35
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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	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0	0
2.10	Librarians - Filled Position(s) FTE	3	3
2.11	Librarians - Vacant Position(s) FTE	0	0

2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	5.00	5.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	3	3
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	0
2.18	Total Other Staff - Filled Position(s) FTE	17.5	17.9
2.19	Total Other Staff - Vacant Position(s) FTE	0	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	25.50	25.90
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	0.00
SALARY INFORMATION			
2.22	Entry-Level Librarian (certified) FTE	1	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$62,330	\$60,632
2.24	System Director FTE	1	1
2.25	System Director Current Annual Salary	\$130,000	\$173,493

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	47	47
3.15	Main Library/System Headquarters	1	1
3.16	Indicate the year the system building was initially constructed	1955	1955

3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2018	2018
3.18	Square footage of the system building	15,375	15,375
3.19	Branches of the Library System	0	0
3.20	Bookmobiles	0	0
3.21	Reading Centers	0	0
3.22	Other Outlets	0	0
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	1	1
3.24	Name of Central Library/Co-Central Libraries	Newburgh Free Library	<i>Newburgh Free Library</i>

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	13	10
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	11
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5 years	5 years

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 State note to explain how members were named to the Board/Council.	E	E
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SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2020, through December 31, 2020.

President/Council Chair

3.29	Status	Filled	<i>Mrs.</i>
3.30	First Name	Anita	<i>Anita</i>
3.31	Last Name	Baumann	<i>Baumann</i>
3.32	Institutional Affiliation	Woodbury Public Library	<i>Woodbury Public Library</i>
3.33	Professional Title	Library Assistant, Adult Services	<i>Library Assistant, Adult Services</i>

3.34	Mailing Address	72 South Main Street	<i>72 South Main Street</i>
3.35	City	Florida	<i>Florida</i>
3.36	Zip Code (enter five digits only)	10921	<i>10921</i>
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(845) 508-6352	<i>8455086352</i>
3.38	E-mail Address	abaumann@rcls.org	<i>abaumann@rcls.org</i>
3.39	Term Begins - Month	June	<i>June</i>
3.40	Term Begins - Year (yyyy)	2016	<i>2016</i>
3.41	Term Expires - Month or N/A	December	<i>December</i>
3.42	Term Expires - Year (YYYY) or N/A	2020	<i>2020</i>
3.43	Is this trustee serving a full 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).	No	<i>No</i>
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	06/20/2016	<i>06/20/2016</i>
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/22/2016	<i>06/22/2016</i>
3.46	Is this a brand new trustee?	N	<i>N</i>

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 CollectConnect. 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. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Status	Filled	<i>Ms.</i>
2.	First Name	Diane	<i>Carla Randazzo</i>
3.	Last Name	Arcieri	<i>Amthor</i>
4.	Institutional Affiliation	Retired	<i>Tommy Hilifiger</i>
5.	Professional Title	N/A	<i>Floor Supervisor</i>
6.	Mailing Address	100 Wheeler Road	<i>223 Valley View Drive</i>
7.	City	Florida	<i>Wallkill</i>
8.	Zip Code (enter five digits only)	10921	<i>12589</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (yyyy)	2018	<i>2019</i>
11.	Term Expires - Month or N/A	December	<i>December</i>

12.	Term Expires - Year (YYYY) or N/A	2022	2023
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	No
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/19/2018	01/22/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/20/2018	01/26/2019
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Mrs.
2.	First Name	Karen	Martha
3.	Last Name	Bash-Romaner	Anderson
4.	Institutional Affiliation	Pearl River Public Library	Retired
5.	Professional Title	Retired	N/A
6.	Mailing Address	2 Bannock Court	84 Washington Avenue
7.	City	Suffern	Suffern
8.	Zip Code (enter five digits only)	10901	10901
9.	Term Begins - Month	October	January
10.	Term Begins - Year (yyyy)	2018	2015
11.	Term Expires - Month or N/A	December	November
12.	Term Expires - Year (YYYY) or N/A	2020	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).	No	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	10/15/2018	01/20/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/16/2018	01/22/2015
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Ms.
2.	First Name	Carla Randazzo	Diane
3.	Last Name	Amthor	Arcieri
4.	Institutional Affiliation	Tumi Inc	Retired

5.	Professional Title	Assistant Manager	<i>N/A</i>
6.	Mailing Address	223 Valley View Drive	<i>100 Wheeler Road</i>
7.	City	Wallkill	<i>Florida</i>
8.	Zip Code (enter five digits only)	12589	<i>10921</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (yyyy)	2019	<i>2018</i>
11.	Term Expires - Month or N/A	December	<i>December</i>
12.	Term Expires - Year (YYYY) or N/A	2023	<i>2022</i>
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	<i>Yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020	<i>03/19/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020	<i>03/20/2018</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Mrs.</i>
2.	First Name	Rita Tavel	<i>Karen</i>
3.	Last Name	Fogelman	<i>Bash-Romaner</i>
4.	Institutional Affiliation	Rita Tavel Fogelman	<i>Pearl River Public Library</i>
5.	Professional Title	Retired	<i>Substitute Librarian</i>
6.	Mailing Address	1 Danville Court	<i>2 Bannock Court</i>
7.	City	West Nyack	<i>Suffern</i>
8.	Zip Code (enter five digits only)	10994	<i>10901</i>
9.	Term Begins - Month	January	<i>October</i>
10.	Term Begins - Year (yyyy)	2020	<i>2018</i>
11.	Term Expires - Month or N/A	December	<i>December</i>
12.	Term Expires - Year (YYYY) or N/A	2024	<i>2020</i>
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	<i>No</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020	<i>10/15/2018</i>

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020	10/16/2018
16.	Is this a brand new trustee?	Y	Y
1.	Status	Filled	Mr.
2.	First Name	Roslyn Applebaum	Carl
3.	Last Name	Hurwitz	Berkowitz
4.	Institutional Affiliation	Retired	Retired
5.	Professional Title	N/A	N/A
6.	Mailing Address	5 Clay Street	30 Gordon Raod
7.	City	New City	Middletown
8.	Zip Code (enter five digits only)	10956	10941
9.	Term Begins - Month	January	January
10.	Term Begins - Year (yyyy)	2018	2015
11.	Term Expires - Month or N/A	December	December
12.	Term Expires - Year (YYYY) or N/A	2022	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	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/20/2018	01/20/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/21/2018	01/22/2015
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Mrs.
2.	First Name	Eleanor	Roslyn Applebaum
3.	Last Name	Kassner	Hurwitz
4.	Institutional Affiliation	W.H. Kassner, Inc.	Retired
5.	Professional Title	President	N/A
6.	Mailing Address	9 West Shore Drive	5 Clay Street
7.	City	Tomkins Cove	New City
8.	Zip Code (enter five digits only)	10986	10956
9.	Term Begins - Month	September	January
10.	Term Begins - Year (yyyy)	2017	2018
11.	Term Expires - Month or N/A	December	December

12.	Term Expires - Year (YYYY) or N/A	2021	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).	No	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/16/2018	03/20/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/17/2018	03/21/2018
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Ms.
2.	First Name	Bernard	Eleanor
3.	Last Name	Marone	Kassner
4.	Institutional Affiliation	Self Employed	W. H. Kassner, Inc.
5.	Professional Title	Network Security Consultant	President
6.	Mailing Address	P.O. Box 428	9 West Shore Drive
7.	City	Goshen	Tomkins Cove
8.	Zip Code (enter five digits only)	10924	10986
9.	Term Begins - Month	January	February
10.	Term Begins - Year (yyyy)	2019	2017
11.	Term Expires - Month or N/A	December	December
12.	Term Expires - Year (YYYY) or N/A	2023	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).	Yes	No
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/22/2019	04/16/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/26/2019	04/17/2018
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Mr.
2.	First Name	Helen	Bernard
3.	Last Name	Rados	Marone
4.	Institutional Affiliation	Retired	Self Employed

5.	Professional Title	N/A	<i>Network Security Consultant</i>
6.	Mailing Address	33 Goldfarb Road	<i>12 Spring Rock Drive</i>
7.	City	Harris	<i>Goshen</i>
8.	Zip Code (enter five digits only)	12742	<i>10924</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (yyyy)	2019	<i>2019</i>
11.	Term Expires - Month or N/A	December	<i>December</i>
12.	Term Expires - Year (YYYY) or N/A	2023	<i>2023</i>
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	<i>Yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/22/2019	<i>01/22/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/26/2019	<i>01/26/2019</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	John	<i>Helen</i>
3.	Last Name	Schneider	<i>Rados</i>
4.	Institutional Affiliation	Orange Bank & Trust	<i>Retired</i>
5.	Professional Title	Network Security Administrator	<i>N/A</i>
6.	Mailing Address	242 Phillips Street	<i>33 Goldfarb Road</i>
7.	City	Middletown	<i>Harris</i>
8.	Zip Code (enter five digits only)	10940	<i>12742</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (yyyy)	2020	<i>2019</i>
11.	Term Expires - Month or N/A	December	<i>November</i>
12.	Term Expires - Year (YYYY) or N/A	2024	<i>2023</i>
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	<i>Yes</i>
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020	<i>01/22/2019</i>

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020	01/26/2019
16.	Is this a brand new trustee?	Y	N
1.	Status	Filled	Ms.
2.	First Name	Sherry	Lynn
3.	Last Name	Silver	Skolnick
4.	Institutional Affiliation	Retired	Retired
5.	Professional Title	N/A	N/A
6.	Mailing Address	3 Weston Way	1 Medallion Road
7.	City	Liberty	Kiamesha Lake
8.	Zip Code (enter five digits only)	12754	12751
9.	Term Begins - Month	January	January
10.	Term Begins - Year (yyyy)	2020	2015
11.	Term Expires - Month or N/A	December	December
12.	Term Expires - Year (YYYY) or N/A	2024	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	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020	02/13/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020	02/20/2015
16.	Is this a brand new trustee?	Y	N

COORDINATED OUTREACH COUNCIL

3.47	Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No).	Y	Y
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Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2020, through December 31, 2020. 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 CollectConnect. 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. 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.	Status	Filled	<i>Ms.</i>
2.	First Name	Linda	<i>Linda</i>
3.	Last Name	Aumick	<i>Aumick</i>
4.	Institutional Affiliation	Action Toward Independence, Inc	<i>Action Toward Independence, Inc.</i>
5.	Professional Title	Past President	<i>Past Board President</i>
1.	Status	Filled	<i>Mr.</i>
2.	First Name	Carl S.	<i>Carl S.</i>
3.	Last Name	Berkowitz	<i>Berkowitz</i>
4.	Institutional Affiliation	Action Toward Independence, Inc.	<i>Action Toward Independence, Inc.</i>
5.	Professional Title	Board of Directors	<i>Board of Directors</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Regina	<i>Regina</i>
3.	Last Name	Cieslak	<i>Cieslak</i>
4.	Institutional Affiliation	Partnership for Success - Team Newburgh	<i>Partnership for Success - Team Newburgh</i>
5.	Professional Title	Program Facilitator	<i>Program Facillitator</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Terri	<i>Josie</i>
3.	Last Name	Thal	<i>Longstreet</i>
4.	Institutional Affiliation	N/A	<i>Independent Living, Inc.</i>
5.	Professional Title	Not-For-Profit Consultant	<i>Statewide Systems Advocate</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Karrie	<i>Terri</i>
3.	Last Name	Williamson	<i>Thai</i>
4.	Institutional Affiliation	Otisville Correctional Facility	<i>N/A</i>
5.	Professional Title	Senior Librarian	<i>Not-For-Profit Consultant</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Sherry	<i>Karrie</i>
3.	Last Name	Zambrzycki	<i>Williamson</i>
4.	Institutional Affiliation	Orange County Office for the Aging	<i>Otisville Correctional Facility</i>
5.	Professional Title	RSVP Coordinator	<i>Senior Librarian</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Marie	<i>Deborah</i>
3.	Last Name	Zapf	<i>Worden</i>
4.	Institutional Affiliation	Gardiner Senior Resource Committee	<i>Action Toward Independence</i>
5.	Professional Title	Committee Member	<i>Executive Director</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Patricia	<i>Sherry</i>
3.	Last Name	Bassey	<i>Zambrzycki</i>
4.	Institutional Affiliation	BRIDGES Program	<i>Orange County Office for the Aging</i>
5.	Professional Title	Director	<i>RSVP Coordinator</i>
1.	Status	Filled	<i>Ms.</i>
2.	First Name	Chris	<i>Marianne</i>
3.	Last Name	Ashman	<i>Gallagher</i>
4.	Institutional Affiliation	Orange County Department of Mental Health	<i>New City Free Library</i>
5.	Professional Title	Former Commissioner	<i>Director</i>
1.	Status	Filled	
2.	First Name	Josie	
3.	Last Name	Longstreet	

4.	Institutional Affiliation	Independent Living, Inc.
5.	Professional Title	ACCES-VR Manager
1.	Status	Filled
2.	First Name	Stephen
3.	Last Name	McLaughlin
4.	Institutional Affiliation	Action Toward Independence & Orange County AHRC
5.	Professional Title	Former Executive Director

4. Public Library System Transactions and Collections

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	0	0
4.2	System Visits	2,625	2,518
CIRCULATION			
4.3	Total Cataloged Book Circulation	5,403	11,026
4.4	Total Circulation of Other Materials	594	889
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	5,997	11,915
4.6	Use of Electronic Material	480,784	382,887
4.7	Successful Retrieval of Electronic Information	49,361	1,239
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	530,145	384,126
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	486,781	394,802
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	536,142	396,041
GENERAL SYSTEM HOLDINGS			
4.11	Total Cataloged Book Holdings	5,929	6,193
4.12	Uncataloged Book Holdings	0	0
4.13	Total Print Serial Holdings	48	48
4.14	All Other Print Materials Holdings	0	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	5,977	6,241
4.16	Electronic Books	19,844	16,339
4.17	Local Electronic Collections	0	0

4.18	Total Number of NOVELNY Databases	16	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	19,844	16,339
4.20	Audio - Downloadable Units	6,735	5,562
4.21	Video - Downloadable Units	480	243
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.)	184,396	168,991
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	211,471	191,151

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	0	0
4.25	Video - Physical Units	1	1
4.26	Other Non-Electronic Materials	608	596
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	609	597
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	218,057	197,989

ROTATING COLLECTIONS/BOOK LOANS

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

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING**INTEGRATED LIBRARY SYSTEM (ILS)**

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

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

a.	Circulation	Yes	Yes
b.	Public Access Catalog	Yes	Yes
c.	Cataloging	Yes	Yes
d.	Acquisitions	Yes	Yes
e.	Inventory	Yes	Yes
f.	Serials Control	No	No
g.	Media Booking	No	No
h.	Community Information	No	No
i.	Electronic Resource Management	No	No
j.	Digital Collections Management	No	No

5.3 Identify ILS system vendor
SirsiDynix *SirsiDynix*

5.4 How many member libraries fully participate in the ILS? 47 47

5.5 % of member libraries participating (calculated field) 100.00% 100.00%

5.6 How many member libraries participate in some ILS modules? 47 47

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

a.	ILS shared with other library systems	No	No
b.	ILS software permits patron-initiated ILL	Yes	Yes
c.	ILL feature implemented and used	Yes	Yes

5.8 Number of titles in the ILS bibliographic database 1,027,752 1,009,119

5.9 Number of new titles added by the system in the reporting year 0 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 49,976 67,043

5.12 Total new titles (total questions 5.9 through 5.11) 49,976 67,043

Catalog

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	No
b.	Disc	No	No
c.	Online (virtual catalog)	Yes	Yes

5.14 How many libraries participate in (or submit records for) the union catalog? 46 46

5.15 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) Y Y

5.16 Number of titles in the system's union catalog 1,027,752 1,009,119

5.17 Number of holdings in the system's union catalog 2,917,220 2,920,759

5.18 Number of new titles added in the last year 49,976 67,043

5.19 Number of holdings added in the last year 212,795 219,160

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

5.22 How many libraries participate in (or submit records for) the union list of serials? 46 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

Y Y

N/A)

Website/Interlibrary Loan/Delivery/Continuing Education**VISITS TO THE SYSTEM'S WEB SITE**

5.24	Annual number of visits to the system's web site	517,777	403,714
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SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	4,267	4,663
5.26	Total items received (borrowed)	8,246	8,377
5.27	Total requests provided (loaned) unfilled	0	0
5.28	Total requests received (borrowed) unfilled	880	721
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	13,393	13,761

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 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	Yes
b.	Other system's courier	Yes	Yes
d.	Contracted service (paid by System - not on payroll)	Yes	Yes
e.	U.S. Mail	Yes	Yes
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
g.	Other (specify using the State note)	No	No

5.31	Number of stops (pick-up and delivery sites per week)	204	204
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CONTINUING EDUCATION/STAFF DEVELOPMENT**Workshops/Meetings/Training Sessions****Resource sharing (ILL, collection development, etc.)**

5.32	Number of sessions	3	5
5.33	Number of participants	24	56

Continuing Education Cont.**Technology**

5.34	Number of sessions	9	7
5.35	Number of participants	118	69

Digitization

5.36	Number of sessions	0	1
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5.37	Number of participants	0	19
Leadership			
5.38	Number of sessions	1	0
5.39	Number of participants	10	0
Management & Supervisory			
5.40	Number of sessions	2	5
5.41	Number of participants	50	120
Planning and Evaluation			
5.42	Number of sessions	2	1
5.43	Number of participants	25	5
Awareness and Advocacy			
5.44	Number of sessions	5	4
5.45	Number of participants	75	87
Trustee/Council Training			
5.46	Number of sessions	7	17
5.47	Number of participants	92	166
Special Client Populations			
5.48	Number of sessions	0	13
5.49	Number of participants	0	163
Children's Services/Birth to Kindergarten			
5.50	Number of sessions	6	5
5.51	Number of participants	95	101
Children's Services/Elementary Grade Levels			
5.52	Number of sessions	7	8
5.53	Number of participants	243	362
Young Adult Services/Middle and High School Grade Levels			
5.54	Number of sessions	5	4
5.55	Number of participants	357	401
General Adult Services			
5.56	Number of sessions	14	7
5.57	Number of participants	196	142
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.	Y	Y
1.	Topic	State Annual Report	<i>State Annual Report</i>
2.	Number of sessions	2	2
3.	Number of participants	63	41
1.	Topic	Construction	<i>Construction</i>
2.	Number of sessions	2	2
3.	Number of participants	40	48

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)	65	82
5.60	Grand Total Participants (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	1,388	1,806
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	Y

Coordinated Services/Consulting/Reference

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 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	No
b.	Coordinated purchase of non-print materials	Yes	Yes
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes	Yes
d.	Cataloging	Yes	Yes
e.	Materials processing	No	No
f.	Coordinated purchase of office supplies	Yes	Yes
g.	Coordinated computer services/purchases	Yes	Yes
h.	Virtual reference	No	No
i.	Other (describe using the State note)	No	No
j.	N/A	No	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	694	752
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	320	320
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	18	40
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	6,683	6,541
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	2,029	2,329
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	2,497	2,070
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	61	30
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	840	1,205
5.71	Number of contacts - Consulting with state and county correctional facilities	311	300
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	82	132
5.73	Number of contacts - Providing system and member library information to the media	223	284
5.74	Number of contacts - Providing website development and maintenance for member libraries	0	2
5.75	Does the system provide other Consulting and Technical Assistance	Y	Y

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.

1.	Topic	Advocacy, Marketing and PR for Libraries	<i>Advocacy, Marketing and PR for Libraries</i>
2.	Number of contacts (all types)	432	422
1.	Topic	Education Law and Regulations	<i>Education Law and Regulations</i>
2.	Number of contacts (all types)	282	390
1.	Topic	Library Policies / Outreach	<i>Library Policies / Outreach</i>
2.	Number of contacts (all types)	146	296
1.	Topic	ILL and Cataloging	<i>State Annual Report</i>
2.	Number of contacts (all types)	788	340
1.	Topic	State Annual Report	<i>Outreach</i>
2.	Number of contacts (all types)	318	2,254
1.	Topic	Outreach	<i>ILL and Cataloging</i>
2.	Number of contacts (all types)	2,754	877
5.76	Total other contacts (total of question #2 of Repeating Group #6)	4,720	4,579
5.77	Total number of contacts (total of questions 5.63 through 5.74 and 5.76)	18,478	18,584
REFERENCE SERVICES			
5.78	Total Reference Transactions	0	0

Special Clients/Fees

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 | Yes |
| b. | Services for patrons who are educationally disadvantaged | Yes | Yes |

c.	Services for patrons who are aged	Yes	Yes
d.	Services for patrons who are geographically isolated	Yes	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes	Yes
f.	Services to patrons who are in institutions	Yes	Yes
g.	Services for unemployed and underemployed individuals	Yes	Yes
i.	N/A	No	No
5.80	Number of BOOKS BY MAIL loans	0	0
5.81	Number of member libraries with Job/Education Information Centers or collections	34	34
5.82	Number of State Correctional Facilities libraries served	7	7
5.83	Number of County Jails libraries served	3	3
5.84	Number of institutions served other than jails or correctional facilities	1	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	Y
1.	Service provided	ILL	ILL
2.	Number of facilities/institutions served	1	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	Y
5.87	Description of fees	A small fee may be charged for a very few programs to help offset the cost of the presenter and to cover the cost of refreshments.	Response has been entered.

6. Operating Funds Receipts

Local Public Funds

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	N
1.	County Name	N/A	N/A
2.	Amount	N/A	N/A
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N/A	N/A
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N/A	N/A
6.2	Total County Funding	\$0	\$0
6.3	All Other Local Public Funds	\$0	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$0	\$0

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$8,512	\$8,501
6.6	Central Library Development Aid	\$243,170	\$243,048
6.7	Central Book Aid	\$67,633	\$67,599
6.8	Conservation/Preservation Grants	\$0	\$0
6.9	Construction for Public Libraries Aid	\$0	\$0
6.10	Coordinated Outreach Services Aid	\$139,462	\$139,392
6.11	Correctional Facilities Library Aid	\$57,101	\$57,073
6.12	County Jails Library Aid	\$7,386	\$6,766
6.14	Family Literacy Grants	\$13,242	\$13,223
6.18	Local Library Services Aid - Kept at System	\$0	\$0
6.19	Local Library Services Aid - Distributed to Members	\$225,511	\$225,398
6.20	Total LLSA (total questions 6.18 and 6.19)	\$225,511	\$225,398
6.21	Local Services Support Aid	\$175,595	\$175,507

6.22	Local Consolidated Systems Aid	\$0	\$0
6.26	Public Library System Basic Aid	\$1,533,049	\$1,532,280
6.27	Public Library System Supplementary Operational Aid	\$204,507	\$204,404

State Aid

6.36	Special Legislative Grants and Member Items	\$180,994	\$94,000
6.37	The New York Public Library - The Research Libraries	\$0	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0	\$0
6.39	The New York Public Library, City University of New York	\$0	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0	\$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	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	N/A
2.	Amount	N/A	N/A

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0	\$0
6.44	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)	\$2,856,162	\$2,767,191

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0	\$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	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	N/A
2.	Amount	N/A	N/A

Federal Aid/Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$0	\$0
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$0	\$0

CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE

6.49	Does the system contract with libraries, library systems or other institutions in New York State? Enter Y for Yes, N for No.	Y	Y
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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	<i>Member Libraries</i>
2.	Contracted Service	Services & Goods - Automation	<i>Services & Goods - Automation</i>
3.	Total Contract Amount	\$1,580,721	<i>\$1,495,904</i>

1.	Contracting Agency	Member Libraries	<i>Member Libraries</i>
2.	Contracted Service	Services & Goods - General	<i>Services & Goods - General</i>
3.	Total Contract Amount	\$408,290	<i>\$390,855</i>

1.	Contracting Agency	Member Libraries	
2.	Contracted Service	RCLS 2019 Service Fee	
3.	Total Contract Amount	\$122,282	

6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$2,111,293	<i>\$1,886,759</i>
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MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar	\$12,178	<i>\$10,409</i>
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amount using the state
note)

6.53 Income from Investments \$11,818 \$10,486

Miscellaneous

Proceeds from Sale of Property

6.54 Real Property \$0 \$0

6.55 Equipment \$0 \$500

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 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 *E-Rate Funding*

2. Amount \$194,063 \$196,798

1. Receipt category Insurance Recoveries *Insurance Recoveries*

2. Amount \$4,466 \$4,997

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$198,529 \$201,795

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$222,525 \$223,190

6.59 **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) \$5,189,980 \$4,877,140

6.60 **BUDGET LOANS** \$0 \$0

Transfers/Grand Total

TRANSFERS

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

6.62 Transfers from Other Funds \$0 \$0

6.63 **Total Transfers** (total questions 6.61 and 6.62) \$0 \$0

6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)	\$3,756,223	\$3,811,334
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)	\$8,946,203	\$8,688,474

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$655,186	\$545,191
7.2	Other Staff	\$1,140,760	\$1,139,755
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$1,795,946	\$1,684,946
7.4	Employee Benefits Expenditures	\$905,425	\$926,718
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$2,701,371	\$2,611,664

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$29,185	\$19,540
7.7	Electronic Materials Expenditures	\$88,916	\$102,740
7.8	Other Materials Expenditures	\$0	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$118,101	\$122,280

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$225,511	\$225,398
7.11	Central Library Aid (CLDA/CBA)	\$243,170	\$243,048

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$180,994	\$102,400
7.16	Federal Aid	\$0	\$0
7.17	Other cash grants paid from system funds	\$10,785	\$2,250
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$660,460	\$573,096
7.19	Book/Library Materials Grants	\$0	\$0
7.20	Other Non-Cash Grants	\$0	\$0
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$660,460	\$573,096

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0	\$0
7.23	Other Vehicles	\$0	\$0
7.24	Computer Equipment	\$0	\$7,019
7.25	Furniture/Furnishings	\$24,845	\$604
7.26	Other Capital Expenditures	\$0	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$24,845	\$7,623

Capital Cont./Operation and Maintenance/Miscellaneous

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0	\$0
7.29	From Other Funds (71OF)	\$24,845	\$7,623
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$24,845	\$7,623

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0	\$0
7.32	From Other Funds (72OF)	\$24,073	\$16,995
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$24,073	\$16,995
7.34	Other Building & Maintenance Expenses	\$68,081	\$64,024

7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$92,154	\$81,019
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MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$29,875	\$36,296
7.37	Office and Library Supplies	\$21,864	\$25,099
7.38	Equipment	\$0	\$0
7.39	Telecommunications	\$823	\$830
7.40	Binding Expenses	\$0	\$0
7.41	Postage and Freight	\$2,149	\$13
7.42	Publicity and Printing	\$5,016	\$6,395
7.43	Travel	\$28,962	\$41,177
7.44	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.	\$55,811	\$64,390
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$6,838	\$5,437
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	N	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	N/A
2.	Amount	N/A	N/A

Miscellaneous Cont./Contracts/Debt Service

7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$0	\$0
7.48	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$151,338	\$179,637

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? Enter Y for Yes, N for No. Y 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 (specify using the State note) Member Libraries *Member Libraries*

2. Contracted Service (specify using the State note) ANSER - purc *ANSER - purc*

3. Total Contract Amount \$763,894 *\$683,123*

1. Contracting Agency (specify using the State note) Member Libraries *Member Libraries*

2. Contracted Service (specify using the State note) General-purc *General-purc*

3. Total Contract Amount \$204,050 *\$115,465*

1. Contracting Agency (specify using the State note) Member Libraries *Member Libraries*

2. Contracted Service (specify using the State note) E-Content *E-Content*

3. Total Contract Amount \$157,707 *\$150,988*

1. Contracting Agency (specify using the State note) Member Libraries *Member Libraries*

2. Contracted Service (specify using the State note) Database *Database*

3. Total Contract Amount \$58,760 *\$53,383*

7.50 **Total Contracts** (total question #3 of Repeating Group #14 above) \$1,184,411 *\$1,002,959*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51 From Local Public Funds (73PF) \$0 *\$0*

7.52 From Other Funds (73OF) \$0 *\$0*

7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$0 *\$0*

Transfers

Other Loans

7.54	Other Loans	\$0	\$0
7.55	Total Debt Service (total questions 7.53 and 7.54)	\$0	\$0
7.56	TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total 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)	\$4,932,680	\$4,578,278

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0	\$0
7.58	From Other Funds (76OF)	\$858,900	\$353,973
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$858,900	\$353,973
7.60	Total Transfers to Other Funds	\$0	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$858,900	\$353,973
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$5,791,580	\$4,932,251

Cash Balance/Grand Total/Audit/Bank Balance

7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2019)	\$3,154,623	\$3,756,223
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.62 and 7.63)	\$8,946,203	\$8,688,474

FISCAL AUDIT

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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)	03/13/2019	03/08/2018
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2018-12/31/2018	01/01/2017-12/31/2017
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	Orange Bank & Trust - Operating	Orange Bank & Trust - Operating
2.	Amount of funds on deposit	\$57,919	\$311,892
1.	Name of bank or financial institution	Orange Bank & Trust - Money Market	Orante Bank & Trust - Money Market
2.	Amount of funds on deposit	\$1,590,554	\$444,231
1.	Name of bank or financial institution	Orange Bank & Trust - CDs	Orange Bank & Truste - CDs
2.	Amount of funds on deposit	\$1,506,050	\$3,000,000
1.	Name of bank or financial institution	Orange Bank & Truste - ANSER - Capital Money Market	Orange Bank & Trust - Auto - Capital Money Market
2.	Amount of funds on deposit	\$914,183	\$850,679
1.	Name of bank or financial institution	Orange Bank & Trustee - ANSER - CD	Orange Bank & Trust - Auto Capital CD
2.	Amount of funds on deposit	\$502,225	\$500,000
1.	Name of bank or financial institution	Citizen's Bank - ANSER - CD	Orange Bank & Trust - Vehicle Capital Money Market
2.	Amount of funds on deposit	\$242,250	\$164,764
1.	Name of bank or financial institution	Orange Bank & Trustee - Vehichle Capital Money Market	Orange Bank & Trust - Trust & Agency
2.	Amount of funds on deposit	\$380,669	\$2,356
1.	Name of bank or financial institution	Orange Bank & Truste - Trust & Agency	PayPal
2.	Amount of funds on deposit	\$3,426	\$1,301

1.	Name of bank or financial institution	PayPal	
2.	Amount of funds on deposit	\$1,115	
7.87	Total Bank Balance (total question #2 of Repeating Group #15)	\$5,198,391	\$5,275,223
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	Y

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

8.1	Total Revenue From Local Sources	\$19,933	\$4,643
8.2	Transfer From Operating Fund (same as question 7.59)	\$858,900	\$353,973

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	\$0	\$151,965
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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	N
1.	Contracting Agency	N/A	N/A
2.	Amount	N/A	N/A

Totals/Cash Balance

8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	\$0	\$0
8.6	TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or	\$878,833	\$510,581

**Grants for Capital
Projects** (total questions
8.1, 8.2, 8.3, and 8.5)

8.7	NONREVENUE RECEIPTS	\$0	\$0
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$878,833	\$510,581
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)	\$1,515,444	\$1,734,862

Grand Total

8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$2,394,277	\$2,245,443
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9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	\$0	\$248,047
9.2	Incidental Construction	\$0	\$0
9.3	Books and Library Materials	\$0	\$0
9.4	Total Other Disbursements	\$354,949	\$481,952
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$354,949	\$729,999
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$0	\$0
9.7	TOTAL NONPROJECT EXPENDITURES	\$0	\$0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total	\$354,949	\$729,999

questions 9.5 through 9.7)

9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2019, for Public Library Systems)	\$2,039,328	\$1,515,444
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Grand Total

9.10	TOTAL DISBURSEMENTS AND CASH BALANCE	\$2,394,277	\$2,245,443
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(total questions 9.8 and 9.9)

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2020 - December 31, 2020

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$4,771,964	\$4,672,770
12.2	Budget Loans	\$0	\$0
12.3	Total Transfers	\$0	\$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, 2020 must be the same as the December 31, 2019, closing balance reported on Q7.63 of the 2019 annual report)	\$3,154,623	\$3,756,223
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$7,926,587	\$8,428,993

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	\$4,704,604	\$4,635,215
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	Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)		
12.7	Total Transfers	\$257,600	\$254,340
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, 2020)	\$2,964,383	\$3,539,438
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$7,926,587	\$8,428,993

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)	\$266,760	\$274,851
12.11	Nonrevenue Receipts	\$0	\$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, 2020, must be the same as the December 31, 2019, closing balance reported on Q9.9 of the 2019 annual report)	\$2,039,328	\$1,515,444
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$2,306,088	\$1,790,295

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$271,810	\$418,050
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2020)	\$2,034,278	\$1,372,245

12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$2,306,088	\$1,790,295
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13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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 Reference (Basic Aid): Education Law § 272, 273(1)(a, c, d, e, n)
Commissioners Regulations 90.3

Statutory Reference (LLSA): Education Law § 272, 273(5)
Commissioners Regulations 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 Reference (LSSA): Education Law § 272, 273(1)(f)(6)
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 Reference (LCSA): Education Law § 272, 273(1)(f)(7)
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 Reference (Supplemental): Education Law § 273(12)(a)
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 Aid: Education Law § 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 Equivalent (FTE)	2.39	3.38
13.1.2	Total Expenditure for Professional Salaries	\$400,796	\$369,944

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 Equivalent (FTE)	12.7	13.10
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13.1.4	Total Expenditure for Other Staff Salaries	\$702,845	\$690,362
13.1.5	Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.	\$619,664	\$615,184
13.1.6	Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	<i>Building and maintenance expenses</i>
2.	Provider of Services	Various	<i>Various</i>
3.	Expenditure	\$81,519	<i>\$96,082</i>
1.	Expenditure Category	Consultant fees/professional fees	<i>Building and maintenance expenses</i>
2.	Provider of Services	Various	<i>Various</i>
3.	Expenditure	\$30,605	<i>\$74,367</i>
1.	Expenditure Category	Institutional membership dues	<i>Consultant fees/professional fees</i>
2.	Provider of Services	Various	<i>Various</i>
3.	Expenditure	\$3,985	<i>\$27,684</i>
1.	Expenditure Category	Telecommunications	<i>Institutional membership dues</i>
2.	Provider of Services	Appia (VOIP)	<i>Various</i>
3.	Expenditure	\$823	<i>\$2,584</i>
1.	Expenditure Category	Delivery/courier	<i>Telecommunications</i>
2.	Provider of Services	Various	<i>Appia (VOIP)</i>
3.	Expenditure	\$29,876	<i>\$830</i>
1.	Expenditure Category	Library systems vendor contract for automation (e.g. integrated library system, virtual union catalog)	<i>Delivery/courier</i>
2.	Provider of Services	Various	<i>Various</i>
3.	Expenditure	\$32,912	<i>\$35,932</i>
1.	Expenditure Category	Other (specify using the State note)	<i>Library systems vendor contract for automation (e.g. integrated library system, virtual union catalog)</i>
2.	Provider of Services	Various	<i>Various</i>
3.	Expenditure	\$25,211	<i>\$28,216</i>
13.1.7	Total Expenditure - Purchased Services	\$204,931	\$284,435

13.1.8 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

Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	<i>Office/library supplies and postage</i>
2.	Expenditure	\$39,116	<i>\$19,907</i>
1.	Expenditure Category	Books and other print materials	<i>Books and other print materials</i>
2.	Expenditure	\$700	<i>\$2,104</i>
1.	Expenditure Category	Other (specify using the State note)	<i>Other (specify using the State note)</i>
2.	Expenditure	\$13,233	<i>\$15,730</i>
1.	Expenditure Category	Other (specify using the State note)	<i>Other (specify using the State note)</i>
2.	Expenditure	\$1,802	<i>\$1,687</i>

13.1.9 Total Expenditure - Supplies and Materials \$54,851 *\$39,428*

13.1.10 Travel Expenditures:

Did the system expend funds for travel? Enter Y for Yes, N for No.

Y

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	<i>System Staff Travel</i>
2.	Expenditure	\$18,149	<i>\$23,110</i>

13.1.11 Total Expenditures - Travel \$18,149 *\$23,110*

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

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	<i>N/A</i>
2.	Quantity	N/A	<i>N/A</i>
3.	Unit Cost	N/A	<i>N/A</i>
4.	Expenditure	N/A	<i>N/A</i>

13.1.13	Total Expenditure - Equipment and Furnishings	\$0	\$0
13.1.14	Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.	\$225,511	\$225,398
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	N/A
2.	Allocation	N/A	N/A
3.	Project Description (no more than 300 words)	N/A	

13.1.16	Total Expenditures - Grants for Member Libraries	\$0	\$0
13.1.17	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)	\$2,226,747	\$2,247,861
13.1.18	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.	\$88,085	\$198,357
13.1.19	Total Allocation from 2019 - 2020 State Aid:	\$2,138,662	\$2,137,589
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	\$2,226,747	\$2,335,946
13.1.21	Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)	\$0	\$88,085

13.1.22	Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.	In 2019, we had a change in Administration. During the transition period, we continued to offer member libraries consulting services in the areas of State Laws and regulations, IT, Human Resources issues and practices, budget development, sustainable funding, general financial practices, construction project planning and outreach efforts. This ongoing support to member libraries is demonstrated in the number of contacts we had last year, which did not show a decrease, even though we did not have an	<i>Response has been entered.</i>
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Executive Director for six months. We also continued to offer educational opportunities to member library trustees, directors, and staff. The training sessions continued to be offered across the RCLS service area to encourage participation and reduce travel time for library staff. We visited Library Board meetings to offer a 20 minute training session on a topic relevant to the Library Board. RCLS hired a labor lawyer again this year to insure that member library directors and trustees were trained to handle a sexual harassment issue if it should arise and to comply with the new State law. RCLS continued to partner with member libraries to visit elected officials throughout the year. We scheduled a number of office visits with local senators and legislators to advocate on behalf of library issues. We take these opportunities to educate our elected officials on what their local libraries have accomplished during the year. We also expressed our gratitude for their support and offered them statistics, photos, and stories they could share about their libraries. We also have partnered with member libraries to advocate for themselves with County elected officials via visits or invitations to the libraries, as well as attending different County community events. This year we expanded our successful delivery system to include the Orange-Ulster BOCES, serving the schools in Orange and Ulster Counties. The schools are now able to borrow materials from each other by using the RCLS delivery system. We hope to partner with the other BOCES in our service area in 2020. In 2019, we delivered an average of 13,000 items a day to and from member libraries. We are expecting an increase in the delivery in 2020 due to the Finkelstein Memorial Library (FML) migrating back to RCLS after 10 years. RCLS continues its partnership with the Mid-Hudson Library System (MHLS), Westchester Library System (WLS), and Southeastern New York Library Resource Council (SENYLRC) to support resource sharing, advocacy, and education.

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)
Reference: (b)(2)
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. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	GALE	<i>GALE</i>
3.	Expenditure	\$29,640	<i>\$41,681</i>
1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	Brainfuse, Inc.	<i>Brainfuse, Inc.</i>
3.	Expenditure	\$7,000	<i>\$7,000</i>
1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	Rosetta Stone	<i>Rosetta Stone</i>
3.	Expenditure	\$30,000	<i>\$30,000</i>
13.2.2	Total Expenditure - Purchased Services	66,640	<i>81,176</i>

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 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	N/A
2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	N/A	N/A

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

13.2.5 **Grants to Central/Co-Central Libraries:** Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. N 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	N/A
2.	Allocation	N/A	N/A
3.	Project Description (no more than 300 words)	N/A	

13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$0 \$0

13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$66,640 \$81,176

13.2.8 **Cash Balance at the Opening of the Current Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$0 \$13,577

13.2.9 **Total Allocation from 2019 - 2020 State Aid** \$67,633 \$67,599

13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$67,633 81,176.00

13.2.11 **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** \$993 \$0

13.2.12 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. This year, the CBA funds purchased three products chosen by member libraries: an online tool that helped community members across the RCLS system to write a resume and receive job coaching through the chat feature of JobNow, a BrainFuse product; an online learning language product called Rosetta Stone; and, a Gale Literature Database for research purposes. *Response has been entered.*

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Reference: Education Law § 272, 273(1)
(b)(1)
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 0

13.3.2 Total Expenditure for Professional Salaries \$0 \$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 0

13.3.4 Total Expenditures for Other Staff Salaries \$0 \$0

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 N/A
2. Provider of Services N/A N/A
3. Expenditure N/A N/A

13.3.7 **Total Expenditure - Purchased Services** \$0 \$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 with a unit N N

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 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	N/A
2.	Expenditure	N/A	N/A

13.3.9	Total Expenditure - Supplies and Materials	\$0	\$0
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13.3.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	N	N
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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	N/A
2.	Expenditure	N/A	N/A

13.3.11	Total Expenditures - Travel	\$0	\$0
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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	N
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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	N/A
2.	Quantity	N/A	N/A
3.	Unit cost	N/A	N/A
4.	Expenditure	N/A	N/A

13.3.13	Total Expenditure - Equipment and Furnishings	\$0	\$0
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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 for No.	Y	Y
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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	<i>Newburgh Free Library</i>
2.	Allocation	\$243,170	<i>\$243,048</i>
3.	Project Description (no more than 300 words)	CLDA funds are transferred to the Central Library and expended for library materials - adult non-fiction and foreign language	<i>Response has been entered.</i>

including electronic content. The items selected are base on consultation with System Service Committee budget.

13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	\$243,170	\$243,048
13.3.16	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)	\$243,170	\$243,048
13.3.17	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	\$0
13.3.18	Total Allocation from 2019 - 2020 State Aid:	\$243,170	\$243,048
13.3.19	Total Available Before Expenditures (total 13.3.17 + 13.3.18)	\$243,170	\$243,048
13.3.20	Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)	0.00	0.00
13.3.21	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	A budget was presented to the member library directors via the System Services committee to review the expenditures and ensure that the funds are being used to meet the needs of the member libraries as well as the Central Library. This year, we continue to reach out to people who do not physically visit member libraries by providing an easy way to get an online library card and access to the Ebook collection through the OverDrive application and platform. The OverDrive online library application service is available due to the CLDA funds. The CLDA funds also provided all member libraries with the RCLS Gateway, an application that helps customers access their library catalog, download eBooks, and in 2020 will enable payment of late or lost items. The funds also enable the purchase of online marketing products such as Library Aware and LibGuide. We continue to purchase nonfiction eBooks and eMagazines for community members within our service area through these funds. We have seen an increase of 34% on eBook circulation, demonstrating that the funds have an excellent return on investment.	<i>Response has been entered.</i>

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

Statutory Reference: Education Law § 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)	.67	0.67
13.4.2	Total Expenditure for Professional Salaries	\$75,400	\$71,000

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)	.12	0.12
13.4.4	Total Expenditure for Other Staff Salaries	\$4,600	\$4,400

13.4.5 **Employee Benefits:**

Indicate the total expenditures for all system employee benefits.

	\$41,900	\$38,920
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13.4.6 **Purchased Services:** Did

the system expend funds for purchased services? Y 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 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	<i>Consultant fees/professional fees</i>
2.	Provider of Services	Program Presenters	<i>Program Presenters</i>
3.	Expenditure	\$3,475	<i>\$16,999</i>

1.	Expenditure Category	Printing
2.	Provider of Services	PDQ Printing
3.	Expenditure	\$600

13.4.7	Total Expenditure - Purchased Services	\$4,075	\$16,999
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13.4.8 **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? Y 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 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	<i>Office/library supplies and postage</i>
2.	Expenditure	\$820	<i>\$741</i>

13.4.9 **Total Expenditure - Supplies and Materials** 820 *1,522*

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 *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	<i>System staff</i>
2.	Expenditure	\$1,492	<i>\$3,600</i>

13.4.11 **Total Expenditure - Travel** \$1,492 *\$3,600*

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 *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	<i>N/A</i>
2.	Quantity	N/A	<i>N/A</i>
3.	Unit Cost	N/A	<i>N/A</i>
4.	Expenditure	N/A	<i>N/A</i>

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

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. N *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	N/A	<i>Sullivan Ulster Public Library Alliance</i>
2.	Allocation	N/A	<i>\$1,000</i>
3.	Description of Project	N/A	<i>Response has been entered.</i>

13.4.15 **Total Expenditure - Grants to Member Libraries** \$0 *\$1,000*

13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11,** \$128,287 *\$137,441*

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? N N
Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A

13.5.2 **Total Expenditure - Purchased Services** \$0 \$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 less than \$5,000? Y 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 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	<i>Books and other print materials</i>
2.	Expenditure	\$5,384	<i>\$5,191</i>

13.5.4 **Total Expenditure - Supplies and Materials** \$5,384 *\$5,191*

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** 5,384.00 *5,191.00*

13.5.6 **Cash Balance at the Opening of the Fiscal Year:**
NOTE: The opening balance must be the same as the closing balance from the previous year. \$15,791 *\$14,216*

13.5.7 **Total Allocation from 2019 - 2020 State Aid** \$7,386 *\$6,766*

13.5.8 **Total Available Before Expenditures (total 13.5.6 + 13.5.7)** \$23,177 *\$20,982*

- 13.5.9 **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)** \$17,793 \$15,791
- 13.5.10 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. The funds for the three jails in the RCLS service area are primarily used to purchase legal resources. *Response has been entered.*

State Correctional Aid

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 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) .17 .18
- 13.6.2 Total Expenditure for Professional Salaries \$19,200 \$19,100

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) .15 .15
- 13.6.4 Total Expenditure for Other Staff Salaries \$5,855 \$6,111

- 13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$13,145 \$13,010

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 N/A
2. Provider of Services N/A N/A

3.	Expenditure	N/A	N/A
13.6.7	Total Expenditure - Purchased Services	0	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	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	Office/library supplies and postage	<i>Books and other print materials</i>
2.	Expenditure	\$473	<i>\$11,050</i>
1.	Expenditure Category	Books and other print materials	<i>Office/library supplies and postage</i>
2.	Expenditure	\$22,395	<i>\$274</i>

13.6.9	Total Expenditure - Supplies and Materials	\$22,868	<i>\$11,824</i>
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13.6.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	Y	Y
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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	<i>Other</i>
2.	Expenditure	\$1,471	<i>\$1,590</i>

13.6.11	Total Expenditure - Travel	\$1,471	<i>\$1,590</i>
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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	N
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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	N/A
2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	N/A	N/A

13.6.13	Total Expenditure - Equipment and Furnishings	0.00	0.00
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)	\$62,539	\$51,635
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.	\$5,438	\$0
13.6.16	Total Allocation from 2019 - 2020 State Aid:	\$57,101	\$57,073
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	\$62,539	\$57,073
13.6.18	Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)	\$0	\$5,438
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	The funds for the seven State correctional facilities in the RCLS service area are utilized to sustain the Library Interloan service to and from public libraries to the correctional facility libraries. The funds also support the Summer Reading program within the seven correctional facility libraries by purchasing marketing materials and print bookmarks to be used as participation incentives. RCLS continues its partnership with the Mid-Hudson Library System (MHLS) and the Westchester Library System (WLS) to offer three full training days to correctional facility librarians; the funds are used to pay guest speakers, and purchase educational materials.	<i>Response has been entered.</i>

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 3 (2019).

14.1	Element 1: Resource Sharing - Results	The PEW Research Center statistics published in 2019 showed that 81% of Americans used their smart phone for their research, economics, and business. RCLS made it a priority to buy an application that would provide library customers a way to access print and ebook materials easily and conveniently. The RCLS Gateway APP will provide library customers with a live view of the materials available throughout the Library Catalog and eBook Catalog. The application also takes advantage of the current reader advisory tools we have,	<i>Response has been entered.</i>
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Novelist Select and Syndethics ICE. It also provides access for customers to their account activities. We partnered with the Finkelstein Memorial Library (FML) team to migrate back into the RCLS catalog system. The FML materials are currently accessible through the SEAL Catalog (Southeastern Access to Libraries online catalog) and requires an extra step to access the FML materials via SEAL. Library customers from other libraries within RCLS do not have access to the FML materials from their local library catalog. FML migration back into the system, planned for July 1, 2020, will make their materials available through the library catalog at all forty-seven libraries.

14.2 Element 2: Special Client Groups - Results

We continue to offer a specialized training session to the seven correctional facility librarians in RCLS. The partnership with member libraries to donate Reference, nonfiction and fiction books to the correctional facility to supplement their collections continues to be very successful. We have also offered collection development services and library training to the Federal Correctional facility in our service area. RCLS was successful at partnering with three Counties in our service area to develop Census Complete Count Committees to promote the 2020 Census among the hard-to-count communities. In 2019, Libraries were part of every plan to promote and encourage the participation of community members in the 2020 Census. We helped with grant funds applications, marketing materials, and logo development.

Response has been entered.

14.3 Element 3: Professional Development and Continuing Education - Results

RCLS continues educational offerings which are based on a survey that is delivered to member library trustees, directors, and staff once a year. We offered training in the areas of management, personnel issues and practices, different State laws, customer services, early literacy, cybersecurity, sexual harassment and IT process. We continue to help librarians with their public librarian certification requirements by keeping a record of every training session hosted by RCLS. In partnership with member libraries, we purchased an online tool that will facilitate remote access to continuing education. The sessions are being developed in collaboration with library staff to meet their needs and increase the skills and competencies across the library staff within RCLS. We continue to provide a professional collection of diverse subjects for library staff. The materials available are

Response has been entered.

- high demand and high price, and member libraries are unable to purchase these items for themselves due to the cost-prohibitive nature of individual ownership. Trustee training has been very successful among new library trustees. We offered sessions at the local libraries to decrease the traveling time and increase participation. The 20 minute educational session after or before a scheduled Board meeting has been requested by member libraries and has increased in popularity.
- 14.5 Element 5: Consulting and Development Services - Results
The RCLS Team has increased the consultation opportunities with member libraries by visiting the libraries to assist them on current issues and projects. We are working on developing marketing materials that would communicate consultant services to member libraries for topics such as Open Meeting Law, personnel matters, hiring a new director, strategic planning, policy development, building construction projects, governance issues, budgets, and financial practices. *Response has been entered.*
- 14.6 Element 6: Coordinated Services - Results
RCLS continues to negotiate contracts with a range of vendors to offer the best cost-effective services to member libraries (NYLA, LibGuides, Library Aware, OverDrive Platform, etc.). In 2019, we negotiated a seven-year contract with 0% in the first and second year and minimal increase thereafter with SirsiDynix, an Integrated Library System (ILS) company. The ILS provides member library customers access to all materials across forty-seven libraries. We negotiated a contract with Consumer Reports to offer online review tools to all member libraries for three years with a minimal increase. The IT Department continues to purchase IT products on behalf of member libraries to facilitate IT services. RCLS continues to manage the \$150,000 eBook content pool for member libraries. These funds are payable by all member libraries and the eBook collection is developed by chosen member library staff and the Central Library staff to be accessible for every library customer across the RCLS system. *Response has been entered.*
- 14.7 Element 7: Awareness and Advocacy - Results
In partnership with member libraries, we visited elected officials throughout the summer. We hosted a Legislative Breakfast in the fall where we invited all library trustees and staff to attend, as well as inviting library champions to speak and network with senators and legislators in our service area. We also work with member libraries to reach out to the County *Response has been entered.*

		legislators by attending local events or visiting the budget hearing. We are partnering with our neighboring Library Systems to coordinate advocacy activities and efforts.	
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	RCLS communicated with member library trustees, directors and staff primarily via email. We also use a Weekly Memo and Trustee FYI publications a tools to communicate library trends and news or to highlight a member library.	<i>Response has been entered.</i>
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	RCLS partnered with the Mid-Hudson Library System (MHLS), Westchester Library System (WLS) and the Southeastern New York Library Resources Council (SENYLRC) to provide and share continuing education opportunities to member library staff. We work together with MHLS to share the cost and promote NYLA Advocacy Day. We coordinate with MHLS, SENYLRC and WLS advocacy activities and events within our service area. We are working with Orange-Ulster BOCES to provide delivery services to the schools within their service area.	<i>Response has been entered.</i>
14.10	Element 10: Construction - Results	RCLS promoted, assisted, and mentored library directors through the Construction Aid application process. Every year, RCLS holds two workshops to help member libraries understand and navigate the Construction Aid application. We provide guidance throughout the year as construction projects are starting. We also assisted with IT plans and architectural drawings. In 2019, we had 18 libraries apply, and funds were awarded to every applicant that meets the program requirements.	<i>Response has been entered.</i>
14.11	Element 11: Central Library - Results	RCLS, the Central Library and member libraries work together to develop a budget to purchase eContent, online tools, and electronic databases that would effectively meet the needs of the member libraries and their communities. In 2019, we purchased the RCLS Gateway app to enhance the access to material in print and online for library customers. We also continue to purchase eBooks due to their popularity among users across RCLS. We had a 34% increase in circulation.	<i>Response has been entered.</i>
14.12	Element 12: Direct Access - Results	RCLS provides members libraries with a Direct Access statistics analysis report each year. We worked with the Directors Association Direct Access committee to review the report and highlight any significant changes that may impact Direct Access as describe in the Direct Access Plan. No changes were made on the current	<i>Response has been entered.</i>

restrictions. The Haverstraw King's Daughters Library and Suffern Free Library will continue to offer restricted access to Finkelstein Memorial Library cardholders.

14.13 Element 13: Other Goal(s) - Results N/A *Response has been entered.*

15. Current system URL's

15.1	System Home Page URL	http://www.rcls.org	http://www.rcls.org
15.2	URL of Current List of Members	http://www.rcls.org/?q=members	http://www.rcls.org/q=node/802
15.3	URL of Current Governing Bylaws	http://www.rcls.org/sites/default/files/Bylaws-A20180416.pdf	http://www.rcls.org/rclsmisc/RCLSBylaws.pdf
15.4	URL of Evaluation Form	http://www.rcls.org/sites/default/files/POSSurvey2018-A20190307.pdf	http://www.rcls.org/sites/default/files/POSSurvey2018-A20190307.pdf
15.5	URL of Evaluation Results	http://www.rcls.org/sites/default/files/POSCollectiveDataMemberLibrarySurvey-A20200210.pdf	N/A
15.6	URL of Central Library Plan	http://www.rcls.org/sites/default/files/Central%20LibraryPOS-A20160614.pdf	http://www.rcls.org/sites/default/files/Central%20LibraryPOS-A20160614.pdf
15.7	URL of Direct Access Plan	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

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Stephen P. Hoefler	<i>Stephen P. Hoefler</i>
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(845) 243-3747	8452433747
16.3	Contact e-mail address	shoefler@rcls.org	<i>shoefler@rcls.org</i>

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)	02/18/2020	03/18/2019
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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).	02/18/2020	04/05/2019
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Suggested Improvements

Library System	Ramapo-Catskill Library System	<i>Ramapo-Catskill Library System</i>
Name of Person Completing Form	Stephen P. Hoefer	<i>Stephen P. Hoefer</i>
Phone Number and Extension (enter area code, telephone number and extension only):	(845) 243-3747	<i>(845) 243-3747</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!		<i>Response has been entered.</i>

Ramapo-Catskill Library System

Annual Report for Library Systems - 2019 (Public Library Systems 2019)

1. General System Information

- 1.25 Last Name of System Director **Note:** New Executive Director appointed by RCLS Board on 09/13/2019.

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

- 3.43 Is this trustee serving a full 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). **Note:** This Trustee was appointed to the Board in 06/2016 to fill a vacant seat 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 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). **Note:** This Trustee was elected September 2018 to complete the remainder of a term of a Trustee who resigned their position. The full term of the position is 01/2017 through 12/2020.

Repeating Group 3

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). **Note:** This Trustee did not receive a second to the nomination at the 2018 Annual Meeting and so the seat became vacant. The board appointed this Trustee in January 2019 to fill the vacant seat until the next election at the September 2019 Annual Meeting.

Repeating Group 6

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). **Note:** This Trustee was appointed in 02/2017, then elected in 09/2017 to complete the remainder of a term of the full term of 01/2017 - 12/2021.

4. Public Library System Transactions and Collections

- 4.3 Total Cataloged Book Circulation **Note:** Drop in circulation due to extended suspension of a couple of the prisons in 2019--they account for most of our circ.
- 4.6 Use of Electronic Material **Note:** The increase in Use of Electronic Material is entirely due to increased Overdrive circulation.
- 4.7 Successful Retrieval of Electronic Information **Note:** The increase in retrieval of electronic information was due to more accurate reporting by EBSCO of retrievals made through the online catalog.

5. System Services

- 5.24 Annual number of visits to the system's web site **Note:** Annual number of visits to the library's web site increase due to a web site redesign that was made in November 2018.

6. Operating Funds Receipts

6.36 Special Legislative Grants and Member Items **Note:** Senate Bullet Aid \$154,994 Assembly Bullet Aid \$26,000

7. Operating Fund Disbursements

- 7.1 System Director and Librarians **Note:** The 20% increase is due to two long-time employee separation benefits paid in 2019.
 - 7.6 Print Materials Expenditures **Note:** Increase due to spending down carry-over State Correction funds.
Includes \$66,640 in CBA funds spent on: \$29,640 for GALE
 - 7.7 Electronic Materials Expenditures **Note:** Virtual Reference Library, GALE Lit. Res. Center, and GALE Bio. \$30,000 for Rosetta Stone \$7,000 for Brainfuse
CLDA funds of \$243,170 were received and forwarded to the
 - 7.11 Central Library Aid (CLDA/CBA) **Note:** Newburgh Central Library. RCLS keeps CBA funds at the System, which is why 6.6 + 6.7 will not equal 7.11.
 - 7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) **Note:** Senate Bullet Aid \$154,994 Assembly Bullet Aid \$26,000
 - 7.17 Other cash grants paid from system funds **Note:** 11 Family Literature Mini-grants \$4,035 17 SRP Mini-grants from A. Gunther re-election campaign \$5,000 Program of the Year Grants \$1,750
 - 7.25 Furniture/Furnishings **Note:** 100 Delivery boxes \$10,822 Photo Copier \$8,050 Desk, chair and shelving
\$11,845 Fuels & utilities, \$26,968 Insurance, \$29,268 Other
 - 7.34 Other Building & Maintenance Expenses **Note:** operation & maintenance including snowplowing, landscaping, trash removal, outside cleaner, etc.
 - 7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles **Note:** Expenses for 6 delivery vans and 3 consultant vehicles.
 - 7.43 Travel **Note:** \$10,380 Advocacy travel, \$4,398 Consultants travel, \$6,998 Board travel, \$2,529 Director travel, \$2,024 Outreach travel, \$2,633 Other travel.
 - 7.44 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. **Note:** \$20,312 Resume/Interview/Program Presenter fees, \$14,250 CPA fees, \$6,835 Legal fees, \$6,323 Payroll processing fees, \$4,895 Access to training fees, \$3,196 Accounting Software consultant.
 - 7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. **Note:** ALA, NYLA, NYLA Excelsior, LTA, PULIDO, SENYRC, Rockland Business Association, Orange County and Sullivan Regional Chamber of Commerce.
- Repeating Group 1
- 2. Contracted Service (specify using the State note) **Note:** 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) **Note:** Coordinated Purchases on behalf of member libraries for supplies and licenses - non-ANSER.
- Repeating Group 3
- 2. Contracted Service (specify using the State note) **Note:** 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) **Note:** Member libraries pool resources to purchase Consumer Reports databases for system wide use fir \$40,000. Several member libraries also pool resources to purchase other databases.

7.58 From Other Funds (76OF)

Note: \$532,610 ANSER Capital Fund, \$110,687 ANSER PC Replacements Fund, \$215,603 Capital Delivery Fund

8. Capital Fund Receipts

8.1 Total Revenue From Local Sources

Note: \$16,537 Insurance recover \$3,396 Interest income

9. Capital Fund Disbursements

9.4 Total Other Disbursements

Note: \$127,255 Multi-year subscriptions & maintenance to support the ILL software & hardware, \$77,628 Backup site upgrades, \$70,341 Central site IP migration & router upgrades \$57,288 PC/Laptop replacements, \$22,444 Consultants van

12. Projected Annual Budget For Library Systems

12.7 Total Transfers

Note: To Capital Funds.

13. State Formula Aid Disbursements

Repeating Group 5

2. Provider of Services

Note: Gas & repairs for a fleet of 6 delivery vans and 3 consultant vans.

Repeating Group 6

2. Provider of Services

Note: Cataloging tools from OCLS, Marcive Inc. & The Library Corporation

Repeating Group 7

2. Provider of Services

Note: Library Trustee and staff training programs.

Repeating Group 1

3. Expenditure

Note: \$11,085 Fuel & utilities, \$14,199 Repairs to building, \$26,968 Insurance, \$29,267 Landscaping/snowplowing & other misc. maintenance.

Repeating Group 2

3. Expenditure

Note: \$14,250 CPA audit, \$6,836 Legal fees, \$6,323 Payroll fees, \$3,196 Accounting software & consultant.

Repeating Group 3

3. Expenditure

Note: ALA, NYLA, NYLA Excelsior, LTA, PULIDO, SENYRC, Rockland Business Association, Orange County and Sullivan Regional Chamber of Commerce.

Repeating Group 1

1. Expenditure Category

Note: \$11,605 Equipment less than \$5k, \$10,880 Delivery boxes, \$9,467 General office supplies, \$5,015 PR & communications, \$2,149 Postage.

Repeating Group 3

1. Expenditure Category

Note: Advocacy Meeting costs, such as the Annual Legislative Breakfast/RCLS Annual Business Meeting.

Repeating Group 4

1. Expenditure Category

Note: RCLS Staff Continuing Education.

Repeating Group 1

3. Expenditure

Note: Literary Resource Center & GALE BIO Renewal.

Repeating Group 1

3. Expenditure \$1,379 Greg Knowles for one-on-one Career Sessions, \$1,200
Note: Eileen Grim for Job Counseling, \$896 AnnMarie Buckley for Job Coaching,
- Repeating Group 2
3. Expenditure
Note: Hudson Valley Future Career Program
- Repeating Group 1
2. Expenditure
Note: Local staff travel & 1/2 of NYLA Conference.
- Repeating Group 1
2. Expenditure
Note: \$2,502 in print material, \$2,882 in serials.
- Repeating Group 1
1. Type of Travel
Note: Facility staff travel & registration for NYLA Conference.

14. Summary of Library System Accomplishments

No Notes

15. Current system URL's

No Notes

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes