

Monroe County Library System Annual Report for Library Systems - 2019 (Public Library Systems 2019)

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	261600700020
1.2	Institution ID	800000050235
1.3	System Name	Monroe County Library System
1.4	Beginning Reporting Year	01/01/2019
1.5	Ending Reporting Year	12/31/2019
1.6	Street Address	115 South Ave
1.7	City	Rochester
1.8	Zip Code	14604
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	1896
1.10	Mailing Address	115 South Ave
1.11	City	Rochester
1.12	Zip Code	14604
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	1896
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(585) 428-8046
1.15	Fax Number (enter 10 digits only)	(585) 428-8353

1.16	System Home Page URL	www.libraryweb.org
1.17	URL of the system's complete Plan of Service	https://libraryweb.org/wp-content/uploads/2018/05/2017-2021-Strategic-Plan-Final.pdf
1.18	Population Chartered to Serve (2010 Census)	744,344
1.19	Area Chartered to Serve (square miles)	657
1.20	Federal Employer Identification Number	166002563
1.21	County	Monroe
1.22	County (Counties) Served	Monroe
1.23	School District	Rochester City School District
1.24	First Name of System Director	Patricia
1.25	Last Name of System Director	Uttaro
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	18640
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	585 428-8045
1.32	E-Mail Address of the System Director	patricia.uttaro@libraryweb.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	5854288353
1.34	Name of Outreach Coordinator	Melanie Lewis
1.47	Is the library system a member of the New York State and Local Retirement System?	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	N

through 5 of one repeating group.

Contracts/Unusual Circumstances

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

- 1.49 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.
- | | | |
|------|---|---|
| 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 |
|------|---|---|

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 |
| 1.51 | President/CEO Phone Number | N/A |
| 1.52 | President/CEO Email | N/A |

2. Personnel Information

- | | | |
|-----|---|------|
| 2.1 | FTE (Full-Time Equivalent Calculation)
The number of hours per work week used to compute FTE for all budgeted positions. | 37.5 |
|-----|---|------|

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 | 0 |
| 2.5 | Public Library System | 0 |

	Director per CR 90.3(f) - Vacant Position FTE	
2.10	Librarians - Filled Position(s) FTE	0
2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	1.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	0
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	0
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	1.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00
SALARY INFORMATION		
2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$141,522

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	20
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system	1937

building was initially constructed

- 3.17 Indicate the year the system building underwent a major renovation costing \$25,000 or more 1997
- 3.18 Square footage of the system building 330,000
- 3.19 Branches of the Library System 0
- 3.20 Bookmobiles 0
- 3.21 Reading Centers 0
- 3.22 Other Outlets 0
- 3.23 **Total Public Service Outlets (total questions 3.15 through 3.19)** 1
- 3.24 Name of Central Library/Co-Central Libraries Rochester Public Library

BOARD/COUNCIL MEETINGS

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

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. A

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

- 3.30 First Name Marjorie
- 3.31 Last Name Shelly
- 3.32 Institutional Affiliation NA
- 3.33 Professional Title Retired
- 3.34 Mailing Address 6 Watchman Court
- 3.35 City Rochester
- 3.36 Zip Code (enter five digits only) 14624
- 3.37 Telephone for the Board President (enter 10 digits only and hit the Tab key) (585) 704-2331
- 3.38 E-mail Address marjorie.shelly@yahoo.com
- 3.39 Term Begins - Month July
- 3.40 Term Begins - Year (yyyy) 2016
- 3.41 Term Expires - Month or N/A July
- 3.42 Term Expires - Year (YYYY) or N/A 2021
- 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). Yes
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) 9/19/2016
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 9/19/2016
- 3.46 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into 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
2. First Name Lois
3. Last Name Giess
4. Institutional Affiliation n/a
5. Professional Title Retired
6. Mailing Address 15 East Boulevard
7. City Rochester
8. Zip Code (enter five digits only) 14610

- | | | |
|-----|--|--------------------|
| 9. | Term Begins - Month | February |
| 10. | Term Begins - Year (yyyy) | 2020 |
| 11. | Term Expires - Month or N/A | June |
| 12. | Term Expires - Year (YYYY) or N/A | 2021 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | Y |
| 1. | Status | Filled |
| 2. | First Name | Gary |
| 3. | Last Name | Brandt |
| 4. | Institutional Affiliation | n/a |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | 27 Landsdowne Lane |
| 7. | City | Rochester |
| 8. | Zip Code (enter five digits only) | 14618 |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (yyyy) | 2016 |
| 11. | Term Expires - Month or N/A | June |
| 12. | Term Expires - Year (YYYY) or N/A | 2021 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 09/19/2016 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 09/19/2016 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Rachel |
| 3. | Last Name | DeGuzman |

- | | | |
|-----|--|---------------------|
| 4. | Institutional Affiliation | 21st Century Arts |
| 5. | Professional Title | President & CEO |
| 6. | Mailing Address | 3880 East Avenue |
| 7. | City | Rochester |
| 8. | Zip Code (enter five digits only) | 14618 |
| 9. | Term Begins - Month | February |
| 10. | Term Begins - Year (yyyy) | 2020 |
| 11. | Term Expires - Month or N/A | June |
| 12. | Term Expires - Year (YYYY) or N/A | 2020 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | Y |
| 1. | Status | Filled |
| 2. | First Name | Peter |
| 3. | Last Name | Knapp |
| 4. | Institutional Affiliation | n/a |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | 782 Bel Arbor Trail |
| 7. | City | Webster |
| 8. | Zip Code (enter five digits only) | 14580 |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (yyyy) | 2018 |
| 11. | Term Expires - Month or N/A | June |
| 12. | Term Expires - Year (YYYY) or N/A | 2022 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 10/16/2017 |
| 15. | The date the Oath of Office | 10/16/2017 |

was filed with town or county clerk (mm/dd/yyyy)

- | | | |
|-----|--|----------------------------|
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | John |
| 3. | Last Name | Lovenheim |
| 4. | Institutional Affiliation | n/a |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | 24 Grove Street |
| 7. | City | Rochester |
| 8. | Zip Code (enter five digits only) | 14605 |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (yyyy) | 2019 |
| 11. | Term Expires - Month or N/A | June |
| 12. | Term Expires - Year (YYYY) or N/A | 2024 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 09/25/2014 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 09/25/2014 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Suzanne |
| 3. | Last Name | Stockman |
| 4. | Institutional Affiliation | Harris Beach, LLC Law Firm |
| 5. | Professional Title | Paralegal |
| 6. | Mailing Address | 58 Clarkes Crossing |
| 7. | City | Fairport |
| 8. | Zip Code (enter five digits only) | 14450 |
| 9. | Term Begins - Month | May |
| 10. | Term Begins - Year (yyyy) | 2015 |
| 11. | Term Expires - Month or N/A | June |
| 12. | Term Expires - Year (YYYY) or N/A | 2020 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was | No |

appointed to complete the remainder of a term of a trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/15/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/15/2015
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Martina
3. Last Name Thompson
4. Institutional Affiliation Town of Henrietta
5. Professional Title Town Historian
6. Mailing Address 37 Tumbleweed Drive
7. City Pittsford
8. Zip Code (enter five digits only) 14534
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2015
11. Term Expires - Month or N/A June
12. Term Expires - Year (YYYY) or N/A 2021
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 09/19/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/19/2016
16. Is this a brand new trustee? N
1. Status Filled
2. First Name William
3. Last Name Yust
4. Institutional Affiliation n/a
5. Professional Title Retired
6. Mailing Address 9417 Union Street
7. City Rochester
8. Zip Code (enter five digits only) 14546
9. Term Begins - Month July
10. Term Begins - Year (yyyy) 2015

11. Term Expires - Month or N/A June
12. Term Expires - Year (YYYY) or N/A 2020
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/11/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/11/2018
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Christopher
3. Last Name Corcoran
4. Institutional Affiliation Weidman, Vazzana, Corcoran & Volta, PC
5. Professional Title Attorney
6. Mailing Address 141 Brookside Drive
7. City Rochester
8. Zip Code (enter five digits only) 14618
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A June
12. Term Expires - Year (YYYY) or N/A 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/16/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/16/2018
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Amy
3. Last Name Moffitt
4. Institutional Affiliation First American Equipment Finance
5. Professional Title Controller

- | | | |
|-----|--|-------------------|
| 6. | Mailing Address | 17 East Park Road |
| 7. | City | Pittsford |
| 8. | Zip Code (enter five digits only) | 14534 |
| 9. | Term Begins - Month | September |
| 10. | Term Begins - Year (yyyy) | 2019 |
| 11. | Term Expires - Month or N/A | June |
| 12. | Term Expires - Year (YYYY) or N/A | 2022 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 10/28/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 10/28/2019 |
| 16. | Is this a brand new trustee? | Y |

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). N

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 |
| 2. | First Name | Amy |
| 3. | Last Name | Discenza |
| 4. | Institutional Affiliation | Monroe County Library System |
| 5. | Professional Title | Outreach Librarian |
| 1. | Status | Filled |
| 2. | First Name | Shamika |
| 3. | Last Name | Fusco |

4.	Institutional Affiliation	Rochester Public Library
5.	Professional Title	Branch library Manager
1.	Status	Filled
2.	First Name	Andy
3.	Last Name	Carey
4.	Institutional Affiliation	LROC/Monroe County Collaborative
5.	Professional Title	Social Worker
1.	Status	Vacant
2.	First Name	NA
3.	Last Name	NA
4.	Institutional Affiliation	NA
5.	Professional Title	NA
1.	Status	Vacant
2.	First Name	NA
3.	Last Name	NA
4.	Institutional Affiliation	NA
5.	Professional Title	NA
1.	Status	Vacant
2.	First Name	NA
3.	Last Name	NA
4.	Institutional Affiliation	NA
5.	Professional Title	NA

4. Public Library System Transactions and Collections

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	0
4.2	System Visits	0
CIRCULATION		
4.3	Total Cataloged Book Circulation	0
4.4	Total Circulation of Other Materials	0
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	0
4.6	Use of Electronic Material	0
4.7	Successful Retrieval of Electronic Information	622,644
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	622,644
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	0
4.10	Total Collection Use (Total	622,644

Questions 4.7 & 4.9)

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	0
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	0
4.16	Electronic Books	0
4.17	Local Electronic Collections	0
4.18	Total Number of NOVELNY Databases	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	0
4.20	Audio - Downloadable Units	0
4.21	Video - Downloadable Units	0
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.)	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	16

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	0
4.25	Video - Physical Units	0
4.26	Other Non-Electronic Materials	0
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	0
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	16

ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	
------	---	--

4.30	Number of collections	3
4.31	Average number of items per collection	8

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

- 5.1 Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) Y
- 5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):
- | | | |
|----|--------------------------------|-----|
| a. | Circulation | Yes |
| b. | Public Access Catalog | Yes |
| c. | Cataloging | Yes |
| d. | Acquisitions | Yes |
| e. | Inventory | No |
| f. | Serials Control | Yes |
| g. | Media Booking | No |
| h. | Community Information | No |
| i. | Electronic Resource Management | No |
| j. | Digital Collections Management | No |
- 5.3 Identify ILS system vendor TLC
- 5.4 How many member libraries fully participate in the ILS? 1
- 5.5 **% of member libraries participating (calculated field)** 5.00%
- 5.6 How many member libraries participate in some ILS modules? 19
- 5.7 Indicate features of the system's ILS (check all that apply):
- | | | |
|----|---|----|
| a. | ILS shared with other library systems | No |
| b. | ILS software permits patron-initiated ILL | No |
| c. | ILL feature implemented and used | No |
- 5.8 Number of titles in the ILS bibliographic database 899,179
- 5.9 Number of new titles added 1,259

by the system in the reporting year

- | | | |
|------|--|---------------|
| 5.10 | Number of Central Library Aid titles added in the reporting year | 3,222 |
| 5.11 | Number of new titles added by the members in the reporting year | 44,049 |
| 5.12 | Total new titles (total questions 5.9 through 5.11) | 48,530 |

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

5.14 How many libraries participate in (or submit records for) the union catalog? 20

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

5.16 Number of titles in the system's union catalog 899,179

5.17 Number of holdings in the system's union catalog 2,666,822

5.18 Number of new titles added in the last year 48,530

5.19 Number of holdings added in the last year 193,875

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

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

and used through this catalog

UNION LIST OF SERIALS

- 5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) Y
- 5.22 How many libraries participate in (or submit records for) the union list of serials? 20

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

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 1,753,812

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 4,000
- 5.26 Total items received (borrowed) 570
- 5.27 Total requests provided (loaned) unfilled 6,760
- 5.28 Total requests received (borrowed) unfilled 70
- 5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 11,400

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

5.31 Number of stops (pick-up and 162
delivery sites per week)

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32 Number of sessions 3
5.33 Number of participants 38

Continuing Education Cont.

Technology

5.34 Number of sessions 0
5.35 Number of participants 0

Digitization

5.36 Number of sessions 0
5.37 Number of participants 0

Leadership

5.38 Number of sessions 0
5.39 Number of participants 0

Management & Supervisory

5.40 Number of sessions 1
5.41 Number of participants 7

Planning and Evaluation

5.42 Number of sessions 1
5.43 Number of participants 19

Awareness and Advocacy

5.44 Number of sessions 26
5.45 Number of participants 123

Trustee/Council Training

5.46 Number of sessions 5
5.47 Number of participants 51

Special Client Populations

5.48 Number of sessions 1
5.49 Number of participants 12

Children's Services/Birth to Kindergarten

5.50 Number of sessions 7
5.51 Number of participants 212

Children's Services/Elementary Grade Levels

5.52 Number of sessions 5
5.53 Number of participants 169

Young Adult Services/Middle and High School Grade Levels

5.54 Number of sessions 1
5.55 Number of participants 27

General Adult Services

5.56	Number of sessions	2
5.57	Number of participants	35
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
1.	Topic	Digital Inclusion
2.	Number of sessions	1
3.	Number of participants	26

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) 53

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) 719

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

Coordinated Services/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
- b. Coordinated purchase of non- Yes

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	938
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	2,166
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	91
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	2,441
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	3,539
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	36
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	67
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	564
5.71	Number of contacts -	105

	Consulting with state and county correctional facilities	
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	1,812
5.73	Number of contacts - Providing system and member library information to the media	210
5.74	Number of contacts - Providing website development and maintenance for member libraries	1,560
5.75	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	N
1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.76	Total other contacts (total of question #2 of Repeating Group #6)	0
5.77	Total number of contacts (total of questions 5.63 through 5.74 and 5.76)	13,529

REFERENCE SERVICES

5.78	Total Reference Transactions	167
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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
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	No
e.	Services for patrons who are	Yes

	members of ethnic or minority groups in need of special library services	
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.80	Number of BOOKS BY MAIL loans	0
5.81	Number of member libraries with Job/Education Information Centers or collections	14
5.82	Number of State Correctional Facilities libraries served	1
5.83	Number of County Jails libraries served	1
5.84	Number of institutions served other than jails or correctional facilities	0
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.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A
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.	N
5.87	Description of fees	N/A

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	Y
-----	--	---

county. If No, enter N/A on questions 1 through 4 of one repeating group.

1.	County Name	Monroe
2.	Amount	\$182,044
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N

6.2	Total County Funding	\$182,044
6.3	All Other Local Public Funds	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$182,044

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$8,513
6.6	Central Library Development Aid	\$225,309
6.7	Central Book Aid	\$67,633
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$132,206
6.11	Correctional Facilities Library Aid	\$823
6.12	County Jails Library Aid	\$8,199
6.14	Family Literacy Grants	\$13,243
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$260,146
6.20	Total LLSA (total questions 6.18 and 6.19)	\$260,146
6.21	Local Services Support Aid	\$175,188
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,264,322
6.27	Public Library System Supplementary Operational Aid	\$175,197

State Aid

6.36	Special Legislative Grants and Member Items	\$39,000
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N

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

1.	Funding Source	N/A
2.	Amount	N/A

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$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)	\$2,369,779

FEDERAL AID

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

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	UNIVERSAL SERVICE ADMINISTRATION COMPANY/E-RATE
2.	Amount	\$359,931

Federal Aid/Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$359,931
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$359,931

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.

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	N/A
2.	Contracted Service	N/A
3.	Total Contract Amount	N/A

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$0

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$0
6.53	Income from Investments	\$0

Miscellaneous

Proceeds from Sale of Property

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

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

1.	Receipt category	COST SHARES
2.	Amount	\$1,114,834

1.	Receipt category	SYSTEM ORDERS
2.	Amount	\$13,140
1.	Receipt category	OUT OF COUNTY BORROWER CARDS
2.	Amount	\$16,900
1.	Receipt category	BORROWER CARDS
2.	Amount	\$2,920
1.	Receipt category	ONLINE FINES
2.	Amount	\$101,017
1.	Receipt category	COLLECTION SERVICES
2.	Amount	\$50,761
1.	Receipt category	MEMBER CHARGES
2.	Amount	\$25,910

6.57 **Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)** \$1,325,482

6.58 **Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)** \$1,325,482

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)** \$4,237,236

6.60 **BUDGET LOANS** \$0

Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$0
6.63	Total Transfers (total questions 6.61 and 6.62)	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year:	\$254,994

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.)

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)	\$4,492,230
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7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$0
7.2	Other Staff	\$0
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$0
7.4	Employee Benefits Expenditures	\$10,286
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$10,286

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$0
7.7	Electronic Materials Expenditures	\$78,330
7.8	Other Materials Expenditures	\$13,313
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$91,643

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$260,146
7.11	Central Library Aid (CLDA/CBA)	\$292,942
7.15	Other State Aid/Grants (e.g., Construction, Special	\$198,884

Legislative or Member
Grants)

7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$0
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$751,972
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$0
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$751,972

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$39,133
7.24	Computer Equipment	\$211,344
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$250,477

Capital Cont./Operation and Maintenance/Miscellaneous

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$39,552
7.29	From Other Funds (71OF)	\$210,925
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$250,477

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$0
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$167,205
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$167,205

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$35,757
7.37	Office and Library Supplies	\$0
7.38	Equipment	\$0
7.39	Telecommunications	\$254,084
7.40	Binding Expenses	\$0
7.41	Postage and Freight	\$7,500
7.42	Publicity and Printing	\$12,600
7.43	Travel	\$4,750
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.	\$52,611
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$12,859
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.	Y

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	OverDrive
2.	Amount	\$12,000
1.	Expense category	BlueTower
2.	Amount	\$1,095
1.	Expense category	SpringShar
2.	Amount	\$2,121
1.	Expense category	Quipu
2.	Amount	\$3,722
1.	Expense category	EZ Proxy
2.	Amount	\$6,805
1.	Expense category	RRLC/JetX
2.	Amount	\$2,000
1.	Expense category	Siteimprove

2.	Amount	\$1,815
1.	Expense category	Constant Con
2.	Amount	\$26,150
1.	Expense category	Online Fines
2.	Amount	\$95,775

Miscellaneous Cont./Contracts/Debt Service

7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$151,483
7.48	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$531,644

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
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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 (specify using the State note)	ROCHESTER PUBLIC LIBRARY
2.	Contracted Service (specify using the State note)	SYSTEM SERVI
3.	Total Contract Amount	\$2,201,147
7.50	Total Contracts (total question #3 of Repeating Group #14 above)	\$2,201,147

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	\$169,890
7.52	From Other Funds (73OF)	\$0
7.53	Total Capital Purposes Loans (total questions 7.51 and 7.52)	\$169,890

Transfers

Other Loans

7.54	Other Loans	\$0
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7.55	Total Debt Service (total questions 7.53 and 7.54)	\$169,890
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)	\$4,174,264

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$0
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$0
7.60	Total Transfers to Other Funds	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$0
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$4,174,264

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)	\$317,966
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.62 and 7.63)	\$4,492,230

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) | 04/01/2018 |
| 7.85 | Time period covered by this
audit (mm/dd/yyyy -
mm/dd/yyyy) | 01/01/17-12/31/17 |
| 7.86 | Indicate type of audit (select
one from drop-down): | County |

ACCOUNT INFORMATION

Complete one record for each financial account

- | | | |
|----|--|-----|
| 1. | Name of bank or financial
institution | N/A |
| 2. | Amount of funds on deposit | N/A |

- | | | |
|------|--|-----|
| 7.87 | Total Bank Balance (total
question #2 of Repeating
Group #15) | \$0 |
| 7.88 | Does the system have a
Capital Fund? Enter Y for
Yes, N for No. If yes, please
complete the Capital Fund
Report. If no, stop here. | Y |

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

- | | | |
|-----|--|-----------|
| 8.1 | Total Revenue From Local
Sources | \$100,000 |
| 8.2 | Transfer From Operating
Fund
(same as question 7.59) | \$0 |

STATE AID FOR CAPITAL PROJECTS

- | | | |
|-----|--|-----|
| 8.3 | State Aid Received for
Construction | \$0 |
|-----|--|-----|

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

- | | | |
|-----|---|-----|
| 8.4 | Does the system receive any
other aid and/or grants for
capital projects. Enter Y for
Yes, N for No. If yes,
complete one record for each
award. If no, enter N/A on
questions 1 and 2 of one
repeating group. | N |
| 1. | Contracting Agency | N/A |

2. Amount N/A

Totals/Cash Balance

8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	\$0
8.6	TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects (total questions 8.1, 8.2, 8.3, and 8.5)	\$100,000
8.7	NONREVENUE RECEIPTS	\$0
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$100,000
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.)	\$118,877

Grand Total

8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$218,877
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9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	\$0
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$145,504

9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$145,504
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$0
9.7	TOTAL NONPROJECT EXPENDITURES	\$0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$145,504
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2019, for Public Library Systems)	\$73,373

Grand Total

9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$218,877
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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)	\$4,568,568
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020 must be the same as the December 31, 2019, closing balance reported on Q7.63 of the 2019 annual report)	\$317,966

12.5 **Grand Total Operating Fund** \$4,886,534
**Receipts, Budget Loans,
 Transfers and Ending Balance**
 (total questions 12.1 through
 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund
 Disbursements (include Staff
 Expenditures, Collection
 Expenditures, Grants to
 Member Libraries, Capital
 Expenditures from Operating
 Funds, Operation and
 Maintenance of Buildings,
 Miscellaneous Expenses,
 Contracts with Libraries and
 Library Systems in New York
 State and Debt Service) \$4,886,534

12.7 Total Transfers \$0

12.8 Cash Balance/Ending Balance
 in Operating Fund at the end
 of the fiscal year \$0
 (For Public Library Systems,
 balance as of December 31,
 2020)

12.9 **Grand Total Operating Fund**
Disbursements, Transfers and
Ending Balance (total \$4,886,534
questions 12.6 through 12.8)

PROJECTED CAPITAL FUND - RECEIPTS

12.10 Capital Fund Receipts
 (include Revenues from Local
 Sources, Transfer from
 Operating Fund, State Aid for
 Capital Projects and All Other
 Aid for Capital Projects) \$152,250

12.11 Nonrevenue Receipts \$0

12.12 **Cash Balance in Capital Fund**
at the end of the previous
fiscal year
 (For Public Library Systems,
 opening balance on January 1,
 2020, must be the same as the
 December 31, 2019, closing
 balance reported on Q9.9 of
 the 2019 annual report) \$73,373

12.13 **Grand Total Capital Fund**
Receipts and Balance (total
questions 12.10 through
12.12) \$225,623

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$225,623
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2020)	\$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$225,623

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 Equivalents (FTE) 0

13.1.2 Total Expenditure for Professional Salaries \$0

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

13.1.3 Total Full-Time Equivalents (FTE) 0

13.1.4 Total Expenditure for Other Staff Salaries \$10,286

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$0

13.1.6 **Purchased Services:** Did the system expend funds for purchased services? 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 applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

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

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

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. 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 and 2 of one repeating group.

1. Expenditure Category N/A
2. Expenditure N/A

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

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

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

1. Type of Travel N/A
2. Expenditure N/A

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

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

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

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

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

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$260,145

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

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

1. Recipient Ogden Farmers' Library
2. Allocation \$5,822
3. Project Description (no more than 300 words)

1. Recipient Parma Public Library
2. Allocation \$4,584
3. Project Description (no more than 300 words)

1. Recipient Brighton Memorial Library
2. Allocation \$10,735
3. Project Description (no more than 300 words)

1. Recipient Brockport Seymour Library
2. Allocation \$6,132
3. Project Description (no more than 300 words)

1. Recipient Newman Riga Library
2. Allocation \$1,639
3. Project Description (no more than 300 words)

1. Recipient Irondequoit Public Library
2. Allocation \$15,734
3. Project Description (no more than 300 words)

1. Recipient Rush Public Library
2. Allocation \$1,419
3. Project Description (no more than 300 words)

1. Recipient Henrietta Public Library
2. Allocation \$12,486
3. Project Description (no more than 300 words)

1. Recipient Chili Public Library
2. Allocation \$8,394
3. Project Description (no more than 300 words)

1. Recipient Hamlin Public Library
2. Allocation \$2,699
3. Project Description (no more than 300 words)

1. Recipient Greece Public Library

2.	Allocation	\$28,178
3.	Project Description (no more than 300 words)	
1.	Recipient	Webster Public Library
2.	Allocation	\$12,504
3.	Project Description (no more than 300 words)	
1.	Recipient	Fairport Public Library
2.	Allocation	\$11,780
3.	Project Description (no more than 300 words)	
1.	Recipient	Mendon Public Library
2.	Allocation	\$2,684
3.	Project Description (no more than 300 words)	
1.	Recipient	Scottsville Free Library
2.	Allocation	\$1,698
3.	Project Description (no more than 300 words)	
1.	Recipient	Pittsford Public Library
2.	Allocation	\$8,623
3.	Project Description (no more than 300 words)	
1.	Recipient	East Rochester Public Library
2.	Allocation	\$2,746
3.	Project Description (no more than 300 words)	
1.	Recipient	Rochester Public Library
2.	Allocation	\$100,246
3.	Project Description (no more than 300 words)	
1.	Recipient	Penfield Public Library
2.	Allocation	\$10,627
3.	Project Description (no more than 300 words)	
1.	Recipient	Gates Public Library
2.	Allocation	\$11,415

3. Project Description (no more than 300 words)
- 13.1.16 **Total Expenditures - Grants for Member Libraries** \$260,145
- 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)** \$530,576
- 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. \$2,526,407
- 13.1.19 **Total Allocation from 2019 - 2020 State Aid:** \$1,874,853
- 13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$4,401,260
- 13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$3,870,684
- 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. Supported system wide ILS and shipping services. Pass through to member libraries for local operations.

Central Book Aid

CENTRAL BOOK AID (CBA)

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

Reference: Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

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

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

- 13.2.1 **Purchased Services:** Did the N

library system expend CBA funds for purchased services for CBA library materials? Enter Y for Yes, N for No.

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

13.2.2 Total Expenditure - Purchased Services 0

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

13.2.4 Total Expenditure - Supplies and Materials \$0

13.2.5 Grants to Central/Co-Central Libraries: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. Y

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

- 1. Recipient Rochester Public Library
- 2. Allocation \$67,633
- 3. Project Description (no more than 300 words) Print and electronic reference materials

- 13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$67,633
- 13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$67,633
- 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
- 13.2.9 **Total Allocation from 2019 - 2020 State Aid** \$67,633
- 13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$67,633
- 13.2.11 **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** \$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. **Print and electronic reference materials**

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)
Reference: Commissioners Regulations 90.4
 The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.
 Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

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

- 13.3.1 **Total Full-Time Equivalent (FTE)** N/A
- 13.3.2 **Total Expenditure for Professional Salaries** \$0

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

- 13.3.3 Total Full-Time Equivalents (FTE) 0
- 13.3.4 Total Expenditures for Other Staff Salaries \$0
- 13.3.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds). \$0
- 13.3.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

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

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

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

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

- 13.3.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings 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 and 2 of one repeating group.

1. Expenditure Category N/A
2. Expenditure N/A

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

- 13.3.10 **Travel Expenditures:** Did the system expend funds for N

travel? Enter Y for Yes, N for No.

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

- | | | |
|----|----------------|-----|
| 1. | Type of travel | N/A |
| 2. | Expenditure | N/A |

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

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

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

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

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

13.3.14 **Grants to Central/Co-Central Libraries:** Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. Y

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

- | | | |
|----|--|--|
| 1. | Recipient | Rochester Public Library |
| 2. | Allocation | \$225,309 |
| 3. | Project Description (no more than 300 words) | Via Rochester Public Library funds were used to purchase electronic and print reference materials and ILL software |

13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$225,309

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)** \$225,309

13.3.17 **Cash Balance at the Opening of the Fiscal Year** 0
NOTE: The opening balance must be the same as the

closing balance of the previous year.

13.3.18 **Total Allocation from 2019 - 2020 State Aid:** \$225,309

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$225,309

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

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. Via Rochester Public Library funds were used to purchase electronic and print reference materials and ILL software

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) 0

13.4.2 Total Expenditure for Professional Salaries \$0

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

13.4.3 Total Full-Time Equivalents (FTE) 0

13.4.4 Total Expenditure for Other Staff Salaries \$0

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$0

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 | Other (specify using the State note) |
| 2. | Provider of Services | Rochester Public Library |
| 3. | Expenditure | \$132,206 |

13.4.7 **Total Expenditure - Purchased Services** \$132,206

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? 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 and 2 of one repeating group.

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Expenditure | N/A |

13.4.9 **Total Expenditure - Supplies and Materials** 0

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. N

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

- | | | |
|----|----------------|-----|
| 1. | Type of Travel | N/A |
| 2. | Expenditure | N/A |

13.4.11 **Total Expenditure - Travel** \$0

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

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

- | | | |
|----|--------------|-----|
| 1. | Type of item | N/A |
|----|--------------|-----|

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

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

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

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

- | | | |
|----|------------------------|-----|
| 1. | Recipient | N/A |
| 2. | Allocation | N/A |
| 3. | Description of Project | |

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

13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)** \$132,206

13.4.17 **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

13.4.18 **Total Allocation from 2019 - 2020 State Aid:** \$132,206

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$132,206

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$0

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

The Outreach department maintained a rotating bi-monthly selection and delivery of bulk collections of library materials to agencies as stated in our Plan of Service. We circulated 11,568 materials to 34 stations during 2019. We continue to serve 3 "donation stations". These stations receive permanently donated materials; this way there is less concern around loss and management. 360 items were donated to these stations. These materials are of the quantities, genres and formats requested by the target populations. The target populations consist primarily of elderly adults and physically and mentally disabled persons residing in nursing homes, assisted living facilities, hospitals, or subsidized housing. Station visits allow us to speak candidly with staff, volunteers, and residents about what's working well for their location and what isn't. It also gives us the opportunity to

demonstrate other services we can provide. Many of our stations' residents rely heavily on assistive technology and own tablets, smart phones and digital players from the New York State Talking Book and Braille Library. We offer support and digital training instruction sessions around these formats. We continue to purchase materials in a variety of formats appropriate for our target population groups. During the previous budget year 1,867 items were purchased. Our circulation total for the 2019 calendar year was 23,350. The item count at the end of 2019 was 20,830. We continue to provide library materials to homebound members of our community as stated in our Plan of Service. Outreach staff delivered 5,078 print, audio and visual materials to 85 clients. These individual patrons varied during the year due to some being inactive, relocated or deceased. In order to optimally manage and deliver highly individualized service, we attempt to keep the number of patrons at 50. The average patron count during 2019 was 65. This target population consists of elderly, visually impaired and blind, and physically disabled persons. We continued to offer 1:1 technology sessions with in-home patrons as many have shown interest in learning to navigate smartphones, tablets, and are curious about digital formats. We continued to encourage this exploration and provide instructional support. The Outreach Department circulates Kindles to our in-home patrons. We download audiobooks from the NYS Talking Book and Braille Library onto digital cassettes for our clients who are blind/visually impaired and provide instruction on how to navigate these multi-title cartridges. We have a circulating collection of 23 book discussion kits with large print/audio format alternatives, Experience Kits, and Musicals. The visually impaired were considered in creating these kits with inclusion of described DVDs, audiobooks and large print materials. In 2019 Outreach maintained connection with Pathstone's Employment Focused Services Program. The Employment Focused Services Program serves individuals (18+) on probation and who are court-referred. All participants are unemployed and have been placed on probation within the last 6 months or have recently been released from the adult criminal justice system. We conducted 9 job information sessions with a total of 74 participants. We conducted an information session with the Volunteer of America's Transitional Housing Program. Residents are in Federal Custody and are seeking employment.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies &

Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

13.5.1 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. 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 allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Rochester Public Library
3.	Expenditure	\$8,199

13.5.2 **Total Expenditure - Purchased Services** \$8,199

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? 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 type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	N/A
2.	Expenditure	N/A

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

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** 8,199.00

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. \$0

13.5.7 **Total Allocation from 2019 - 2020 State Aid** \$8,199

13.5.8 **Total Available Before Expenditures (total 13.5.6 +**

13.5.7)

13.5.9 **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)**

\$0

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.

On-Site Presentations" Outreach Librarians conducted 6 classes at the Monroe County Correctional Facility (MCCF) for male and female inmates. During the year, a total of 80 inmates attended these presentations. Due to the closure of one on the facilities, the decreased population in the remaining facility, and the continued restructuring of jail programming, this number is expected to decrease in 2020. Currently we visit 2 groups in the jail; those housed in the Veteran's Pod, and those a women's substance abuse group. At each visit, Outreach Librarians discuss general library services and showcase specific resources in the Central Library's Job Information Center that can be utilized by inmates upon release. We also share information about health, social services, educational and legal resources available throughout the library system. Librarians provide participants with additional information specific to employment of ex-offenders. This includes information about certificates of rehabilitation, bonding, common job interview mistakes etc. Handouts detailing these topics along with information about vocational, middle skills and college programs are made available to participants. Collection Development and management: Monroe County manages an additional housing unit designated for Veterans. We continue to provide a separate circulating collection for this population with input from the managing staff. In 2019 Outreach began developing a recreational/educational library for the entire population. Outreach purchased and coordinated delivery of over 300 materials TASC Support: Outreach Librarians have been in communications with the correctional facility's Educational Coordinator select appropriate classroom materials and educational resources to support the program as stated in our Plan of Service. We will continue to meet this aspect of our Plan of Service in 2020. Subscription Services: The Outreach Department selected and acquired informational and recreational print materials for the facility inmates as stated in our Plan of Service. In 2019 the Outreach Department purchased and arranged for the delivery of 1,500 individual periodicals. Due to the closure of the facility that subscribed, newspaper delivery has been cancelled. We will continue to meet this aspect of our Plan of Service in 2020. Publication: For the Rochester correctional facility, as with other state correctional facilities, we will continue to ship free of charge and on demand Making Moves: A Resource of Transitional Services in Rochester and the Monroe County Area for current inmates and ex-offenders. This resource is continually revised and updated by the Monroe County Library System's Outreach Department and is produced by the library. The current format is a two-pocket folder that contains over 25 documents that provide newly released ex-offenders with job search advice and information on various community resources that can assist them. In 2019 we distributed 111, a decrease from the previous year. We expect that this number will continue to decrease. In 2017 the

documents in the packet were made available on the MCLS website for downloading and printing. Currently, we are unable to track the number of downloads. We plan to update the packet, early 2020. We will continue to meet this aspect of our Plan of Service in 2020

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) 0

13.6.2 Total Expenditure for Professional Salaries \$0

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

13.6.3 Total Full-Time Equivalents (FTE) 0

13.6.4 Total Expenditure for Other Staff Salaries \$0

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$0

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	Other (specify using the State note)
2.	Provider of Services	Rochester Public Library
3.	Expenditure	\$823

13.6.7 **Total Expenditure - Purchased Services** 823

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

1. Expenditure Category N/A
2. Expenditure N/A

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

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

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

1. Type of Travel N/A
2. Expenditure N/A

13.6.11 **Total Expenditure - Travel** \$0

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

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

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

13.6.13 **Total Expenditure - Equipment and Furnishings** 0.00

13.6.14 **Total Expenditure (total)** \$823

13.6.2, 13.6.4, 13.6.5, 13.6.7,
13.6.9, 13.6.11, and 13.6.13)

13.6.15 **Cash Balance at the
Opening of the Fiscal Year:**

NOTE: The opening balance
must be the same as the
closing balance of the
previous year. \$0

13.6.16 **Total Allocation from 2019 -
2020 State Aid:** \$823

13.6.17 **Total Available Before
Expenditures (total 13.6.15 +
13.6.16)** \$823

13.6.18 **Cash Balance at the End of
the Current Fiscal Year
(total 13.6.16 + 13.6.15 -
13.6.14)** \$0

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

On -Site Presentations Outreach Librarians conducted 6 classes at the Monroe County Correctional Facility (MCCF) for male and female inmates. During the year, a total of 80 inmates attended these presentations. Due to the closure of one on the facilities, the decreased population in the remaining facility, and the continued restructuring of jail programming, this number is expected to decrease in 2020. Currently we visit 2 groups in the jail; those housed in the Veteran's Pod, and those a women's substance abuse group. At each visit, Outreach Librarians discuss general library services and showcase specific resources in the Central Library's Job Information Center that can be utilized by inmates upon release. We also share information about health, social services, educational and legal resources available throughout the library system. Librarians provide participants with additional information specific to employment of ex-offenders. This includes information about certificates of rehabilitation, bonding, common job interview mistakes etc. Handouts detailing these topics along with information about vocational, middle skills and college programs are made available to participants. Collection Development and management Monroe County manages an additional housing unit designated for Veterans. We continue to provide a separate circulating collection for this population with input from the managing staff. In 2019 Outreach began developing a recreational/educational library for the entire population. Outreach purchased and coordinated delivery of over 300 materials TASC Support: Outreach Librarians have been in communications with the correctional facility's Educational Coordinator select appropriate classroom materials and educational resources to support the program as stated in our Plan of Service. We will continue to meet this aspect of our Plan of Service in 2020. Subscription Services: The Outreach Department selected and acquired informational and recreational print materials for the facility inmates as stated in our Plan of Service. In 2019 the Outreach Department purchased and arranged for the delivery of 1,500 individual periodicals. Due to the closure of the facility that subscribed, newspaper delivery has been cancelled. We will

continue to meet this aspect of our Plan of Service in 2020.

Publication: For the Rochester correctional facility, as with other state correctional facilities, we will continue to ship free of charge and on demand Making Moves: A Resource of Transitional Services in Rochester and the Monroe County Area for current inmates and ex-offenders. This resource is continually revised and updated by the Monroe County Library System's Outreach Department and is produced by the library. The current format is a two-pocket folder that contains over 25 documents that provide newly released ex-offenders with job search advice and information on various community resources that can assist them. In 2019 we distributed 111, a decrease from the previous year. We expect that this number will continue to decrease. In 2017 the documents in the packet were made available on the MCLS website for downloading and printing. Currently, we are unable to track the number of downloads. We plan to update the packet, early 2020. We will continue to meet this aspect of our Plan of Service in 2020

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 System continued to maintain shared Overdrive collections with member libraries, adding money and titles to fill holds lists as well as patron requests. The system purchased simultaneous use of "American War" by Omar El Akkad for 2019 Rochester Reads event and "Drawdown" by Paul Hawken for NYLA's 2019 New York Reads; which were utilized by over 800 members of the community. The system continued to support shared databases, Consumer Reports, Heritage Quest, and A to Z Reference. Continued to provide Inter Library Loan Services. In 2019 MCLS started to manage the sharing of two mobile labs that consist of 8 laptops, each, and a printer; and a collection of Large games libraries can use for programming. These resources were shared 69 times.
- 14.2 Element 2: Special Client Groups - Results
- On-Site Presentations Outreach Librarians conducted 6 classes at the Monroe County Correctional Facility (MCCF) for male and female inmates. During the year, a total of 80 inmates attended these presentations. Due to the closure of one on the facilities, the decreased population in the remaining facility, and the continued restructuring of jail programming, this number is expected to decrease in 2020. Currently we visit 2 groups in the jail; those housed in the Veteran's Pod, and those a women's substance abuse group. At each visit, Outreach Librarians discuss general library services and showcase specific resources in the Central Library's Job Information Center that can be utilized by inmates upon release. We also share information about health, social services, educational and legal resources available throughout the library system. Librarians provide participants with additional information specific to employment of ex-offenders. This includes information about certificates of rehabilitation, bonding, common job interview mistakes etc. Handouts detailing these topics along with

information about vocational, middle skills and college programs are made available to participants. Collection Development and management Monroe County manages an additional housing unit designated for Veterans. We continue to provide a separate circulating collection for this population with input from the managing staff. In 2019 Outreach began developing a recreational/educational library for the entire population. Outreach purchased and coordinated delivery of over 300 materials TASC Support: Outreach Librarians have been in communications with the correctional facility's Educational Coordinator select appropriate classroom materials and educational resources to support the program as stated in our Plan of Service. We will continue to meet this aspect of our Plan of Service in 2020. Subscription Services: The Outreach Department selected and acquired informational and recreational print materials for the facility inmates as stated in our Plan of Service. In 2019 the Outreach Department purchased and arranged for the delivery of 1,500 individual periodicals. Due to the closure of the facility that subscribed, newspaper delivery has been cancelled. We will continue to meet this aspect of our Plan of Service in 2020. Publication: For the Rochester correctional facility, as with other state correctional facilities, we will continue to ship free of charge and on demand Making Moves: A Resource of Transitional Services in Rochester and the Monroe County Area for current inmates and ex-offenders. This resource is continually revised and updated by the Monroe County Library System's Outreach Department and is produced by the library. The current format is a two-pocket folder that contains over 25 documents that provide newly released ex-offenders with job search advice and information on various community resources that can assist them. In 2019 we distributed 111, a decrease from the previous year. We expect that this number will continue to decrease. In 2017 the documents in the packet were made available on the MCLS website for downloading and printing. Currently, we are unable to track the number of downloads. We plan to update the packet, early 2020. We will continue to meet this aspect of our Plan of Service in 2020

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| 14.3 | Element 3: Professional Development and Continuing Education - Results | MCLS Hosted training for member staff, directors and trustees. Training topics included Collection Development, Patron services, teen services, Program development and evaluation, Digital Inclusion, and Raising a Reader. |
| 14.5 | Element 5: Consulting and Development Services - Results | Workforce development grants purchased a large collection of print and digital materials that are available to all system members. Trustee training continued to be offered. New directors and trustees were given orientation to the system and continued support. MCLS web-page continued to be revised and updated. Upgrade to Network cabling continued for member libraries. |
| 14.6 | Element 6: Coordinated Services - Results | The Outreach department maintains rotating bi-monthly selection and delivery of bulk collections of library materials to agencies as stated in our Plan of Service. We circulated 11,568 materials to 34 stations during 2019. We continue to serve 3 "donation stations". These stations receive permanently donated materials; this way there is less concern around loss and management. 360 items were |

donated to these stations. These materials are of the quantities, genres and formats requested by the target populations. The target populations consist primarily of elderly adults and physically and mentally disabled persons residing in nursing homes, assisted living facilities, hospitals, or subsidized housing. Station visits allow us to speak candidly with staff, volunteers, and residents about what's working well for their location and what isn't. It also gives us the opportunity to demonstrate other services we can provide. Many of our stations' residents rely heavily on assistive technology and own tablets, smart phones and digital players from the New York State Talking Book and Braille Library. We offer support and digital training instruction sessions around these formats. We continue to purchase materials in a variety of formats appropriate for our target population groups. During the previous budget year 1,867 items were purchased. Our circulation total for the 2019 calendar year was 23,350. The item count at the end of 2019 was 20,830. We continue to provide library materials to homebound members of our community as stated in our Plan of Service. Outreach staff delivered 5,078 print, audio and visual materials to 85 clients. These individual patrons varied during the year due to some being inactive, relocated or deceased. In order to optimally manage and deliver highly individualized service, we attempt to keep the number of patrons at 50. The average patron count during 2019 was 65. This target population consists of elderly, visually impaired and blind, and physically disabled persons. We continued to offer 1:1 technology sessions with in-home patrons as many have shown interest in learning to navigate smartphones, tablets, and are curious about digital formats. We continued to encourage this exploration and provide instructional support. The Outreach Department circulates Kindles to our in-home patrons. We download audiobooks from the NYS Talking Book and Braille Library onto digital cassettes for our clients who are blind/visually impaired and provide instruction on how to navigate these multi-title cartridges. We have a circulating collection of 23 book discussion kits with large print/audio format alternatives, Experience Kits, and Musicals. The visually impaired were considered in creating these kits with inclusion of described DVDs, audiobooks and large print materials. In 2019 Outreach maintained connection with Pathstone's Employment Focused Services Program. The Employment Focused Services Program serves individuals (18+) on probation and who are court-referred. All participants are unemployed and have been placed on probation within the last 6 months or have recently been released from the adult criminal justice system. We conducted 9 job information sessions with a total of 74 participants. We conducted an information session with the Volunteer of America's Transitional Housing Program. Residents are in Federal Custody and are seeking employment.

14.7 Element 7: Awareness and Advocacy - Results

73 Members of MCLS met with local legislators in their home offices. 63 representatives from around Monroe County traveled to Albany on Library Day including library staff, trustees, and families. Take Your Child to the Library Day was used as an awareness/advocacy campaigning through Social media posting and contact with local news channels.

14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	The system e-portal continued to be used and updated to inform all libraries of updates, issues, suggested policies and best practices. The system office continued sending out monthly newsletters via email to share upcoming training opportunities, individual library news, and other library related information.
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	The system hosted an Annual Legislative Thank you breakfast. Continued participation in the Empire Shared Collection. Partnered with the Pioneer Library System to improve Advocacy efforts.
14.10	Element 10: Construction - Results	Chili Public Library - slab, foundation, steel, framing, acoustical and specialty ceiling work for a new 27,355 sq. ft. facility. Award of \$1,000,000 Total project cost \$2,338,044 with a 50% match. Greece Public Library -expansion of current children's room.- Award \$304,901. Total project cost \$1,026,300 with a 50% match. Webster Public Library - Replace three rooftop HVAC units that are approaching 20+ years of service. Awarded \$70,000, Total project costs \$140,000 with a 50% match.
14.11	Element 11: Central Library - Results	Central Library continued to back up holds on e-books and audiobooks for the Overdrive system.
14.12	Element 12: Direct Access - Results	The system continued to support the purchase of patron databases.
14.13	Element 13: Other Goal(s) - Results	N/A

15. Current system URL's

15.1	System Home Page URL	https://libraryweb.org
15.2	URL of Current List of Members	https://libraryweb.org/hours/locations-hours
15.3	URL of Current Governing Bylaws	https://libraryweb.org/wp-content/uploads/2018/05/MCLS-Bylaws.pdf
15.4	URL of Evaluation Form	NA
15.5	URL of Evaluation Results	NA
15.6	URL of Central Library Plan	https://roccitylibrary.org/about/mission-values/
15.7	URL of Direct Access Plan	https://libraryweb.org/wp-content/uploads/2018/05/Monroe-County-Library-System-Direct-Access-Plan.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Adam Traub
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(585) 428-8051
16.3	Contact e-mail address	Adam.Traub@libraryweb.org

ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with
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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)

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

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

Suggested Improvements

Library System	Monroe County Library System
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Name of Person Completing Form	Adam Traub
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Phone Number and Extension (enter area code, telephone number and extension only):	585-428-8051
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Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to.
Thank You!