What's Inside

The current edition of the RCLS *Trustee FYI* as well as archived issues can be viewed on the RCLS website www.rcls.org under the drop-down menu "Publications."

2017 RCLS Statistics Available

The 2017 RCLS Statistics were compiled from the information provided in the mandatory State Annual Reports completed by the member libraries. The data in this statistical report is a useful resource for preparing budget submissions, annual reports for your communities or as an aid in planning services.

The 2017 RCLS Statistics are available on the RCLS Web site in PDF format and as an Excel file (http://www.rcls.org/?q=node/35). Copies can be printed using the PDF format at http://www.rcls.org/stats/RCLSstats2017.pdf. Adobe Acrobat Reader (http://get.adobe.com/reader/) is needed to view and print the PDF version of the file.

The Excel file format allows one to sort data by county (county codes have been added) and create specific reports that meet your needs.

RAMAPO CATSKILL LIBRARY SYSTEM - 2017 - FIVE-YEAR CIRCULATION 1.2						
LIBRARY NAME	2013	2014	2015	2016	2017	% CHANGE LAST TWO YEARS
Albert Wisner Public Library	293,765	283,153	264,825	248,607	231,234	-6.99%
Blauvelt Free Library	41,784	41,971	40,703	38,795	34,779	-10.35%
Chester Public Library	87,503	90,948	55,847	80,380	68,528	-14.74%
Cornwall Public Library	177,386	170,726	170,920	172,908	186,436	7.82%
Cragsmoor Free Library	6,753	5,883	5,639	5,328	4,727	-11.28%
Daniel Pierce Library	51,154	53,861	54,024	38,725	37,591	-2.93%
Ellenville Public Library and Museum	68,968	62,485	60,811	61,228	56,091	-8.39%
Ethethel B. Crawford Public Library	77,424	75,444	63,896	70,814	71,405	0.83%
Fallsburg Library	39,204	34,734	28,244	36,472	33,213	-8.94%
Finkelstein Memorial Library	759,046	725,050	767,466	653,809	628,961	-3.80%
Florida Public Library	41,433	38,826	35,023	32,337	32,215	-0.38%
Gardiner Library	38,682	37,139	38,789	40,629	40,582	-0.12%
Goshen Public Library And Historical	116,959	114,299	108,748	109,956	105,602	-3.96%
Greenwood Lake Public Library	72,309	69,506	62,154	56,148	48,886	-12.93%
Haverstraw Kings Daughters Public	312,096	285,667	271,831	230,086	222,361	-3.36%
Highland Falls Library	37,403	35,359	34,536	35,225	36,102	2.49%
Josephine-Louise Public Library	65,872	67,719	58,310	52,935	54,708	3.35%
Liberty Public Library	57,956	52,497	50,837	51,771	52,355	1.13%
Livingston Manor Free Library	12,878	13,485	12,116	11,806	12,821	8.60%
Mamakating Library	28,690	26,994	30,949	31,733	30,431	-4.10%
Moffat Library Of Washingtonville	101,643	113,826	114,232	106,207	98,375	-7.37%
Monroe Free Library	167,609	100,611	136,732	146,026	144,500	-1.05%
Montgomery Free Library	28,068	29,023	28,979	28,152	25,329	-10.03%
Nanuet Public Library	200,384	183,205	173,447	158,645	150,215	-5.31%
New City Free Library	657,907	522,466	475,209	496,414	484,367	-2.43%
Newburgh Free Library	223,151	205,100	196,962	207,868	186,035	-10.50%
Nyack Library	203,876	187,595	176,897	170,671	156,477	-8.32%
Orangeburg Library	82,424	83,485	79,361	68,796	63,699	-7.41%
Palisades Free Library	24,778	23,428	22,930	23,735	24,203	1.97%
Pearl River Public Library	189,264	176,823	161,713	154,390	149,344	-3.27%
Piermont Library District	19,058	17,989	19,331	18,727	21,273	13.60%
Pine Bush Area Public Library Distr	54,447	53,798	52,368	49,488	47,974	-3.06%
Port Jervis Free Library	61,377	60,573	94,617	102,156	64,683	-36.68%
Roscoe Free Library	7,417	6,554	6,441	6,163	6,318	2.52%
Rose Memorial Library Association	59,282	50,597	49,772	48,240	50,901	5.52%
Sloatsburg Public Library	35,911	37,046	35,262	32,453	31,898	-1.71%
Suffern Free Library	466,383	427,046	393,526	379,561	341,753	-9.96%
Sunshine Hall Free Library	13,022	11,733	12,119	11,464	12,275	7.07%
Tappan Library	47,592	38,155	31,224	45,945	49,352	7.42%
Thrall Public Library District of Midd	277,769	257,517	232,220	254,796	247,117	-3.01%
Tomkins Cove Public Library	11,366	10,870	10,560	10,523	10,718	1.85%
Tuxedo Park Library	52,298	52,866	48,999	44,765	40,372	-9.81%
Valley Cottage Free Library	174,565	162,893	155,600	145,800	137,403	-5.76%
Wallkill Public Library	35,182	33,678	32,861	34,920	33,217	-4.88%
West Nyack Free Library	96,216	96,225	84,913	83,722	77,644	-7.26%
Western Sullivan Public Library	75,855	78,315	72,821	71,372	66,419	-6.94%
Woodbury Public Library	57,068	49,878	45,688	44,394	41,941	-5.53%
TOTALS	5,811,177	5,357,041	5,160,452	5,005,085	4,752,830	
AVERAGE	123,642	113,980	109,797	106,491	101,124	
MEDIAN	61,377	60,573	55,847	52,935	52,355	
PERCENTAGE CHANGE	-5.27%	-7.81%	-3.67%	-3.01%	-5.04%	

PAGE 22

Five year circulation comparison

For the seventh consecutive year RCLS member libraries expe-rienced a drop in circulation over the previous year. In 2017 circulation decreased by 252,255 items (5.04%) compared to 2016. A comparison of circulation over the last five years can be found on page 22 of the document. However, in the same period total eContent usage increased by 14.55%

Mark Your Calendar

2017 RCLS Statistics Available
Continued from page 1

and 20 libraries experienced increases of more than 15%. The five-year comparison of electronic material use can be found on page 23. In addition, we saw a total of 217,604 eContent items retrieved, an increase of 44.76% over the previous year. Two-year comparison of successful retrieval of electronic information can be viewed on page 24.

More than half of the community members in the RCLS service area have a library card. Although circulation is down people are attending programs at their local library in greater numbers than ever. Program attendance in 2017 was up by 9,136 people, an increase of 2.6%.

Financial support for the libraries was over $64.7 million in 2017. This represents a 2.09% increase over the previous year. The total holdings of our member libraries were nearly 11.4 million items and over 4.7 million items were borrowed.

The method used to calculate averages and mediums is based only on the data from libraries which report for these items. There are several categories in which not all libraries report data; for example (2.8) Uncataloged Books or (8.7) Branch Hours. For item (2.8) Uncataloged Books, only 24 libraries circulate uncataloged books and for item (8.7) Branch Hours, just four libraries have one or more branches. The averages and mediums for these two items are based on the number of libraries reporting, not all libraries. 📖

❖❖❖

RCLS Annual Meeting Awards

Reminder that nominations for all three RCLS Annual Meeting Awards **must be received no later than Friday, June 15, 2018** by the Awards Committee c/o RCLS. Nominations submitted after that date will not be accepted. The 2017 program winners in the respective categories are not eligible for nomination in 2018.

Detailed guidelines for the three awards are available on the RCLS website at http://www.rcls.org/?q=node/261. Presentation of the three awards will be made at the RCLS Legislative Breakfast and Annual Meeting on Friday, September 14 at The Sullivan Event Center, Rock Hill, NY.

If you have any questions, contact Ruth Daubenspeck at RCLS (ruth@rcls.org or at extension 222). 📖

2018 Legislative Breakfast & Annual Meeting

After receiving many comments from member libraries in Sullivan and Ulster counties to host the Legislative Breakfast and Annual Meeting at a location closer to them, RCLS staff has booked the event for 2018 at The Sullivan Event Center for **Friday, September 14**.

Located in the heart of the Catskills, The Sullivan Event Center, combines a contemporary hotel, exceptional service, two event venues and three great restaurants all on one campus. Conveniently located off Route 17 in Rock Hill, NY, The Sullivan Event Center is just minutes away from everything the region has to offer.

Library trustees, directors, staff, Friends, Library Champions, and county and state legislators will be invited to attend the breakfast, making it possible to connect with library representatives from your district. An area for library displays will be provided.

The 59th Annual Meeting will immediately follow the breakfast with the approval of the 2017 minutes, presentation of the 2019 RCLS Budget and election of three trustees to the RCLS Board.

Although formal invitations will be sent out during the summer, registration begins Friday, July 30 by using the RCLS online calendar at http://rcls.evanced.info/signup/EventCalendar.aspx. Click on the event date, scroll down the pop-up and click on "View More," complete the form and click "Submit." You will receive a confirmation email that you are registered. If you do not, contact Ruth Daubenspeck at RCLS (ext. 222 or ruth@rcls.org).

We look forward to seeing you on September 14! 📖

Save the Date

MEMO

TO: RCLS MEMBER LIBRARY BOARD PRESIDENTS, TRUSTEES, DIRECTORS and RCLS EXECUTIVE DIRECTOR

FROM: CARLA RANDAZZO AMTHOR, SECRETARY RCLS BOARD OF TRUSTEES

DATE: MAY 22, 2018

RE: NOMINATION OF RCLS TRUSTEES

Ramapo Catskill Library System

Serving Public Libraries in Orange, Rockland, Sullivan and southern Ulster Counties Since 1959

In accordance with Article IV, Section 7b, of the Bylaws of the RCLS Board of Trustees, effective April 16, 2018, you are hereby notified of the following pending vacancies:

Orange County   Seat held by Bernard Marone, Goshen, NY
Eligible for re-election
New Term Ends 12/31/23

Sullivan County   Seat held by Helen Rados, Harris, NY
Eligible for re-election
New Term Ends 12/31/23

Ulster County   Seat held by Carla Randazzo Amthor, Wallkill, NY
Eligible for re-election
New Term ends 12/31/23

Section 7b.   Prior to August 1st of any year in which the term of any Trustee shall end, the Secretary of the Board shall notify the RCLS Director and the member library Trustees in the affected county of each pending vacancy. The Trustees of each member library in the affected county may nominate a person to fill each such vacancy. Any such nomination shall be seconded by the Trustees of at least one other member library in the affected county. Notice of any such seconded nomination shall be sent to the Secretary of the Board at least thirty (30) days prior to the Annual Meeting.

Nominations will be accepted at RCLS through the close of business on **Wednesday, August 15, 2018.**

Biographies of nominees should be sent to RCLS by **Monday, August 20, 2018** to be included in the *RCLS Weekly Memo* before the Annual Meeting and the program booklet for the meeting on **Friday, September 14, 2018**.

Thank you for your cooperation.

/rkd

619 Route 17M
Middletown,
New York
10940-4395

845.243.3747

www.rcls.org

RCLS Trustee Nominations

Three Candidates Sought to Fill RCLS Board of Trustee Seats

The election of RCLS Trustees will be an item of business at the Ramapo Catskill Library System's Annual Meeting, Friday, September 14. RCLS is governed by an eleven-member board, four Trustees each from Orange and Rockland counties, two Trustees from Sullivan County and one Trustee from Ulster County. Nominations and seconds for these Trustee seats – one each from Orange, Sullivan and Ulster counties: – should be sent to the attention of the Secretary of the Board (Carla Randazzo Amthor) at RCLS by the close of business on **Wednesday, August 15, 2018**.

Anyone, other than a salaried employee of the System or any RCLS member libraries, is eligible for election or appointment as a voting member of the System Board of Trustees. Potential trustees must reside in the county, which such trustee represents.

A term on the RCLS Board is five (5) years. A Trustee may serve any number of terms as long as not more than two (2) are consecutive. The three seats are to fill expired terms. The new terms will begin January 1, 2019 and end December 31, 2023.

The RCLS Board generally meets at System Headquarters at 6:30 p.m. on the third Monday of each month. For January and February it meets on the third Tuesday due to the Monday holidays. Attendance at meetings is a prerequisite for continued service as a Trustee.

The RCLS Board is entrusted with the governance of the System. It adopts Bylaws, a Plan of Service, and amends them as necessary, establishes such policies as will insure the achievement of the System's objectives, employs an Executive Director, supervises the expenditure of the System's funds, discharges all such responsibilities as provided for in the Bylaws, and exercises such other responsibilities as may be appropriate.

Biographies of nominees should be sent to Ruth Daubenspeck, RCLS by **Monday, August 20** to be included in the *RCLS Weekly Memo* and the Annual Meeting program. The biography can cover whatever the candidate wishes to express, but should stress previous library and/or community service. We ask that the biography not exceed 350 words.

The elections will be held at the Legislative Breakfast and Annual Meeting on **Friday, September 14** at The Sullivan Event Center in Rock Hill, NY. To register for the event, visit the RCLS Event Calendar after Monday, July 30. No fee (including parking) is charged for this function.📖

Trustee Training Opportunities

✓ MANDATORY Construction Workshop
Thursday, August 2 from 9:30 a.m. to 4:00 p.m.
RCLS Headquarters in Middletown

The workshop will provide an in-depth discussion on how to prepare a successful grant application. The morning session (9:30 a.m.-12:00 p.m.) will delve into the nitty-gritty details of the online application and other grant requirements. In the afternoon (12:30 p.m.-4:00 p.m.) participants will complete several required documents together.

Reminder: The person directly involved in preparing the application must attend this workshop.

Register: RCLS Calendar

✓ 101: Basic Library Trustee Education
Wednesday, August 22 from 6:00 p.m. to 8:30 p.m.
Light dinner served at 5:30 p.m.
RCLS Headquarters in Middletown

This session is designed to give new trustees a basic understanding of their duties and responsibilities.

It will cover basic financial practices, essential laws and other critical information you may need to ensure your confidence in serving as a Board member of a Library and a voice of your community. The items covered in this session are limited; it is advised that you familiarize yourself with the New York State Trustee Handbook, which will be distributed to each attendee at the program.

Presenter: Grace Riario, RCLS Assistant Director
Register: RCLS Calendar

✓ 102: Intermediate Trustee Education
Wednesday, September 26 from 6:00 p.m. to 8:30 p.m.
Light dinner served at 5:30 p.m.
RCLS Headquarters in Middletown

This session will cover some of laws and regulations that libraries must comply with, financial reports, motions and fiscal issues you need to be aware of as a Board member. It will also consist of a review of the best practices for running an effective Board meeting, including the role of a Board President.

Presenter: Grace Riario, RCLS Assistant Director
Register: RCLS Calendar

✓ Long Overdue: Enhancing Library Access for LGBTQ Individuals & Families - Training for Library Trustees & Directors
Tuesday, October 16, 2018 from 6:00 p.m. to 8:30 p.m.
Light dinner served at 5:30 p.m.
RCLS Headquarters in Middletown

This interactive training explores the challenges and needs of lesbian, gay, bisexual, transgender, queer-identified, and questioning (LGBTQ) library patrons. Participants will gain an overview of current promising practices for communications and policies that enhance access for LGBTQ individuals and families.

Presenter: Lyndon Cudlitz has over 17 years of experience in LGBTQ services, sexual health education, and social justice training. https://www.lyndonconsultingservices.com/about/

Register: RCLS Calendar 📖

Joseph F. Shubert Library Excellence Award Applications

Michael Stoller, Chair of the New York State Regents Advisory Council on Libraries, has announced that applications are being accepted for the Joseph F. Shubert Library Excellence Award. The 2018 Award Committee members are Colleen Sadowski (Chair), Emily Eich and Juan Rivera.

The Award will recognize a New York State library or library consortium that has taken significant steps to improve the quality of library service to its users. As in past years, an award of $1,000, graciously donated by the Friends of the New York State Library, will be given to the winner along with a plaque at the annual New York Library Association conference in the Fall.

Projects nominated for the Award should document measurable progress in identifying user needs, taking steps to meet those needs, and evaluating the results. All types of libraries are eligible to apply (academic, public, school and special). Previous applicants are encouraged to apply, and previous winners of the Award may apply after three years.

For more information about the Shubert Award and the application form, visit the New York State Library website at http://www.nysl.nysed.gov/libdev/rac/award/index.html or contact Paula Paolucci in the State Librarian's office at 518.474.5930 or via email at Paula.Paolucci@nysed.gov. Applications are to be sent electronically and must be received by **Wednesday, August 1.** 📖

The late Joseph F. Shubert, former State Librarian

Summer Visits with Our Legislators

Advocacy for libraries never stops. Join us this summer as RCLS Trustees and staff visit with our state legislators at their local offices. Trustees are the strongest voices among library advocates. This will be a good opportunity to thank the legislators for their continued support of libraries and library systems. We can remind them of the importance of increasing library funding and educate them on the impact that libraries make in their communities.

For a list of visits, check the "Summer Advocacy Visits" section under the "Advocacy" drop down menu of the RCLS website (http://www.rcls.org/?q=node/1292). If you plan to attend a meeting with your State legislator(s), please contact Grace Riario at RCLS (griario@rcls.org or ext. 233). This will allow your name to be added to the list of participants that will be visiting the legislator's office and to inform you of any last minute changes. 📖

A past summer visit at Assemblyman Kenneth Zebrowski's office

Ramapo Catskill Library System
619 Route 17M
Middletown, NY 10940-4395
845.243.3747 · FAX 845.243.3739
www.rcls.org

RCLS Mission
We deliver high-quality, cost-effective consolidated and cooperative services to support member libraries in meeting the needs of their communities.

RCLS Goals

1. **Coordinated Services** - Offer a clearly defined set of cost effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

2. **Technology** - Enhance and maintain existing automation services and assist member libraries in implementing emerging technologies to improve library service and cooperation.

3. **Resource Sharing** - Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

4. **Training** - Provide opportunities to member libraries' staff, directors and trustees for the training and skills development needed to support excellent library service and encourage participation in training opportunities to the fullest extent.

5. **Advocacy** - Actively work to increase awareness about the value and importance of library services and help strengthen member libraries in their advocacy efforts.

6. **Communication** - Maintain and promote effective means of communications with and among member libraries to ensure accountability and cooperation.

7. **Organizational Environment** - Maintain an organizational environment that allows RCLS to be responsive and accountable to member libraries.