

g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.80	Number of BOOKS BY MAIL loans	N/A
5.81	Number of member libraries with Job/Education Information Centers or collections	14
5.82	Number of State Correctional Facilities libraries served	3
5.83	Number of County Jails libraries served	0
5.84	Number of institutions served other than jails or correctional facilities	1
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	Y
1.	Service provided	Westchester Seniors Out Speaking (WSOS)
2.	Number of facilities/institutions served	10
1.	Service provided	HSE Connect!
2.	Number of facilities/institutions served	2
1.	Service provided	WEBS Individual Career Counseling
2.	Number of facilities/institutions served	2
1.	Service provided	WEBS Career Seminars
2.	Number of facilities/institutions served	10
1.	Service provided	WEBS Career Workshops
2.	Number of facilities/institutions served	20
1.	Service provided	WEBS Distance Counseling
2.	Number of facilities/institutions served	1
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	N
5.87	Description of fees	Not Applicable

Pick-up of Financial section of Report

6. Operating Funds Receipts
LOCAL PUBLIC FUNDS

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

1.	County Name	Westchester County
2.	Amount	\$1,000,000
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)	Y

6.2 Total County Funding \$1,000,000

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds** (total questions 6.2 and 6.3) \$1,000,000

STATE AID RECEIPTS - arranged in alphabetical order

6.5 Adult Literacy Library Services Grants \$16,494

6.6 Central Library Development Aid \$284,177

6.7 Central Book Aid \$66,900

6.8 Conservation/Preservation Grants \$0

6.9 Construction for Public Libraries Aid \$0

6.10 Coordinated Outreach Services Aid \$155,681

6.11 Correctional Facilities Library Aid \$31,088

6.12 County Jails Library Aid \$10,211

6.14 Family Literacy Grants \$12,202

6.18 Local Library Services Aid - Kept at System \$28,454

6.19 Local Library Services Aid - Distributed to Members \$251,088

6.20 Total LLSA (total questions 6.18 and 6.19) \$279,542

6.21 Local Services Support Aid \$192,870

6.22 Local Consolidated Systems Aid \$0

6.26 Public Library System Basic Aid \$1,550,007

6.27 Public Library System Supplementary Operational Aid \$206,051

6.36 Special Legislative Grants and Member Items \$194,028

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 repeat

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) \$2,999,251

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 repeat

1. Funding Source IMLS
2. Amount \$221,135
- 6.47 Total Other Federal Aid (total
questions #2 of Repeating
Group #10 above) \$221,135
- 6.48 **Total Federal Aid** (total
questions 6.45 and 6.47) \$221,135

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

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

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

1.	Contracting Agency	WLS Member Libraries
2.	Contracted Service	WLS IT Services
3.	Total Contract Amount	\$2,789,926
6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$2,789,926

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$141,773
6.53	Income from Investments	\$2,683
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 question repeating group.

1.	Receipt category	WEBS
2.	Amount	\$27,665
1.	Receipt category	Non-resident Cards
2.	Amount	\$2,473
1.	Receipt category	Misc.-Movie license
2.	Amount	\$12,586
1.	Receipt category	WSOS
2.	Amount	\$17,388
1.	Receipt category	Palmer School PLAC
2.	Amount	\$37,084
1.	Receipt category	Battle of the Books
2.	Amount	\$3,000
1.	Receipt category	WLS Trustee Award
2.	Amount	\$397
1.	Receipt category	Insurance reimbursements
2.	Amount	\$20,795
1.	Receipt category	Other miscellaneous
2.	Amount	\$47,083
1.	Receipt category	IT Fines & Fees
2.	Amount	\$3,640
1.	Receipt category	WCC Pass-thru
2.	Amount	\$2,616
1.	Receipt category	SOM Pass-thru
2.	Amount	\$24,546
1.	Receipt category	BTOP subcontract-NEW
2.	Amount	\$33,680

1.	Receipt category	e-Rate	
2.	Amount	\$2,167	
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$235,120	
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$379,576	
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)	\$7,389,888	
6.60	BUDGET LOANS	\$0	
TRANSFERS			
6.61	Transfers from Capital Fund (Same as question 9.6)	\$449,401	
6.62	Transfers from Other Funds	\$0	
6.63	Total Transfers (total questions 6.61 and 6.62)	\$449,401	
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016.)	\$2,047,846	
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83.)	\$9,887,135	

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$933,438
7.2	Other Staff	\$1,397,985

7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$2,331,423
7.4	Employee Benefits Expenditures	\$926,762
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$3,258,185

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$74,541
7.7	Electronic Materials Expenditures	\$410,154
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$484,695

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$251,088
7.11	Central Library Aid (CLDA/CBA)	\$351,077
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$169,699
7.16	Federal Aid	\$158,141
7.17	Other cash grants paid from system funds	\$34,316
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$964,321
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)	\$964,321

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$692,577
7.25	Furniture/Furnishings	\$139,091
7.26	Other Capital Expenditures	\$10,274
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$841,942

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$841,942

7.30 **Total Capital Expenditures
by Source** (total questions
7.28 and 7.29; same as
question 7.27) \$841,942

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** \$0
 (total questions 7.31 and 7.32)
 7.34 Other Building & Maintenance Expenses \$152,421
 7.35 **Total Operation and
Maintenance of Buildings** \$152,421
 (total questions 7.33 and 7.34)

MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$1,653
 7.37 Office and Library Supplies \$46,788
 7.38 Telecommunications \$311,956
 7.39 Binding Expenses \$0
 7.40 Postage and Freight \$17,991
 7.41 Publicity and Printing \$23,187
 7.42 Travel \$85,525
 7.43 Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided. \$194,310
 7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$12,706
 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Y
 Enter Y for Yes, N for No.

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

1.	Expense category	Ret Hlt Ben
2.	Amount	\$242,680
1.	Expense category	Events
2.	Amount	\$14,127
1.	Expense category	Eqp rental
2.	Amount	\$3,283
1.	Expense category	Comp Mnt

2.	Amount	\$48,794
1.	Expense category	Eqp Mnt
2.	Amount	\$13,462
1.	Expense category	Softw Mnt
2.	Amount	\$431,632
1.	Expense category	Mtgs InHouse
2.	Amount	\$3,829
1.	Expense category	Misc
2.	Amount	\$16,754
1.	Expense category	Moving Exp
2.	Amount	\$20,080
1.	Expense category	OCLC Chrg
2.	Amount	\$63,607
1.	Expense category	PR Fees
2.	Amount	\$11,146
1.	Expense category	Delivery Srv
2.	Amount	\$395,883
7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$1,265,277
7.48	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$1,959,393

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.

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)	N/A
2.	Contracted Service (specify using the State note)	N/A
3.	Total Contract Amount	N/A
7.50	Total Contracts (total question #3 of Repeating Group #14 above)	\$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	\$0
7.52	From Other Funds (73OF)	\$0
7.53	Total Capital Purposes Loans (total questions 7.51 and 7.52)	\$0
7.54	Other Loans	\$0
7.55	Total Debt Service (total questions 7.53 and 7.54)	\$0

7.56 **TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)** \$7,660,957

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) \$7,660,957

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For Public Library Systems - December 31, 2016) (For 3Rs - June 30, 2017) \$2,226,178

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63) \$9,887,135

FISCAL AUDIT

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

7.84 Last audit performed (mm/dd/yyyy) 03/29/2016

7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2015-12/31/2015

7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

- | | | |
|------|--|-------------|
| 1. | Name of bank or financial institution | TD Bank |
| 2. | Amount of funds on deposit | \$2,226,178 |
| 7.87 | Total Bank Balance (total question #2 of Repeating Group #15) | \$2,226,178 |
| 7.88 | Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here. | Y |

8. Capital Fund Receipts

- | | | |
|-----|--|-----|
| 8.1 | Total Revenue From Local Sources | \$0 |
| 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 |
| 8.5 | Total Aid and/or Grants
(total question #2 of Repeating Group #16 above) | \$0 |
| 8.6 | TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid (total questions 8.1, 8.2, 8.3, and 8.5) | \$0 |
| 8.7 | NONREVENUE RECEIPTS | \$2,704 |
| 8.8 | TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7) | \$2,704 |

8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016)	\$1,911,880
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$1,914,584

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1	Total Construction	\$0
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$449,401
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)	\$449,401
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2016, for Public Library Systems; June 30, 2017, for 3Rs)	\$1,465,183
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$1,914,584

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2017 - December 31, 2017

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$7,055,800
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, 2017, must be the same as the December 31, 2016, closing balance reported on Q7.63 of the 2016 annual report)	\$2,226,178
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$9,281,978

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)	\$7,152,200
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2017)	\$2,129,778
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$9,281,978

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)	\$0
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, \$1,465,183 2017, must be the same as the December 31, 2016, closing balance reported on Q9.9 of the 2016 annual report)
- 12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) \$1,465,183

PROJECTED CAPITAL FUND - DISBURSEMENTS

- 12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$0
- 12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2017) \$1,465,183
- 12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) \$1,465,183

13. State Formula Aid Disbursements
Public Library Systems Basic Aid

see next pages for Part 13.

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

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.

Westchester Library System Annual Report for Library Systems - 2016 (Public Library Systems 2016)

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

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

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

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

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

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

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

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

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

- 13.1.1 Total Full-Time Equivalent (FTE) 6.5
- 13.1.2 Total Expenditure for Professional Salaries \$628,234

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

- 13.1.3 Total Full-Time Equivalent (FTE) 3.1
- 13.1.4 Total Expenditure for Other Staff Salaries \$198,239

- 13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$445,607

13.1.6 **Purchased**

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

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

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

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | CPC Group |
| 3. | Expenditure | \$11,808 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$880 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$14,116 |
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Magic Jack |
| 3. | Expenditure | \$3,035 |
| 1. | Expenditure Category | Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog) |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$176,447 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$17,834 |

1.	Expenditure Category	Printing
2.	Provider of Services	Canon
3.	Expenditure	\$2,918
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	Various
3.	Expenditure	\$10,186
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Utica
3.	Expenditure	\$14,215
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Waterline
3.	Expenditure	\$120
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$580
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	\$31,245
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	HYK
3.	Expenditure	\$125,730
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Empire
3.	Expenditure	\$227,407
13.1.7	Total Expenditure - Purchased	\$636,521

Services

- 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.

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

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

- | | | |
|----|----------------------|-------------------------------------|
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$23,435 |

- | | | |
|----|----------------------|--------------------------------------|
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure | \$6,047 |

- 13.1.9 **Total Expenditure - Supplies and Materials** \$29,482

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

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

- | | | |
|----|----------------|---------------------|
| 1. | Type of Travel | System Staff Travel |
| 2. | Expenditure | \$10,843 |

- 13.1.11 **Total Expenditures - Travel** \$10,843

- 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.

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. \$251,088

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

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

- | | | |
|----|--|-----|
| 1. | Recipient | N/A |
| 2. | Allocation | N/A |
| 3. | Project Description (no more than 300 words) | |

13.1.16 Total Expenditures - Grants for Member Libraries \$0

13.1.17 Total Expenditure (total 13.1.2, 13.1.4,

- 13.1.5, 13.1.7,
13.1.9, 13.1.11,
13.1.13, 13.1.14,
and 13.1.16) \$2,200,014
- 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. \$0
- 13.1.19 Total Allocation from 2016 - 2017 State Aid:** \$2,228,469
- 13.1.20 Cash Balance at the End of the Current Fiscal Year** \$28,455
- 13.1.21 Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.
- ""NYS General Library Aid Budget Application Narrative
2016 Resource Sharing - NYS Element #1 To help reach the goal to facilitate & encourage member libraries to make their full collections available by providing a centralized catalog that "we can trust" as well as the continued development of catalog entries for Spanish language materials the following was expended: Salaries and benefits for cataloging department staff [13.1.2-Professional Salaries: \$237,161; 13.1.5-Benefits: \$127,870]; office supplies [13.1.9-Supplies & Materials: \$1,166]; and portion of office rent [13.1.7-Purchased Services: \$25,737]. Special Client Groups - NYS Element #3 For WLS to achieve its goal to assist member libraries & external partners to serve diverse constituencies, the following was expended: WEBS: For the support of the WEBS Educational & Career Counseling program that helps the un- and under-employed: computer software for skill testing [13.1.7-Purchased Services: \$11,808]; office supplies [13.1.9-Supplies & Materials: \$973]; a portion of staff salaries [13.1.4-Other Salaries: \$52,517; 13.1.5-Benefits: \$28,314]; training expenses [13.1.7-Purchased Services: \$880]; office supplies [13.1.9-Supplies & Materials: \$2,027]; and portion of office rent [13.1.7-Purchased Services: \$34,234]. Continuing Education - NYS Element #4 To achieve the goal to present a continuum of learning opportunities by providing training to member librarians, both WLS & member library trustees, conducting training needs assessments and expanding offerings of special skills workshops, the following was expended: a portion of staff salaries and benefits [13.1.2-Professional Salaries: \$13,182;

13.1.5-Benefits: \$7,107]; supplies [13.1.9-Supplies & Materials: \$8,586]; and portion of office rent [13.1.7-Purchased Services: \$26,701]. Consulting, Coordination, Construction - NYS Element #5 To support WLS's service as a repository of specialized knowledge on statewide regulatory & construction grant program procedures; keeping abreast of service innovations; advising on special collections; and negotiating group discounts, the following administrative costs was expended: professional development expenses [13.1.7-Purchased Services: \$14,116]; telecommunications [13.1.7-Purchased Services: \$3,035]; meeting supplies [13.1.9-Supplies & Materials: \$1,759]; and portion of office rent [13.1.7-Purchased Services: \$10,259]. Coordinated Services - NYS Element #6 To achieve the goal of providing technology to enhance library services, expenses included: a portion of electronic library materials [13.1.7-Purchased Services: \$176,447]; office supplies [13.1.9-Supplies & Materials: \$85]. Awareness & Advocacy - NYS Element #7 To help WLS achieve the goal of maintaining support for & increasing awareness of libraries, raising the profile of WLS advocacy on the website and via our Facebook account; expanding upon partnerships; continuing and providing social networking opportunities & special events, the following administrative costs were expended: publicity [13.1.7-Purchased Services: \$17,834]; printing [13.1.7-Purchased Services: \$2,918]; postage [13.1.9-Supplies & Materials: \$5,641]; office supplies [13.1.9-Supplies & Materials: \$1,817]; event program supplies [13.1.9-Supplies & Materials: \$1,381]; memberships to professional organizations [13.1.7-Purchased Services: \$10,186]; travel expense [13.1.11-Travel: \$10,844]; and portion of office rent [13.1.7-Purchased Services: \$28,799]. Communication & Cooperative Efforts - NYS Elements #8 & 9 WLS encouraged learning about library issues & services by supporting communications. Expenses included: a portion of staff salaries that support a distribution service offered to local non-profits funded by the State or County [13.1.2-Professional Salaries: \$5,406; 13.1.5-Benefits: \$2,915]. Other - NYS Element #13 Remaining administrative costs encompass all of the above goals/intended results: a portion of salaries & benefits for administrative staff [13.1.2-Professional Salaries: \$372,485; 13.1.4-Other Salaries: \$145,722; 13.1.5-Benefits: \$279,401]; retiree health benefits [13.1.5-Benefits: \$227,407]; building maintenance expenses-insurance [13.1.7-Purchased Services: \$14,215]; other operating expenses [13.1.7-Purchased Services: \$120]; moving expenses [13.1.7-Purchased Services: \$580]; professional fees for auditor, accountant, legal services

[13.1.7-Purchased Services: \$31,245]; furnishings under unit cost of \$5,000 [13.1.9-Supplies & Materials: \$6,047]; and payout of Local Library Services Aid funds [13.1.14-LLSA Expenditures: \$251,088]. The remaining 10% of LLSA funds were distributed in 2017 [13.1.20-Balance at the end of the year: \$28,454]."

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

N

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

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.

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

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

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - non-print |
| 2. | Quantity | 36 |
| 3. | Unit Cost | \$60 |
| 4. | Expenditure | \$2,218 |

- | | | |
|----|----------------------|---|
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - electronic databases |
| 2. | Quantity | 3 |
| 3. | Unit Cost | \$21,560 |
| 4. | Expenditure | \$64,682 |

- 13.2.4 Total Expenditure - Supplies and Materials \$66,900

- 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.

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

- | | | |
|----|------------|-----|
| 1. | Recipient | N/A |
| 2. | Allocation | N/A |

3. Project Description
(no more than 300 words)
- 13.2.6 Total Expenditure - Grants to Central/Co-Central Libraries \$0
- 13.2.7 Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6) \$66,900
- 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 2016 - 2017 State Aid** \$66,900
- 13.2.10 **Cash Balance at the End of the Current Fiscal Year** \$0
- 13.2.11 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.
CENTRAL LIBRARY NARRATIVE 2016 [Same Narrative used for both Central Book Aid (CBA): \$66,900 and Central Library Development Aid (CLDA): \$284,177 - Grand Total: \$351,077] Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2016: Goal Statement - Resource Sharing/Collection Development: To support and provide access to online and print content for all Westchester residents. Intended Result: Use support provided to the Central Library via Central Library Development and Central Library Book Aid to acquire on-line databases and other electronic resources and online content to be made available to all WLS member libraries for both onsite and remote access by patrons and library staff and provision of training on these materials. Resources were purchased for Central Library audio/visual materials and other resources to enhance the overall reference collection (\$66,900 - CBA Question 13.2.4-Supplies & Materials); for online learning and other electronic resources (\$279,172 - CLDA Question 13.3.9-Supplies & Materials) and training (\$5,005 - CLDA

Question 13.3.7-Purchased Services).

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
Equivalents (FTE) N/A

13.3.2 Total Expenditure
for Professional Salaries N/A

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) N/A

13.3.4 Total Expenditures
for Other Staff Salaries N/A

13.3.5 **Employee Benefits:**
Indicate the total expenditures for all system employee benefits (paid from CLDA funds). N/A

13.3.6 **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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

- 1. Expenditure Category Consultant fees/professional fees
- 2. Provider of Services Various
- 3. Expenditure \$5,005

13.3.7 Total Expenditure - Purchased Services \$5,005

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. Y

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

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

- 1. Expenditure Category Adult non-fiction and foreign language materials - electronic databases
- 2. Expenditure \$279,172

13.3.9 **Total Expenditure - Supplies and Materials** \$279,172

13.3.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N 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** \$0
- Travel

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.

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** \$0
- Equipment and Furnishings

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.

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

- | | | |
|----|---|-----------------|
| 1. | Recipient | N/A |
| 2. | Allocation | N/A |
| 3. | Project Description
(no more than 300 words) | Not applicable. |

- 13.3.15 Total Expenditure - Grants to Central/Co-Central Libraries \$0
- 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)** \$284,177
- 13.3.17 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$0
- 13.3.18 **Total Allocation from 2016 - 2017 State Aid:** \$284,177
- 13.3.19 **Cash Balance at the end of the Current Fiscal Year** \$0
- 13.3.20 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. CENTRAL LIBRARY NARRATIVE 2016 [Same Narrative used for both Central Book Aid (CBA): \$66,900 and Central Library Development Aid (CLDA): \$284,177 - Grand Total: \$351,077] Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2016: Goal Statement - Resource Sharing/Collection Development: To support and provide access to online and print content for all Westchester residents. Intended Result: Use support provided to the Central Library via Central Library Development and Central Library Book Aid to acquire on-line databases and other electronic resources and online content to be made available to all WLS member libraries for both onsite and remote access by patrons and library staff and provision of training on these materials. Resources were purchased for Central Library audio/visual materials and other resources to enhance the overall reference collection (\$66,900 - CBA Question 13.2.4-Supplies & Materials); for online learning and other electronic resources (\$279,172 - CLDA Question 13.3.9-Supplies & Materials) and training (\$5,005 - CLDA Question 13.3.7-Purchased Services).

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) 0.7

13.4.2 Total Expenditure
for Professional Salaries \$71,285

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) 1.2

13.4.4 Total Expenditure
for Other Staff Salaries \$22,262

13.4.5 **Employee Benefits:**
Indicate the total expenditures for all system employee benefits. \$24,885

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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1. Expenditure Category Other (specify using the State note)

2. Provider of Services Various

3. Expenditure \$15,410

1. Expenditure Other (specify using the State note)

- | | | |
|----|----------------------|-------------------------------|
| | Category | |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$10,400 |
| 1. | Expenditure | Institutional membership dues |
| | Category | |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$144 |

13.4.7 **Total Expenditure - Purchased Services** \$25,954

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. Y

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

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

- | | | |
|----|-------------|--------------------------------------|
| 1. | Expenditure | Other (specify using the State note) |
| | Category | |
| 2. | Expenditure | \$2,618 |
| 1. | Expenditure | Office/library supplies and postage |
| | Category | |
| 2. | Expenditure | \$4,440 |

13.4.9 **Total Expenditure - Supplies and Materials** \$7,058

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N

for No. Indicate the total expenditures for system employee travel only in this category. Y

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

- 1. Type of Travel System staff
- 2. Expenditure \$4,237

13.4.11 **Total Expenditure - Travel** \$4,237

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) \$155,681
- 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 2016 - 2017 State Aid:** \$155,681
- 13.4.19 **Cash Balance at the End of the Current Fiscal Year** \$0
- 13.4.20 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Coordinated Outreach Services, 2016 Program Year [Total: \$155,681] Consultant and staff services comprise the largest portion of the outreach budget. WLS personnel create and execute numerous outreach projects and activities in member libraries. Programming for older adults and ethnic minorities of all ages is a vital part of the library services offered in Westchester County. Programming was continued with the Medicare Rights Center, Westchester Independent Living Center, Great Potentials of SUNY Purchase College, Family Services of Westchester, and other community organizations. Personnel expenses included salary and benefits for library and other staff totaling \$118,432 (\$71,285 - Question 13.4.2-Professional Salaries; \$22,262 - Question 13.4.4-Other Salaries; \$24,885 - Question 13.4.5-Benefits). WLS worked with library professionals to provide innovative training opportunities for member library administrators and staff to help them incorporate outreach policies and practices in their regular service delivery plans (\$15,410 - Question 13.4.7-Purchased Services; \$2,618 - Question 13.4.9-Supplies & Materials). WLS produced flyers, notices, announcements and other materials to alert member libraries and the public to the availability of programs and services. Expenses included postage and office supplies (\$4,440 - Question 13.4.9-Supplies & Materials) and printing and publicity

(\$10,400 - Question 13.4.7-Purchased Services). Other expenses included reimbursement of system staff travel to various conferences and meetings (\$4,237 - Question 13.4.11-Travel) and organizational membership dues and related meeting expenses (\$144 - Question 13.4.7-Purchased Services).

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. N

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

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

- 1. Expenditure Category Consultant fees/professional fees
- 2. Provider of Services Various
- 3. Expenditure \$4,800

13.5.2 **Total Expenditure - Purchased Services** \$4,800

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

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

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

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

- 1. Expenditure Category Office/library supplies and postage
- 2. Expenditure \$3,129

- 1. Expenditure Category Office/library supplies and postage
- 2. Expenditure \$2,282

13.5.4 **Total Expenditure - Supplies and Materials** \$5,411

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$10,211

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 2016 - 2017 State Aid** \$10,211

13.5.8 **Cash Balance at the End of the Current Fiscal Year** \$0

13.5.9 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with County Jails: 2016 Program Year [Total: \$10,211] WLS provided continuing collection development support to Westchester County Department of Corrections inmates through development of Westchester Connections, a re-entry guide to support those formerly incarcerated, families and service providers [\$4,800 - Question 13.5.2-Purchased Services; \$3,129 - Question 13.5.4-Supplies & Materials]. WLS will also provide consultation and technical assistance,

these State Aid Funds. and management of a donated items program. The department manager will allocate time for consultation and research to develop other services [\$2,282 - Question 13.5.4- Supplies & Materials].

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 Equivalent (FTE) 0.3
- 13.6.2 Total Expenditure for Professional Salaries \$12,929

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 Equivalent (FTE) 0.2
- 13.6.4 Total Expenditure for Other Staff Salaries \$4,810

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$3,547

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 State Note of explanation when "Other" is chosen. Also please see individual instructions for

these questions for any further requirements.

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

- | | | |
|----|-------------------------|-----------------------------------|
| 1. | Expenditure
Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$4,120 |

13.6.7 **Total Expenditure**
- Purchased \$4,120
Services

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

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

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

- | | | |
|----|-------------------------|---------------------------------|
| 1. | Expenditure
Category | Books and other print materials |
| 2. | Expenditure | \$5,682 |

13.6.9 **Total Expenditure**
- Supplies and \$5,682
Materials

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

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 N
or more and having
a useful life of more
than one year. Enter
Y for Yes, N for No.

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

1. Type of item N/A

2. Quantity N/A

3. Unit Cost N/A

4. Expenditure N/A

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

13.6.14 Total Expenditure
(total 13.6.2, 13.6.4,
13.6.5, 13.6.7, \$31,088
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 2016 - 2017** \$31,088
State Aid:

13.6.17 **Cash Balance at
the End of the
Fiscal Year:** \$0

13.6.18 **Final Narrative:**
Provide a brief State Correction Aid, 2016 Program Year [Total \$31,088]
WLS continued to provide collection development support to

narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

the general inmate libraries at all three State facilities through the purchase of library materials and delivery of selected donated items, and exploration of new access services (\$5,682-Question 13.6.9-Supplies & Materials). Both Department of Corrections (DOC) supervisory staff and inmate clerks at Bedford Hills Correctional Facilities (CF) and Taconic CF needed professional assistance with day-to-day aspects of ILL, circulation, collection management operations (\$12,929 - Question 13.6.2-Professional Salaries; \$4,810 - Question 13.6.4-Other Salaries; \$3,547 - Question 13.6.5-Benefits). WLS collaborates with neighboring library systems to create professional development opportunities for CF library staff (\$4,120 - Question 13.6.7-Purchased Services).