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

## 1. General System Information

| | | |
|---|---|---|
| 1.1 | SEDCODE | 660409700029 |
| 1.2 | Institution ID | 800000035474 |
| 1.3 | System Name | Westchester Library System |
| 1.4 | Beginning Reporting Year | 1/1/2017 |
| 1.5 | Ending Reporting Year | 12/31/2017 |
| 1.6 | Street Address | 570 Taxter Road - Ste 400 |
| 1.7 | City | Elmsford |
| 1.8 | Zip Code | 10523 |
| 1.9 | Four-Digit Zip Code Extension (enter N/A if unknown) | 2337 |
| 1.10 | Mailing Address | 570 Taxter Road - Ste 400 |
| 1.11 | City | Elmsford |
| 1.12 | Zip Code | 10523 |
| 1.13 | Four-Digit Zip Code Extension (enter N/A if unknown) | 2337 |
| 1.14 | Library System Telephone Number (enter 10 digits only and hit the Tab key) | (914) 674-3600 |
| 1.15 | Fax Number (enter 10 digits only) | (914) 674-4185 |
| 1.16 | System Home Page URL | www.westchesterlibraries.org |
| 1.17 | URL of the system's complete Plan of Service | http://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Free_Direc |
| 1.18 | Population Chartered to Serve (2010 Census) | 949,113 |
| 1.19 | Area Chartered to Serve (square miles) | 431 |
| 1.20 | Federal Employer Identification Number | 131882114 |
| 1.21 | County | Westchester |
| 1.22 | County (Counties) Served | Westchester |
| 1.23 | School District | Elmsford Union Free School District |
| 1.24 | Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr. | Dr. |

| 1.25 | First Name of System Director | Terry L |
|---|---|---|
| 1.26 | Last Name of System Director | Kirchner |
| 1.27 | NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. | 24140 |
| 1.32 | Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) | (914) 231-3223 |
| 1.33 | E-Mail Address of the System Director | tkirchner@wlsmail.org |
| 1.34 | Fax Number of the System Director (enter 10 digits only and hit the Tab key) | (914) 674-4185 |
| 1.35 | Name of Outreach Coordinator | Elena Falcone |
| 1.48 | Is the library system a member of the New York State and Local Retirement System? | Y |
| 1.49 | Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. | N |
| 1. | Name of Contracting Municipality or District | N/A |
| 2. | Is this a written contract? (Enter Y for Yes, N for No) | N/A |
| 3. | Population of the geographic area served by this contract | N/A |
| 4. | Dollar amount of contract | N/A |
| 5. | Indicate "Full" or "Partial" range of services provided by this contract (Select one) | N/A |

| 1.50 | For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. | N |

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

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

## 2. Personnel Information

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

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

| 2.4 | Public Library System Director per CR 90.3(f) - Filled Position FTE | 1 |
| 2.5 | Public Library System Director per CR 90.3(f) - Vacant Position FTE | 0 |
| 2.10 | Librarians - Filled Position(s) FTE | 7.29 |
| 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) | 9.29 |
| 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 | 5.42 |

| 2.17 | Total Other Professional Staff - Vacant Position(s) FTE | 0 |
|------|------|------|
| 2.18 | Total Other Staff - Filled Position(s) FTE | 14.2 |
| 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) | 28.91 |
| 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 | $183,244 |

# 3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

| 3.9 | Number of member libraries. Do not include branches. | 38 |
|------|------|------|
| 3.15 | Main Library/System Headquarters | 1 |
| 3.16 | Indicate the year the system building was initially constructed | N/A |
| 3.17 | Indicate the year the system building underwent a major renovation costing $25,000 or more | N/A |
| 3.18 | Square footage of the system building | 14,316 |
| 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 | Mount Vernon 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 | 9 |
|------|------|------|

| 3.26 | Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report. | 15 |
| 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 "Ot[...] individual instructions for these questions for any further requirements.

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

## SYSTEM BOARD/COUNCIL

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

President/Council Chair

| 3.29 | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 3.30 | First Name | Sean |
| 3.31 | Last Name | Ryan |
| 3.32 | Institutional Affiliation | Retired |
| 3.33 | Professional Title | N/A |
| 3.34 | Mailing Address | 18 Bayberry Road |
| 3.35 | City | Armonk |
| 3.36 | Zip Code (enter five digits only) | 10502 |
| 3.37 | Telephone for the Board President (enter 10 digits only and hit the Tab key) | (914) 273-5172 |
| 3.38 | E-mail Address | wlssdistrict05@wlsmail.org |
| 3.39 | Term Begins - Month | January |
| 3.40 | Term Begins - Year (yyyy) | 2016 |
| 3.41 | Term Expires - Month or N/A | December |
| 3.42 | Term Expires - Year (YYYY) or N/A | 2020 |

| 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) | 01/26/2016 |
| 3.45 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2016 |
| 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 q
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) s
section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet
here. Complete this form and email it to bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than f

| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| --- | --- | --- |
| 2. | First Name | Susan |
| 3. | Last Name | Morduch |
| 4. | Institutional Affiliation | CHE Senior Psychological Services |
| 5. | Professional Title | Pyscholgist |
| 6. | Mailing Address | 11 Riverview Avenue |
| 7. | City | Ardsley |
| 8. | Zip Code (enter five digits only) | 10502 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2017 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2021 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/31/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/08/2018 |
| 16. | Is this a brand new trustee? | N |

| | | |
|---|---|---|
| 6. | Mailing Address | 434 West William Street |
| 7. | City | Port Chester |
| 8. | Zip Code (enter five digits only) | 10573 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2016 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2020 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/26/2016 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2016 |
| 16. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Julie |
| 3. | Last Name | Mills-Worthey |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Attorney |
| 6. | Mailing Address | 151 Prospect Avenue |
| 7. | City | Mount Vernon |
| 8. | Zip Code (enter five digits only) | 10550 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2016 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2020 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/26/2016 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2016 |
| 16. | Is this a brand new trustee? | N |

| | | |
|---|---|---|
| 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) | 01/30/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2018 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | N/A |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2019 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | N/A |
| 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? | N |

## COORDINATED OUTREACH COUNCIL

| | | |
|---|---|---|
| 3.47 | Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No). | Y |

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2018, throu

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 Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If y uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and e number of council members must be 5 to 11 (no less than five and no more than 11).

<span style="color:red">Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Otl individual instructions for these questions for any further requirements.</span>

| | | |
|---|---|---|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Nory |
| 3. | Last Name | Padilla |
| 4. | Institutional Affiliation | Westchester County Dept. of Correction |
| 5. | Professional Title | Director of Programs and Staff Development |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Tamaris |
| 3. | Last Name | Princi |
| 4. | Institutional Affiliation | Urban Resource Institute |
| 5. | Professional Title | Abusive Partner Intervention Coordinator |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Janet |
| 3. | Last Name | Donat |
| 4. | Institutional Affiliation | Family Services of Westchester |
| 5. | Professional Title | Coordinator of Early Childhood & Parenting Programs |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Cornelia |
| 3. | Last Name | Schimert |
| 4. | Institutional Affiliation | Visiting Nurse Association of Hudson Valley |
| 5. | Professional Title | Director, County Relations |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Steve |
| 3. | Last Name | Schurkman |
| 4. | Institutional Affiliation | Keane & Beane |
| 5. | Professional Title | Principal Member |

| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Gina |
| 3. | Last Name | Bell |
| 4. | Institutional Affiliation | Yonkers Public Schools |
| 5. | Professional Title | Head of Library Services |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Brian |
| 3. | Last Name | Kenney |
| 4. | Institutional Affiliation | White Plains Public Library |
| 5. | Professional Title | Director |

## 4. Public Library System Transactions and Collections

| 4.1 | Number of registered system borrowers | 86 |
| 4.2 | System Visits | 944 |

**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 | 355 |
| 4.7 | Successful Retrieval of Electronic Information | 152 |
| 4.8 | Electronic Content Use (Total Questions 4.6 & 4.7) | 507 |
| 4.9 | Total Circulation of Materials (Total Questions 4.5 & 4.6) | 355 |
| 4.10 | Total Collection Use (Total Questions 4.7 & 4.9) | 507 |

**GENERAL SYSTEM HOLDINGS**

| 4.11 | Total Cataloged Book Holdings | 52 |
| 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) | 52 |
| 4.16 | Electronic Books | 23,486 |
| 4.17 | Local Electronic Collections | 15 |

| 4.18 | Total Number of NOVELNY Databases | 16 |
|---|---|---|
| 4.19 | Total Electronic Collections ( Total questions 4.16 + 4.17 ) | 23,501 |
| 4.20 | Audio - Downloadable Units | 5,355 |
| 4.21 | Video - Downloadable Units | 23 |
| 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.) | 12 |
| 4.23 | Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22) | 28,907 |

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) | 28,959 |

**ROTATING COLLECTIONS/BOOK LOANS**

| 4.29 | Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) | Y |
|---|---|---|
| 4.30 | Number of collections | 1 |
| 4.31 | Average number of items per collection | 8 |

# 5. System Services

**TECHNOLOGY AND RESOURCE SHARING**

**INTEGRATED LIBRARY SYSTEM (ILS)**

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

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

| a. | Circulation | Yes |
|---|---|---|
| b. | Public Access Catalog | Yes |
| c. | Cataloging | Yes |
| d. | Acquisitions | Yes |
| e. | Inventory | Yes |
| f. | Serials Control | No |

| | | |
|---|---|---|
| g. | Media Booking | No |
| h. | Community Information | Yes |
| i. | Electronic Resource Management | No |
| j. | Digital Collections Management | No |
| 5.3 | Identify ILS system vendor | Sirsi Dynix |
| 5.4 | How many member libraries fully participate in the ILS? | 38 |
| 5.5 | % of member libraries participating (calculated field) | 100.00% |
| 5.6 | How many member libraries participate in some ILS modules? | 38 |

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 | Yes |
| c. | ILL feature implemented and used | Yes |
| 5.8 | Number of titles in the ILS bibliographic database | 967,167 |
| 5.9 | Number of new titles added by the system in the reporting year | 0 |
| 5.10 | Number of Central Library Aid titles added in the reporting year | 1,404 |
| 5.11 | Number of new titles added by the members in the reporting year | 42,334 |
| 5.12 | Total new titles (total questions 5.9 through 5.11) | 43,738 |

**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 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? | 38 |
| 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 | 967,167 |
| 5.17 | Number of holdings in the system's union catalog | 3,733,891 |
| 5.18 | Number of new titles added in the last year | 42,334 |
| 5.19 | Number of holdings added in the last year | 247,470 |

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

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

**UNION LIST OF SERIALS**

| 5.21 | Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) | Y |
| 5.22 | How many libraries participate in (or submit records for) the union list of serials? | 38 |

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

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

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

| 5.24 | Annual number of visits to the system's web site | 1,466,647 |

**SYSTEM INTERLIBRARY LOAN ACTIVITY**

| 5.25 | Total items provided (loaned) | 4,308 |
| 5.26 | Total items received (borrowed) | 6,210 |
| 5.27 | Total requests provided (loaned) unfilled | 8,947 |
| 5.28 | Total requests received (borrowed) unfilled | 651 |
| 5.29 | Total interlibrary loan activity (total questions 5.25 through 5.28) | 20,116 |

**DELIVERY**

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

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

| a. | System courier (on the System's payroll) | No |
| b. | Other system's courier | No |
| d. | Contracted service (paid by System - not on payroll) | Yes |
| e. | U.S. Mail | Yes |
| f. | Commercial carrier (e.g., UPS, DHL, etc.) | No |
| g. | Other (specify using the State note) | No |
| 5.31 | Number of stops (pick-up and delivery sites per week) | 264 |

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

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

| 5.32 | Number of sessions | 7 |
| 5.33 | Number of participants | 215 |

### Technology

| 5.34 | Number of sessions | 124 |
| 5.35 | Number of participants | 666 |

### Digitization

| 5.36 | Number of sessions | 0 |
| 5.37 | Number of participants | 0 |

### Leadership

| 5.38 | Number of sessions | 8 |
| 5.39 | Number of participants | 144 |

### Management & Supervisory

| 5.40 | Number of sessions | 0 |
| 5.41 | Number of participants | 0 |

### Planning and Evaluation

| 5.42 | Number of sessions | 0 |
| 5.43 | Number of participants | 0 |

### Awareness and Advocacy

| 5.44 | Number of sessions | 2 |
| 5.45 | Number of participants | 218 |

### Trustee/Council Training

| 5.46 | Number of sessions | 9 |
| 5.47 | Number of participants | 98 |

### Special Client Populations

| 5.48 | Number of sessions | 17 |
| 5.49 | Number of participants | 259 |

### Children's Services/Birth to Kindergarten

| 5.50 | Number of sessions | 3 |
| 5.51 | Number of participants | 77 |

### Children's Services/Elementary Grade Levels

| 5.52 | Number of sessions | 3 |
| 5.53 | Number of participants | 58 |

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

| 5.54 | Number of sessions | 8 |
| 5.55 | Number of participants | 61 |

**General Adult Services**

| 5.56 | Number of sessions | 11 |
| 5.57 | Number of participants | 84 |

| 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 | Annual Report Workshops |
| 2. | Number of sessions | 2 |
| 3. | Number of participants | 12 |
| 1. | Topic | NYS Construction Grant Workshops |
| 2. | Number of sessions | 2 |
| 3. | Number of participants | 6 |
| 1. | Topic | Moodle 5-week Workshop |
| 2. | Number of sessions | 6 |
| 3. | Number of participants | 151 |
| 1. | Topic | Battle of the Books |
| 2. | Number of sessions | 4 |
| 3. | Number of participants | 363 |

| 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) | 206 |

| 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) | 2,412 |

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

**COORDINATED SERVICES**

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

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

| a. | Coordinated purchase of print materials | Yes |
|---|---|---|
| b. | Coordinated purchase of non-print materials | Yes |
| c. | Negotiated pricing for licensed electronic collection purchases (not purchasing) | Yes |
| d. | Cataloging | Yes |
| e. | Materials processing | No |
| f. | Coordinated purchase of office supplies | Yes |
| g. | Coordinated computer services/purchases | Yes |
| h. | Virtual reference | Yes |
| 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 | 288 |
|---|---|---|
| 5.64 | Number of contacts - Consulting with member libraries and/or branches on funding and governance | 64 |
| 5.65 | Number of contacts - Consulting with member libraries and/or branches on charter and registration work | 51 |
| 5.66 | Number of contacts - Consulting with member libraries and/or branches on automation and technology | 3,324 |
| 5.67 | Number of contacts - Consulting with member libraries and/or branches on youth services | 116 |
| 5.68 | Number of contacts - Consulting with member libraries and/or branches on adult services | 303 |
| 5.69 | Number of contacts - Consulting with member libraries and/or branches on physical plant needs | 0 |

| 5.70 | Number of contacts - Consulting with member libraries and/or branches on personnel and management issues | 79 |
|---|---|---|
| 5.71 | Number of contacts - Consulting with state and county correctional facilities | 76 |
| 5.72 | Number of contacts - Providing information to local, county, and state legislators and their staffs | 30 |
| 5.73 | Number of contacts - Providing system and member library information to the media | 198 |
| 5.74 | Number of contacts - Providing website development and maintenance for member libraries | 0 |
| 5.75 | Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group. | Y |
| 1. | Topic | NYS Annual Report |
| 2. | Number of contacts (all types) | 377 |
| 1. | Topic | Workforce Development |
| 2. | Number of contacts (all types) | 190 |
| 5.76 | **Total other contacts** (total of question #2 of Repeating Group #6) | 567 |
| 5.77 | **Total number of contacts** (total of questions 5.63 through 5.74 and 5.76) | 5,096 |

**REFERENCE SERVICES**

| 5.78 | Total Reference Transactions | 15 |
|---|---|---|

**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 members of ethnic or minority groups in need of special library services | Yes |
| 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 | 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 | 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. | Y |
| 1. | Service provided | Westchester Seniors Out Speaking (WSOS) |
| 2. | Number of facilities/institutions served | 44 |
| 1. | Service provided | HSE Connect! |
| 2. | Number of facilities/institutions served | 38 |
| 1. | Service provided | Early Literacy Education |
| 2. | Number of facilities/institutions served | 14 |
| 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 |
| 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**

| 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 | $8,426 |
| --- | --- | --- |
| 6.6 | Central Library Development Aid | $284,330 |
| 6.7 | Central Book Aid | $66,936 |
| 6.8 | Conservation/Preservation Grants | $0 |
| 6.9 | Construction for Public Libraries Aid | $0 |
| 6.10 | Coordinated Outreach Services Aid | $155,765 |
| 6.11 | Correctional Facilities Library Aid | $31,105 |
| 6.12 | County Jails Library Aid | $10,191 |
| 6.14 | Family Literacy Grants | $13,105 |
| 6.18 | Local Library Services Aid - Kept at System | $0 |
| 6.19 | Local Library Services Aid - Distributed to Members | $279,694 |
| 6.20 | Total LLSA (total questions 6.18 and 6.19) | $279,694 |
| 6.21 | Local Services Support Aid | $192,973 |
| 6.22 | Local Consolidated Systems Aid | $0 |
| 6.26 | Public Library System Basic Aid | $1,550,841 |
| 6.27 | Public Library System Supplementary Operational Aid | $206,162 |

| | | |
|---|---|---|
| 6.36 | Special Legislative Grants and Member Items | $37,500 |
| 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) | $2,837,028 |

**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 rep

| | | |
|---|---|---|
| 1. | Funding Source | IMLS |
| 2. | Amount | $30,522 |
| 6.47 | Total Other Federal Aid (total questions #2 of Repeating Group #10 above) | $30,522 |
| 6.48 | **Total Federal Aid** (total questions 6.45 and 6.47) | $30,522 |

**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 grou

| | | |
|---|---|---|
| 1. | Contracting Agency | WLS Member Libraries |
| 2. | Contracted Service | Information Technology, cataloging, ILL, etc. |
| 3. | Total Contract Amount | $2,782,739 |

| 6.50 | **Total Contracts** (total question #3 of Repeating Group #11 above) | $2,782,739 |

## MISCELLANEOUS RECEIPTS

| 6.51 | Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) | $92,309 |
|---|---|---|
| 6.53 | Income from Investments | $5,574 |

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

| | | |
|---|---|---|
| 1. | Receipt category | WEBS |
| 2. | Amount | $22,790 |
| 1. | Receipt category | Non-Resident Cards |
| 2. | Amount | $2,250 |
| 1. | Receipt category | Movie Licensing |
| 2. | Amount | $8,990 |
| 1. | Receipt category | WSOS |
| 2. | Amount | $17,283 |
| 1. | Receipt category | LIU Palmer School PLAC |
| 2. | Amount | $40,000 |
| 1. | Receipt category | Trustee Award |
| 2. | Amount | $100 |
| 1. | Receipt category | Insurance Reimbursements |
| 2. | Amount | $21,764 |
| 1. | Receipt category | Other Miscellaneous Reimbursements |
| 2. | Amount | $7,785 |
| 1. | Receipt category | Pass Thru Fines & Fees/GiveGab/Donations |
| 2. | Amount | $19,542 |
| 1. | Receipt category | WCC Pass Thru |
| 2. | Amount | $96,547 |
| 1. | Receipt category | BTOP-New Rochelle |
| 2. | Amount | $20,076 |

| 1. | Receipt category | eRate |
|----|------------------|-------|
| 2. | Amount | $317 |

| 6.57 | Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) | $257,444 |
|------|-----------------|----------|
| 6.58 | **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) | $355,327 |
| 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) | $7,005,616 |
| 6.60 | **BUDGET LOANS** | $0 |

**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: Public Library Systems - January 1, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.) | $2,226,178 |
| 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) | $9,231,794 |

# 7. Operating Fund Disbursements

**STAFF EXPENDITURES**
Salaries

| 7.1 | System Director and Librarians | $942,893 |
|-----|-----------------|----------|
| 7.2 | Other Staff | $1,422,651 |
| 7.3 | Total Salary and Wages Expenditures (total questions 7.1 and 7.2) | $2,365,544 |

| 7.4 | Employee Benefits Expenditures | $983,888 |
|------|-------------------------------|----------|
| 7.5 | **Total Staff Expenditures** (total questions 7.3 and 7.4) | $3,349,432 |

## COLLECTION EXPENDITURES

| 7.6 | Print Materials Expenditures | $37,836 |
|------|------------------------------|---------|
| 7.7 | Electronic Materials Expenditures | $236,770 |
| 7.8 | Other Materials Expenditures | $0 |
| 7.9 | **Total Collection Expenditures** (total questions 7.6 through 7.8) | $274,606 |

## GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

| 7.10 | Local Library Services Aid (LLSA) | $307,648 |
|------|-----------------------------------|----------|
| 7.11 | Central Library Aid (CLDA/CBA) | $241,491 |
| 7.15 | Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) | $42,500 |
| 7.16 | Federal Aid | $0 |
| 7.17 | Other cash grants paid from system funds | $138,954 |
| 7.18 | Total Cash Grants (total questions 7.10 through 7.17) | $730,593 |
| 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) | $730,593 |

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

| 7.22 | Bookmobile | $0 |
|------|------------|-----|
| 7.23 | Other Vehicles | $0 |
| 7.24 | Computer Equipment | $351,355 |
| 7.25 | Furniture/Furnishings | $15,558 |
| 7.26 | Other Capital Expenditures | $0 |
| 7.27 | **Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26) | $366,913 |

## TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

| 7.28 | From Local Public Funds (71PF) | $0 |
|------|--------------------------------|-----|
| 7.29 | From Other Funds (71OF) | $366,913 |
| 7.30 | **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27) | $366,913 |

## 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 | $237,654 |
| 7.35 | **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) | $237,654 |

**MISCELLANEOUS EXPENSES**

| | | |
|---|---|---|
| 7.36 | Total Operation & Maintenance of Bookmobiles and Other Vehicles | $3,359 |
| 7.37 | Office and Library Supplies | $32,297 |
| 7.38 | Telecommunications | $323,658 |
| 7.39 | Binding Expenses | $0 |
| 7.40 | Postage and Freight | $19,649 |
| 7.41 | Publicity and Printing | $29,988 |
| 7.42 | Travel | $87,915 |
| 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. | $223,777 |
| 7.44 | Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. | $14,306 |
| 7.46 | Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No. | Y |

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

| | | |
|---|---|---|
| 1. | Expense category | Ret Hlt Ins |
| 2. | Amount | $235,541 |
| 1. | Expense category | Events |
| 2. | Amount | $13,158 |
| 1. | Expense category | Eq Rntl |
| 2. | Amount | $2,700 |
| 1. | Expense category | Cmp Mnt |
| 2. | Amount | $851 |
| 1. | Expense category | Eq Mnt |
| 2. | Amount | $7,755 |
| 1. | Expense category | Sftwr Mnt |

| 2. | Amount | $464,885 |
|---|---|---|
| 1. | Expense category | Copier Lease |
| 2. | Amount | $9,813 |
| 1. | Expense category | Mtgs InHse |
| 2. | Amount | $4,733 |
| 1. | Expense category | Misc |
| 2. | Amount | $2,909 |
| 1. | Expense category | Moving Exp |
| 2. | Amount | $525 |
| 1. | Expense category | OCLC Chg |
| 2. | Amount | $66,738 |
| 1. | Expense category | P/R Fees |
| 2. | Amount | $12,302 |
| 1. | Expense category | Delivery |
| 2. | Amount | $390,550 |

| 7.47 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | $1,212,460 |
|---|---|---|
| 7.48 | **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) | $1,947,409 |

## 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. | N |
|---|---|---|

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

| 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)** | $6,906,607 |
|---|---|---|

**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) | $6,906,607 |
| 7.63 | **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2017)** | $2,325,187 |
| 7.83 | **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63) | $9,231,794 |

**FISCAL AUDIT**

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

| 7.84 | Last audit performed (mm/dd/yyyy) | 03/15/2017 |
|---|---|---|
| 7.85 | Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) | 01/01/2016-12/31/2016 |
| 7.86 | Indicate type of audit (select one from drop-down): | Private Accounting Firm |

**ACCOUNT INFORMATION**

Complete one record for each financial account

| | | |
|---|---|---|
| 1. | Name of bank or financial institution | TD Bank |
| 2. | Amount of funds on deposit | $2,325,187 |
| 7.87 | **Total Bank Balance** (total question #2 of Repeating Group #15) | $2,325,187 |
| 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** | $4,133 |
| 8.8 | **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) | $4,133 |

| 8.9 | CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2016.) | $1,465,183 |
| 8.10 | **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) | $1,469,316 |

# 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) | $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) | $0 |
| 9.9 | **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2017, for Public Library Systems)** | $1,469,316 |
| 9.10 | **TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9) | $1,469,316 |

# 12. Projected Annual Budget For Library Systems
**Public Library Systems Budget for January 1, 2018 - December 31, 2018**

**PROJECTED OPERATING FUND - RECEIPTS**

| 12.1 | Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) | $6,752,400 |
|---|---|---|
| 12.2 | Budget Loans | $0 |
| 12.3 | Total Transfers | $0 |
| 12.4 | Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2018, must be the same as the December 31, 2017, closing balance reported on Q7.63 of the 2017 annual report) | $2,325,187 |
| 12.5 | Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4) | $9,077,587 |

**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) | $6,867,100 |
|---|---|---|
| 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, 2018) | $2,210,487 |
| 12.9 | Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8) | $9,077,587 |

**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<br>(For Public Library Systems, opening balance on January 1, 2018, must be the same as the December 31, 2017, closing balance reported on Q9.9 of the 2017 annual report) | $1,469,316 |
|---|---|---|
| 12.13 | Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) | $1,469,316 |

**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<br>(For Public Library Systems, December 31, 2018) | $1,469,316 |
| 12.16 | Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) | $1,469,316 |

# 13. State Formula Aid Disbursements

**PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID a**
**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.

## 13. State Formula Aid Disbursements

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

| | |
|---|---|
| **Statutory 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) | 6.5 |
|---|---|---|
| 13.1.2 | Total Expenditure for Professional Salaries | $668,818 |

**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) | 3.1 |
|---|---|---|
| 13.1.4 | Total Expenditure for Other Staff Salaries | $211,045 |
| 13.1.5 | **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. | $529,397 |
| 13.1.6 | **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 | Institutional membership dues |
|---|---|---|
| 2. | Provider of Services | Various |
| 3. | Expenditure | $12,933 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $233 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $78,821 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $215,417 |
| 1. | Expenditure Category | Building and maintenance expenses |
| 2. | Provider of Services | H'Y2 |
| 3. | Expenditure | $101,376 |

| 1. | Expenditure Category | Printing |
|----|---------------------|----------|
| 2. | Provider of Services | Various |
| 3. | Expenditure | $8,775 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $13,795 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $21,055 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $11,260 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | CCP |
| 3. | Expenditure | $7,782 |
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $2,979 |
| 1. | Expenditure Category | Building and maintenance expenses |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $15,553 |

| 13.1.7 | **Total Expenditure - Purchased Services** | $489,979 |
|--------|---------------------------------------------|----------|
| 13.1.8 | **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No. | Y |

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 | $766 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure | $5,936 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $1,615 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $10,244 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $19,712 |

| 13.1.9 | **Total Expenditure - Supplies and Materials** | $38,273 |

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

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

| 1. | Type of Travel | System Staff Travel |
| 2. | Expenditure | $12,965 |

| 13.1.11 | **Total Expenditures - Travel** | $12,965 |

| 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. | $307,648 |

| 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) | $2,258,125 |
|---|---|---|
| 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. | $28,455 |
| 13.1.19 | **Total Allocation from 2017 - 2018 State Aid:** | $2,229,670 |
| 13.1.20 | Total Available Before Expenditures (total 13.1.18 + 13.1.19) | $2,258,125 |
| 13.1.21 | **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** | $0 |

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.

"""NYS General Library Aid Budget Application Narrative 2017 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: $252,481; 13.1.5-Benefits: $152,601]; office supplies [13.1.9-Supplies & Materials: $815]; and portion of office rent [13.1.7-Purchased Services: $26,917]. 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: $7,782]; office supplies [13.1.9-Supplies & Materials: $680]: a portion of staff salaries [13.1.4-Other Salaries: $55,910; 13.1.5-Benefits: $31,403]; office supplies [13.1.9-Supplies & Materials: $1,417]; and portion of office rent [13.1.7-Purchased Services: $35,804]. 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: $14,034; 13.1.5-Benefits: $8,474]; supplies [13.1.9-Supplies & Materials: $6,002]; and portion of office rent [13.1.7-Purchased Services: $27,925]. 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: $13,795]; telecommunications [13.1.7-Purchased Services: $2,979]; meeting supplies [13.1.9-Supplies & Materials: $1,615]; and portion of office rent [13.1.7-Purchased Services: $10,729]. 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: $78,821]; office supplies [13.1.9-Supplies & Materials: $59]. 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: $11,260]; printing [13.1.7-Purchased Services: $8,775]; postage [13.1.9-Supplies & Materials: $19,712]; office supplies [13.1.9-Supplies & Materials: $1,270]; event program supplies [13.1.9-Supplies & Materials: $766]; memberships to professional organizations [13.1.7-Purchased Services: $12,933]; travel expense [13.1.11-Travel: $12,965. 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: $5,755; 13.1.5-Benefits: $3,479]. 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: $396,548; 13.1.4-Other Salaries: $155,135; 13.1.5-Benefits: $333,439]; retiree health benefits [13.1.5-Benefits: $215,417]; building maintenance expenses-insurance [13.1.7-Purchased Services: $15,553]; other operating expenses [13.1.7-Purchased Services: $233]; professional fees for auditor, accountant, legal services [13.1.7-Purchased Services: $21,055]; furnishings under unit cost of $5,000 [13.1.9-Supplies & Materials: $5,936]; and 100% payout of Local Library Services Aid funds [13.1.14-LLSA Expenditures: $279,694]. The remaining 10% of 2016 LLSA funds were distributed in 2017 [13.1.14-LLSA Expenditures: $27,954]."""

CENTRAL BOOK AID (CBA)

**Statutory Reference:** Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4
Central Book Aid is a flat sum of $71,500 to each public library system. Please see the Central Library Program Guidelines at
http://www.nysl.nysed.gov/libdev/clda/index.html
for more information.
Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of

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

| | | |
|---|---|---|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Total Boox |
| 3. | Expenditure | $24,850 |
| 13.2.2 | Total Expenditure - Purchased Services | $24,850 |
| 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. | Y |

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 library materials - print |
| 2. | Quantity | 675 |
| 3. | Unit Cost | $35 |
| 4. | Expenditure | $23,674 |
| 13.2.4 | Total Expenditure - Supplies and Materials | $23,674 |
| 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 | Mount Vernon Public Library |
| 2. | Allocation | $30,000 |
| 3. | Project Description (no more than 300 words) | For purchase of materials housed at Mount Vernon Public Library that enhance the overall system collections. |
| 13.2.6 | Total Expenditure - Grants to Central/Co-Central Libraries | $30,000 |
| 13.2.7 | Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6) | $78,524 |

| | | |
|---|---|---|
| 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. | $30,300 |
| 13.2.9 | **Total Allocation from 2017 - 2018 State Aid** | $66,936 |
| 13.2.10 | Total Available Before Expenditures (total 13.2.8 + 13.2.9) | $97,236 |
| 13.2.11 | **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** | $18,712 |
| 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. | CENTRAL LIBRARY NARRATIVE 2017 [Central Book Aid (CBA): $66,936 and Central Library Development Aid (CLDA): $284,330 - Grand Total: $351,266] CENTRAL BOOK AID [$66,936]: Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2017: 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 ($24,850 - CBA Question 13.2.2-Purchased Services; $23,674 - CBA Question 13.2.4-Supplies & Materials). A total of $30,000 is distributed to Mount Vernon Public Library for the purchase of materials housed at their library to enhance the overall collection ($30,000 - CBA Question 13.2.6-Grants to Central Library); these funds reflected FY2016-17 but were not distributed to Mount Vernon Public Library until CY2017. CENTRAL LIBRARY DEVELOPMENT AID [$284,330]: Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2017: 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 online learning and other electronic resources ($157,021 - CLDA Question 13.3.7-Purchased Services) and training ($5,946 - CLDA Question 13.3.7-Purchased Services). CENTRAL LIBRARY DEVELOPMENT AID (CLDA) |

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

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

| 13.3.1 | Total Full-Time Equivalents (FTE) | 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 | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $157,021 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $5,946 |

| 13.3.7 | Total Expenditure - Purchased Services | $162,967 |

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

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

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

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

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

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

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

13.3.11 **Total Expenditures - Travel**    $0

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

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. | 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) | |

| 13.3.15 | 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)** | $162,967 |
| 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 2017 - 2018 State Aid:** | $284,330 |
| 13.3.19 | Total Available Before Expenditures (total 13.3.17 + 13.3.18) | $284,330 |
| 13.3.20 | **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** | $121,363 |
| 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. | CENTRAL LIBRARY NARRATIVE 2017 [Central Book Aid (CBA): $66,936 and Central Library Development Aid (CLDA): $284,330 - Grand Total: $351,266] CENTRAL BOOK AID [$66,936]: Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2017: 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 ($24,850 - CBA Question 13.2.2-Purchased Services; $23,674 - CBA Question 13.2.4-Supplies & Materials). A total of $30,000 is distributed to Mount Vernon Public Library for the purchase of |

materials housed at their library to enhance the overall collection ($30,000 - CBA Question 13.2.6-Grants to Central Library); these funds reflected FY2016-17 but were not distributed to Mount Vernon Public Library until CY2017. CENTRAL LIBRARY DEVELOPMENT AID [$284,330]: Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2017: 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 online learning and other electronic resources ($157,021 - CLDA Question 13.3.7-Purchased Services) and training ($5,946 - CLDA Question 13.3.7-Purchased Services).

<div align="center">COORDINATED OUTREACH LIBRARY SERVICES AID</div>

|  |  |
|---|---|
| **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 | $77,648 |

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) | 1.3 |
|---|---|---|
| 13.4.4 | Total Expenditure for Other Staff Salaries | $35,515 |
| 13.4.5 | **Employee Benefits:** Indicate the total expenditures for all system employee benefits. | $23,458 |
| 13.4.6 | **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. | Y |

<span style="color:red">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.</span>

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 | $1,720 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $2,501 |

| | | |
|---|---|---|
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $734 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $1,703 |
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $388 |
| 1. | Expenditure Category | Printing |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $4,972 |
| 1. | Expenditure Category | Institutional membership dues |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $181 |
| 13.4.7 | **Total Expenditure - Purchased Services** | $12,199 |
| 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 Category | Office/library supplies and postage |
| 2. | Expenditure | $576 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $4,637 |
| 13.4.9 | Total Expenditure - Supplies and Materials | $5,213 |
| 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 | $1,732 |

| 13.4.11 | **Total Expenditure - Travel** | $1,732 |
|---|---|---|
| 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. | |

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) | $155,765 |
| 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 2017 - 2018 State Aid:** | $155,765 |
| 13.4.19 | Total Available Before Expenditures (total 13.4.17 + 13.4.18) | $155,765 |

| 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.

Coordinated Outreach Services, 2017 Program Year [Total: $155,765] 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 $136,621 ($77,648 - Question 13.4.2-Professional Salaries; $35,515 - Question 13.4.4-Other Salaries; $23,458 - 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 ($4,954 - Question 13.4.7-Purchased Services; $576 - 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 printing & publicity and related office expenses ($7,064 - Question 13.4.7-Purchased Services) and office supplies ($4,637 - Question 13.4.9-Supplies & Materials). Other expenses included reimbursement of system staff travel to various conferences and meetings ($1,732 - Question 13.4.11-Travel) and organizational membership dues and related meeting expenses ($181 - Question 13.4.7-Purchased Services).

## 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 | $6,136 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $1,436 |

| 13.5.2 | **Total Expenditure - Purchased Services** | $7,572 |
|---|---|---|
| 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. | 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 | $2,619 |

| 13.5.4 | **Total Expenditure - Supplies and Materials** | $2,619 |
|---|---|---|
| 13.5.5 | **Total Expenditure (total 13.5.2, and 13.5.4)** | $10,191 |
| 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 2017 - 2018 State Aid** | $10,191 |
| 13.5.8 | Total Available Before Expenditures (total 13.5.6 + 13.5.7) | $10,191 |
| 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. | County Jails: 2017 Program Year [Total: $10,191] WLS provided continuing collection development support to Westchester County Department of Corrections inmates through development of Westchester Connections, a re-entry guide and virtual reference tool to support those formerly incarcerated, families and service providers [$6,136 - Question 13.5.2-Purchased Services; $1,436 - Question 13.5.2-Purchased Services; $2,619 - Question 13.5.4-Supplies & Materials]. A balance of $3,019 is expected to be disbursed in CY2018. |

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

STATE CORRECTIONAL FACILITIES AID

|  | |
|---|---|
| **Statutory Reference:** | Education Law § 285 (1)<br>Commissioners Regulations 90.14<br>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) | 0.3 |
|---|---|---|
| 13.6.2 | Total Expenditure for Professional Salaries | $14,679 |

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) | 0.2 |
|---|---|---|
| 13.6.4 | Total Expenditure for Other Staff Salaries | $3,922 |
| 13.6.5 | **Employee Benefits:** Indicate the total expenditures for all system employee benefits. | $4,095 |
| 13.6.6 | **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. | Y |

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

| 1. | Expenditure Category | Consultant fees/professional fees |
|---|---|---|
| 2. | Provider of Services | Various |
| 3. | Expenditure | $2,420 |
| 1. | Expenditure Category | Institutional membership dues |
| 2. | Provider of Services | Various |
| 3. | Expenditure | $494 |
| 13.6.7 | **Total Expenditure - Purchased Services** | $2,914 |

| 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 |

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 | $5,495 |

| 13.6.9 | **Total Expenditure - Supplies and Materials** | $5,495 |

| 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 |

| 13.6.14 | Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13) | $31,105 |
|---|---|---|
| 13.6.15 | **Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year. | $0 |
| 13.6.16 | **Total Allocation from 2017 - 2018 State Aid:** | $31,105 |
| 13.6.17 | Total Available Before Expenditures (total 13.6.15 + 13.6.16) | $31,105 |
| 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 | State Correction Aid, 2017 Program Year [Total $31,105] WLS continued to provide collection development support to 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 ($5,495-Question 13.6.9-Supplies & Materials). Both Department of Corrections (DOC) supervisory staff and Ossining Correctional Facilities (CF) and Taconic CF needed professional assistance with aspects of ILL, circulation, collection management operations ($14,679 - Question 13.6.2-Professional Salaries; $3,922 - Question 13.6.4-Other Salaries; $4,095 - Question 13.6.5-Benefits). WLS collaborates with neighboring library systems to create professional development opportunities for CF library staff ($2,914 - Question 13.6.7-Purchased Services). |

## 14. Summary of Library System Accomplishments

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

| 14.1 | Element 1: Resource Sharing - Results | WLS catalogers continue to perform original cataloging when titles cannot be found in Online Computer Library Center's (OCLC) WorldCat database, or supplied by vendors. The libraries are increasingly finding new and imaginative ways to serve their patrons. 2017 saw a growing trend, circulation of non-traditional items. Examples include: American Girl dolls; a ukulele "bundle" (ukulele, carrying bag, strap, extra strings, electronic tuner, picks and pick holder); and educational toys. Other items are kits which are assembled by the library. Examples include a beading kit (a book, DVD, beading board and a pair of pliers); and great outdoors backpack (with 4 books, a bug-catching kit, binoculars, a sheet of paper and a pencil); and road trip boredom buster backpack (with 2 books, 1 atlas, 2 games and 1 pencil). "Cataloging @ WLS 2017" workshop held in June. Manager of Cataloging Services Douglas Wray continued visits with libraries to meet with staff members and discuss policies/services, workflow issues and answer questions. The WLS Interlibrary Loan (ILL) services continued to extend County residents' reach for print materials that are not owned by WLS member libraries. These requests often do not fit the standard collection development practices of a public library, and this service helps fill the gap in the member libraries' book collections without them having to purchase the items. Besides borrowing and lending print materials, the Department also maintains periodical local holdings via OCLC Connexion, so that item-specific holdings as well as lending and reproduction policies are kept up to date. |
|------|------|------|
| 14.2 | Element 2: Special Client Groups - Results | """""Bilinugal Storytimes / Collections Coordinator, Multi-language Collections and Services Nancy Coradin continued to work with several libraries on their bilingual storytime programs: Bedford Hills; Yonkers Public Library (PL)-Grinton I. Will Branch Library; Mamaroneck PL; Yonkers Riverfront Library in partnership with the Yonkers Children's Place—a Head Start facility incoordination with Francine Vernon, Coordinator of Parent & Youth Outreach at WLS; and Tuckahoe PL. Ms. Coradin assisted libraries (Katonah; Mount Vernon; Bedford Hills) in building a more lively Spanish language and bilingual collections. Multi-language Book Fair The 7th annual WLS Multi-language Book Fair was held in April at the WLS Headquarters. The fair is a venue where librarians, directors, dual language teachers ESOL instructors can meet language book publishers and buy materials that reflect the diverse communities they serve. Local organizations were also invited to speak on the myriad of services offered in Westchester often in multiple languages. Ms. Coradin also assisted Library Media Specialist at Southern Westchester BOCES with the planning of a multi-language book fair for their organization. CORRECTIONAL FACILITY (CF) SUPPORT/RE-ENTRY SERVICES Support to State CFs: WLS regularly hosted CF library staff to provide access to computers and allow placement of reserves for inmates and facilitate book ordering. (Computer and internet access within the facility is limited.) At present, this supports the Sing Sing and Taconic facilities. Work began with the General Librarian at the Taconic CF to develop quarterly programming. Janet Donat of Family Services of Westchester's (FSW) EMERGE program helped develop a parenting stories program, a form of book group that supports reflection on past experience of being parented and how that informs current action as parents as well as the potential for change through storytelling. A workshop on Job Search Realities was held at the Sing Sing Correctional Facility as a part of the CF's General Library. Ms. Falcone reviewed guidance from the Legal Action Center on the importance of obtaining and reviewing RAP sheet content prior to seeking employment. In collaboration with Yonkers PL-Riverfront Library and re-entry service groups, a series of five workshops on removing barriers to employment were held. Topics covered RAP sheet workshop, re-entry focus on the Job |

Search Tool Kit, obtaining certificates of relief and good conduct, and speaking to children about incarceration. Due to participation in the inmate orientation at the Westchester County jail, WLS re-entry materials were distributed as part of inmate orientation. Westchester Connections Guide: A brochure, which starts as a business card and folds out to a full-sized description of resources, was distributed through probation and parole offices as well as re entry agencies to draw attention to the new online "answer" services that includes a way to pose questions in Spanish (Â¡HÃ¡ganos una pregunta!). Re-entry Services: The re-entry services in 2017 included: Review of library/library system programs as part of FSW's Coming Home initiative that was held at the Rye Presbyterian Church. Sessions covered presentation on RAP sheets by Carlos Jessie of the Next Door Project; a review of library/library system resources for the County's probation-based domestic violence program. YOUTH SERVICES OUTREACH Children & Parent Engagement: In 2017 Francine Vernon organized numerous library trips for 3-5 year olds from the Head Start Centers of Mount Kisco, Yonkers, Yorktown Heights, and Ossining. Hosted by the libraries of Mount Kisco, Yonkers-Riverfront, John C. Hart Memorial, and Ossining, these trips benefited both children and parents. "Welcome to the Library" introduction packets were distributed. The outreach effort resulted in numerous applications for library cards. The John C. Hart Memorial Library addressed the challenge Yorktown Heights Center's parents and children face in getting to its Shrub Oak location by making books available and providing staff to support a lending library at the Center. Presentations were made at the Port Chester Five Steps to 5 Center that focused on ways parents can support the development of their children's early literacy skills such as talking, singing and having conversations with children during their everyday routines. This outreach effort was discussed at the Policy Council's monthly meeting and at Parent Outreach staff professional development sessions. Presented at Great Potential's middle school retreat weekend, Pathways into the Future, was attended by 18 students (6th-8th grade) from school districts in New Rochelle, Peekskill, and White Plains. The middle-schoolers were introduced to Great Potential and its partnership with WLS and attended workshops and provided opportunities for on-campus experiences. Great Potential's "College for a Day" event was held at SUNY Purchase for high school students in the communities of Greenburgh, Mount Vernon, New Rochelle, Peekskill, and White Plains. The day provided speakers who shared how they overcame obstacles to go to college; rotating visits in small groups to participate in department-specific workshop panel discussions covering various topics. The Job/Work Experience Search Program led by Consultant Roseanne Amolis for young teens in Great Potential @ Peekskill High School ended in 2017. Reference binders were developed for students to use as a resource. GENERAL ADULT SERVICES OUTREACH Ms. Falcone gave a review of system/local library services to a Yonkers' CLUSTER meeting for agencies addressing the prevention of eviction and homelessness across the county. WLS support of the 2017 LOFT Pride event included an ad in the print program and on their website. Completion of the Creative Aging in the Library Mini Grant programs funded through a Westchester Community Foundation Grant to WLS at the following libraries: Warner Library (Tarrytown), Greenburgh PL, Bedford Free Library, Ossining PL, John C. Hart Memorial Library (Shrub Oak), Larchmont PL and Chappaqua PL. Completion of the Westchester Community Foundation-Creative Aging in the Libraries Grant ($25,000) that supported staff training and artist residencies at member libraries. Grants ranging from $1,000 to $1,800 helped 15 libraries. A final wrap-up with participating library staff and Lifetime Arts, our professional development partner in this project, was held to share successes and strategies for program sustainability. HSE [High School Equivalency] Connect! a/k/a TASC [Test Assessing Secondary Completion] Connect! Outreach: Program Coordinators Phyllis Fowlkes and Pam Hoffman reached out to the following: 1199SEIU United Healthcare Workers East office in Westchester, which has students in both HSE and NEDP programs; they expressed strong interest in directing their members towards our resources. Pam Hoffman has been able to schedule information sessions with the Ossining School District to promote the program to parents of current students. Elena Falcone promoted the program on WVOX. Program graphics were updated for a campaign held in late Summer and Fall

that included bus-ads, print advertising, etc. NEDP [National External Diploma Program] is an important alternative route to a HSE diploma and is a project-based (vs. the test-based TASC) HSE option that leverages the experience of adult learners; giving them a path to a diploma that can take as little as 6 months. NYSED took steps to broaden the potential for participation in the program, which currently is only available in Westchester County via the Yonkers School District. WLS pursued how our organization could offer this option to our students. Our Program Coordinators have the skills; however, we do not have sufficient dedicated staff resources to deliver this service. NYSED was asked to keep the WLS HSE Connect! program in consideration for a re-evaluation in 2018. Two new resources were added - the Building Skills with TABE (Test of Adult Basic Education) series that provides each tutor a single workbook that effectively maps to tested skill-levels in reading and math and News For You that is a weekly online newspaper that re-casts current news stories into a 3rd - 8th grade reading level. Ms. Fowlkes led a year-long series of Tutor Toolkit trainings addressing the needs of those working below a 9th grade level in reading and math (a/k/a ABE or adult basic education level) and those able to work with materials at 9th grade and above (a/k/a TASC-prep students). Ms. Falcone provided review of the WLS online resources used to support student engagement. An online study program began based on the book Mathematical Mindsets and was made available via LINCS, a resource and learning portal for the adult education community. Ms. Fowlkes attended the Commission on Adult Basic Education (COABE) conference to learn more about upcoming changes in the HSE exams and evaluate additional program resources. Often adults working towards a HSE diploma are unable to self-assess their level of readiness for available programs and self-study. Due to a high level of interest, regularly scheduled assessment dates were added at White Plains PL and Greenburgh PL that have helped adult students take the next step towards their goal. A HSE Connect! Program Overview was held in May to introduce prospective volunteers to the challenges faced by adults seeking an HSE diploma and the ways in which WLS offers support. Westchester Seniors Out Speaking (WSOS) Target audience - seniors, low-income seniors All WSOS volunteers took and passed the 2017 NYS HIICAP exam (Health Insurance Information Counseling & Assistance Program). The exam, which is taken by all certified Medicare counselors in NYS, is a demonstration of the volunteers understanding of critical knowledge needed to counsel. Monthly education meetings of our volunteer team continued in 2017. Medicare topics covered included: New 2017 Medicare fees/coverage and special enrollment periods; Medicare coverage of hospital stays; rollout of FIDA (Fully Integrated Dual Advantage) for those on both Medicare and Medicaid; How Medicare works with employer-based coverage and Medicare savings plans; Hearing problems and overuse of tests related to tinnitus; Review of the Volunteer Handbook; Changes to the printed Medicare card and trends/reporting of fraud; PACE Women's Justice Center; Review of Plan Finder, the key Medicare.gov resource to identify and compare insurance plans and prescription drug coverage; Review of appeal steps when receiving care in a hospital or non-hospital setting and learning that care is going to end; Troubleshooting Medicare; Review of IPRO's newsletter on "Healthy Feet" (IPRO is a national health care assessment & education organization); Update on Medicare and health insurance policy challenges. Additionally, the volunteers were trained on WLS online resources to promote at their community presentation sites. Program Coordinators Beth Casso, Mary Ann Larkin, Phyllis Rosen, and Marna Schirmer led training for new WSOS volunteers. Ms. Falcone was named as co-chair of the Senior Law Day (SLD) collaborative. SLD is affiliated with the Westchester Public Private Partnership for Aging Services and the Westchester County Department of Senior Programs and Services. Program Coordinators and volunteers worked to support the 18th annual event. WLS and WSOS tables were in the lobby near the registration area. WSOS volunteers offered ad hoc Medicare consultations; Ms. Casso and Ms. Larkin delivered an afternoon workshop, Medicare: Plan, Enroll, and Manage your Changing Needs; and WLS hosted the program's website (seniorlawday.info). WSOS/WLS participated in the 2nd annual Yorktown Senior Law Day held at Jefferson Village. WSOS staff hosted a table

| 14.3 | Element 3: Professional Development and Continuing Education - Results | """"""WLS Staff Professional Development Nancy Coradin attended the 13th Annual REFORMA Conference (a national organization that promotes library and information services to Latinos and the Spanish speaking) held in the Mid-Manhattan Library in New York City. The conference presented authors and speakers with diverse ethnic backgrounds to discuss how to spark innovation through cultural competence and collaboration without borders. Hui Sheng, Manager, eContent & Resource Sharing Services, attended the 2017 OCLC Resource Sharing Conference in Virginia Beach, VA, where she participated and spoke on stage in a Q&A discussion panel about her experiences with the OCLC ILL Advisory Committee, representing a voice from the public library sector in helping the development of a new OCLC ILL product and service. Rob Caluori, Wilson Arana, Melanie Carnes and Allison Midgley attended the Customers of SirsiDynix Users Group, Inc. (COSUGI) Conference in April. This conference, established for and run by users of the SirsiDynix platform of products, is an opportunity to gain deep-level knowledge of how the system works; learn best practices for use and administration, efficiency techniques. Part of the conference is with other consortia customers to plan annual Consortia SIG (Special Interest Group) meetings where consortia customers present enhancement requests to SirsiDynix. SirsiDynix presented their year ahead, sharing development rationale and process, and listened to what the users have to say about their development agenda. Mr. Caluori attended the first joint Annual Conference of Westchester Library Association and Library Association of Rockland County. The two Associations working together resulted in larger attendance, more vendor exhibits and a larger pool of professionals to provide innovative and engaging programming. With team member Duncan Bell from the Nyack Library, Mr. Caluori also gave a presentation on the topic of Emerging Technologies for Youth Services and School Librarians. Mr. Caluori and Korn Chantravakin attended Tech Supports for Cognition & Learning Conference at Mercy College on 5/19. The conference is given by the ARC of Westchester, an organization whose mission is to empower children, teens and adults with intellectual and developmental disabilities, including individuals on the autism spectrum, to achieve their potential by strengthening families and encouraging personal choices, abilities and interests. Mr. Caluori, who also presented at the event, sat on the planning committee of this conference which gave WLS sponsor-level recognition on all printed and digital conference materials. Mr. Caluori, Mr. Arana and Chris Hernandez attended the .NEXT Conference on 6/27-29. The conference is hosted by Nutanix, the manufacturer of the hardware used by WLS to support the virtual desktop environment. Nutanix supports education, aviation, insurance, manufacturing and every level of government including the military. This conference allows WLS staff to have a unique opportunity to get in-depth, real-world scenario training and education on tested, best practices from peers all over the world and in the U.S. Mr. Caluori presented to the Library Trustees Association of New York State (LTA) at their Trustees In The Know event on 8/12 at the Great Neck/Plainview Public Library. Mr. Caluori presented on the topics of privacy, intellectual freedom and Internet security. The presentation was attended by trustees from across the region including WLS Trustee Edris Scherer, who also represents Westchester on the LTA Board. Elena Falcone attended a workshop series on mediation offered by the NY Peace Institute. This training brought together representatives from service agencies throughout NY State. The skills practiced are especially relevant to facilitation of community meetings and patron service. Speakers from the Institute are planned for future professional development programming at WLS. Ms. Falcone attended the New York Library Association (NYLA) Conference. In addition to participation in meetings/educational sessions related to outreach audiences, Ms. Falcone offered a program, Listen Like a Libraria, that emphasized strategies for cultivating this essential skill for effective public service. Continuing Education for WLS Staff & Trustees Answering a need expressed by both library staff and member Library Friends Groups, Director of Development Patricia Brigham presented a series of three workshops for Friends and Foundations trustees on 7/12, 8/16 & 9/13. Topics focused on best practices for establishing and maintaining Friends and Foundations including defining their role and mission; an introduction to basic fundraising principles covered why people give, setting up a fundraising plan and stewardship and an overview of special events. Ms. |

Brigham met with the Hendrick Hudson Free Library Board of Trustees fundraising committee to discuss their Capital Campaign strategies and provided a mini training session for their upcoming campaign. WLS's Innovation Lab's name was changed to LEADER [Library Experimentation, Action & Digital Education Resource] LAB. A vinyl cutter was purchased in 2017 and is used for everything from protective phone covers to signage and marketing materials. Allison Midgley, WLS's SirsiDynix Technology Trainer, has been offering a wide variety of classes throughout the year to keep library staff up to date with the ever-changing technology landscape. WLS training not only focuses on maker space and basic computer skills but on how to use computer tools to make informed decisions about library operations. Audience attendance is kept small to encourage better retention. A sample of subjects covered included: BLUECloud Analytics; How To: Makerspace Programming; SirsiDynix Workflows-Circulation, Searching, and Technical Services; Electronic Content (database) Training; Web-based and Desktop Productivity Software (Google Docs, Excel). Due to staffing and travel constraints, it is not always feasible for library staff to get away from their libraries to come to WLS for training. To meet that need, 31% of programming was provided at libraries on-site. IT staff explored Moodle, an open-source web-based online learning platform. The Public Innovation & Engagement Department piloted using Moodle as an option for their Supercharging Your Story Times early literacy program. The advantages and disadvantages are being reviewed for future use. """"""

| | | |
|---|---|---|
| 14.5 | Element 5: Consulting and Development Services - Results | Joe Maurantonio is working with staff at the Mount Vernon Public Library to reconcile network configurationsâ€"the network equivalent ofan inventory. The library hosts a parallel network, which also has to communicate through the WLS network, and this reconciliation will provide better security and updated information. |
| 14.6 | Element 6: Coordinated Services - Results | """"""INFORMATION TECHNOLOGY (IT) Virtual Desktop (VDI): The rollout continued in 2017. WLS introduced the availability of laptops as an option for a WLS-supported workstation as libraries migrated to VDI. The rollout of VDI is now back on schedule after issues with receipt printers caused significant delays. VDI or Virtual Desktop Infrastructure is administratively less burdensome on almost every level. The IT Department has learned that printing is one of the few exceptions and specialty printers like those used for receipts have presented many challenges. Chris Hernandez is credited with finding a final solution to the issue after working closely with engineers from Epson, the company that manufactures the receipt printers used at all our member libraries. Digital Content Service Additions: WLS added 3 new digital content services in 2017: Hoopla, a multimedia platform that offers eBooks, movies and music that is available for use on a multitude of platforms including PC, Mac, Apple iOS (iPhone and iPad), Apple TV, Android, Chromecast and the Kindle Fire. Mango Languages, which has language learning programs and supporting content for 71 languages. Press Reader, which features more than 6,100 newspapers and magazines from around the world. Trainer Allison Midgley provided introductory training sessions on these products at WLS staff meetings and PLDA meetings as well as several, more in-depth sessions open to all library staff. WLS continued to partner with Age of Learning, the company behind the ABCMouse.com Early Learning Academy. ABCMouse is a subscription product that Age of Learning gives libraries access to at no cost as part of the philanthropic arm of their business. IT staff worked with Age of Learning to adapt ABCMouse to better interface with libraries and our systems that resulted in library patrons now having access to the product for four weeks at a time instead of two weeks. As school begins, young patrons may find this product helpful to get geared up for kindergarten or to counteract the summer slide as they return to first grade. The product is also beneficial to children as young as three to prepare and support Pre-K and 3-K schooling. PRIVACY ISSUES & TOOLS: In February, Rob Caluori provided a presentation on privacy issues and tools to the WLS Board of Trustees and the Public Library Directors' Association (PLDA). The presentation was well received and as a result some libraries have requested that presentation at their meetings. Mr. Caluori presented to the Mamaroneck Public Library District Board as well as a joint meeting of the Boards of the Croton Free and |

Hendrick Hudson Free Libraries. The presentations were both followed by extensive discussions about privacy risks, patron safety and the need for continuous training on the topic. Mr. Caluori is scheduled to speak on this topic at the Library Trustees Associations' Trustees in the Know on 8/12. Mike Jones, WLS's Web Server Administrator and Lead Web Designer, worked on adding SSL encryption to member libraries' websites that are hosted on WLS servers. This process is one of many steps WLS is taking to continue our efforts in protecting patron privacy. The WLS catalog has already been protected, and the WLS website is scheduled to be secured following the member library web sites. In coming months, web browsers like Firefox and Chrome will be presenting warnings and possibly blocking sites that are not secured. This process is important for libraries to keep pace with the evolution of the Internet and ensure their websites will be available to all residents. MOBILE APP: Work on the WLS Member Library Shared Mobile App continued in 2017. A series of release candidates were issued to increasingly larger groups to identify errors and corrections, and the final release candidate was opened to the public in late June. MEMBER LIBRARY INTERNET SPEED: The goal of 100Mbps Internet speed at the libraries in Westchester was worked on throughout 2017. The Greenburgh Public Library, Ossining Public Library and the Yonkers Public Library-Riverfront Branch were upgraded to 100Mbps. The Westchester County contract with LightPath is a key element to making this bandwidth affordable for libraries and helping WLS meet its goal. Equipment Upgrades: The IT Department engaged in a password update program in June to further secure the SirsiDynix Integrated Library System (ILS). This first step will allow library staff to log into the system with their network credentials in a Same Sign-On (SSO) environment. Requiring SSO, a single, complex password that authenticates across multiple systems, makes it easier for the staff while providing additional security. As part of WLS's standard maintenance practices, the PCs supported by WLS were patched/updated in advance of the worldwide outbreak in June of the WannaCry virus, a ransomware virus that encrypts your files and holds the decryption key for ransom. IT staff verified samples of PCs to ensure the patch was consistently applied and checked every server in use to ensure protection from the virus. The virus had no impact on the operation of WLS or the member libraries. Working with PLDA, WLS completed a clean-up of the staff library card database in conjunction with PLDA's decision to have staff cards issued under the library of employment and not a staff member's home library card. This clean-up not only purged over 400 invalid cards but helped reorganize the information to better distinguish between a staff library card and a staff member's personal library card. During our last audit, a process improvement was suggested regarding the software used for inventory control and tracking of IT equipment. The auditors were satisfied with our internal controls but asked that we look into software that would provide better historical tracking. After evaluating several products, few were available that satisfied both WLS use requirements and the auditors' request. Mr. Caluori took a creative approach and began to design and code a new, custom system; the purchasing and inventory control modules were completed and are expected to be fully functional by spring 2018. """"""

| 14.7 | Element 7: Awareness and Advocacy - Results | WLS presented the Annual Celebrating Westchester Libraries Breakfast at Doral Arrowwood in April with keynote speaker Regina Calcaterra, a crusader for foster care reform and a library advocate. Over 60 WSOS and HSE Connect! volunteers were recognized for their service. In addition, County Executive Rob Astorino offered remarks supporting library services in the County, declaring the week of April 7-14 Library Week in Westchester and presented a proclamation to honoree Rob Kissner, CEO and founder of the Digital Arts Experience in White Plains. The event highlighted the series of Libraries Transform Patron Stories funded through a grant from the Westchester Community Foundation and SirsiDynix. Some stories were included in the program journal and a video featuring one of last year's stories from Yonkers Public Library Riverfront Library was screened at the event. #GivingTuesday is a global holiday on 11/28 that celebrates generosity and kindness by giving to nonprofit organizations all around the world. It kicks off the giving season and taps into the success of peer-to-peer giving through social media - hence the hashtag (#). A |

workshop was presented by Ms. Brigham on 10/18 for any library, friends group or foundation who is interested in participating. Program staff and volunteers from Westchester Seniors Out Speaking and HSE Connect! participated in the March 1st Library Advocacy Day. The feedback from the event - both from the Legislators and the participants - was positive. Special thanks to Program Coordinators Pam Hoffman and Amy Gonzalez, as well as our volunteers Denise Bennet, Aviva Lazarus, Lynda Nicholsen, and Michelle Rogers.

| 14.8 | Element 8: Communication among Member Libraries and/or Branch Libraries - Results | Early Literacy Skills commit Families to Libraries: A special workshop was held in March that reviewed new research and professional competencies that can have a significant impact on family engagement. Led by noted early literacy consultant Saroj Ghoting, the aim was to provide new language to promote the library's role in early literacy and foster a commitment to engage all staff in a deeper understanding of the positive impact they can have for families that come to their library. A secondary aim was to encourage directors to send adult and circulation staff to another program in May designed to foster organization-wide support for early literacy, Everyone Serves Families with Young Children. The well-received session was part of the Early Literacy initiative of NYS and was led by Mary Fellows, Manager, Youth & Family Services, Upper Hudson Library System. |
|------|------|------|
| 14.9 | Element 9: Cooperative Efforts with Other Library Systems - Results | The 6th Annual National Philanthropy Day presented by the Association of Fundraising Professionals NY Westchester Chapter was presided over by Ms. Brigham, the Chapter's president. The all-day conference focused on strategies to grow a culture of philanthropy. Over 150 professionals in fundraising, nonprofit leaders, board members and volunteers heard from three nationally recognized professionals in the field—Dr. Adrian Sargeant, Tom Ahern, and Simone Joyaux. Topics covered included Storytelling for Fundraisers, Data Driven Evidence on Building Donor Loyalty and Donor Communications, and the results of major new research on relationship fundraising. Rob Caluori was a guest on Library ByteGeist, a podcast created by the Metropolitan New York Library Council (METRO). The discussion included topics such as privacy, filtering and the role of libraries in providing access to the Internet as a public service. All of the episodes of the podcast can be found at: https://soundcloud.com/librarybytegeist As of September, WLS has partnered with the Ramapo-Catskill Library System (RCLS) to welcome the staff of their member libraries into our strong, diverse training sessions. WLS and RCLS have many commonalities that fosters such a partnership including similar e-content subscriptions, the same ILS and online catalog and organizational structure. WLS provided assistance to the AARP Foundation Tax-Aide Program in Westchester by providing training space for their counselors and online services at the library sites. They had 20 sites where free income tax return preparation services were provided—14 of the 20 sites were hosted by WLS member libraries: Chappaqua, Eastchester Dobbs Ferry, Katonah, Mamaroneck, Mount Vernon, New Rochelle, Port Chester-Rye Brook, Ossining, Shrub Oak (John C. Hart), Tarrytown (Warner), Tuckahoe, Yonkers, (Will), and White Plains. All of these sites provided on-line electronic filing (e-filing) services for both Federal and State Income Tax returns. Overall, almost 6,300 Federal e-files were generated, with about 4,800 of those coming from the library sites. They estimate that they helped some 9,500 Westchester taxpayers with about 7,200 of these at the library sites. By ensuring that taxpayers received the refund due to them, approximately $5.25 Million in disposable income was returned to Westchester County, of which $3.95 Million was via the participating WLS libraries. WLS continues to work with the following community agencies through hosting of meetings at the WLS Headquarters and distribution of materials to member libraries: HOSTING OF MEETINGS: NonProfit Westchester, Association of Fundraising Professionals, League of Women Voters, Westchester Library Association (WLA), NYS Parent Education Partnership-Westchester Children's Association, United Way of Westchester, US Census Bureau. DISTRIBUTION OF MATERIALS: Clearwater Great Hudson River Revival, The RDC Center for Counseling & Human Development, WLA, Westchester Putnam School Board Association, Paramount, Greenburgh Nature Center, Fordham University, ArtsWestchester, Jacob Burns Film Center, VolunteerNY, League of Women Voters-Westchester County, Manhattanville |

College, Westchester County Genealogy, SCORE Westchester, Westchester County Government, Child Care Council, Hudson River Museum, Literacy Volunteers of the Tarrytowns, Cornell University Cooperative Extension-Westchester County, Support Connection, Historic Hudson Valley as well as WLS member libraries.

| 14.10 | Element 10: Construction - Results | WLS continued to assist member libraries in applying for public library construction and other related building improvement projects. The allocation for WLS was $1,122,684 for NYS Library Construction Aid; and a total of $1,067,519 was approved for a total of 11 grant applications. All applications were reviewed and submitted to Albany. |
|---|---|---|
| 14.11 | Element 11: Central Library - Results | A Central Library Study Committee was formed in 2017 to review central library services. The committee met 6 times with interested parties involved in central library activities and the following recommendations were approved at the September WLS Board Meeting: MVPL should remain the designated Central Library until such time as a change is warranted. WLS should continue to provide centralized electronic services through CL funds. As with all WLS services, WLS should design performance metrics to measure and communicate how effectively the CL meets the needs of Westchester library patrons. WLS should explore with PLDA the role of physical reference collections in today's public libraries and whether digital options for these print reference collections would better serve the entire community. In addition, WLS and PLDA should explore creation of a reference collection to be made available through inter-library loan for in-library-use. That collection could include current CL-sponsored items as well as reference items in other libraries. The CL Advisory Committee should formally present its budget recommendations to the WLS Board. In light of this study, WLS should review the current CL Plan of Service to evaluate new services and approaches for delivering CL functions to the patrons of all 38 member libraries. |
| 14.12 | Element 12: Direct Access - Results | The current WLS Free Direct Access Plan approved in 2016 remains active. |
| 14.13 | Element 13: Other Goal(s) - Results | La Habana Ms. Coradin attended the American Library Association (ALA) International Havana Book Fair in February. This was Ms. Coradin's second trip to Cuba. She and colleague Diana Lennon from the Greenburgh Public Library participated in talks with Cuban directors and librarians about the diverse services offered in libraries in the United States and those offered in Cuba with far greater challenges. Ms. Coradin and Ms. Lennon presented the talk Our Librarian in Havana: Hemingway's Cuba at the libraries in Chappaqua, Larchmont, and Briarcliff Manor. The presentation and Q&A covering both trips—attending the Havana Book Fair and participating in the ASCUBI Conference (Association of Cuban Librarians). Ms. Coradin and Ms. Lennon also kicked off Greenburgh's annual summer program, Café a las siete that focused on different aspects of Latino culture and tied each theme with the library's collection and services. Ms. Coradin and Ms. Lennon were presenters in a webinar titled, The ALA [American Library Association] Cuba Library Exchange Program and shared their thoughts and experiences of their two trips to Cuba. Community Conversations: Criminal Justice, Yesterday and Today: Funded through a Westchester Community Foundation (WCF) grant, this project underscored the role of public libraries as centers for community dialog on important issues and offered an opportunity to inform the public about resources and information on criminal justice issues and furthered the visibility of the WLS Re-entry program. Each panel was moderated by Brent Glass, director emeritus of the Smithsonian Museum of American History, and included an issue expert, a Westchester service provider, and service client or ex-offender. The following participated: Roger Panetta (Historian and Sing Sing Correctional Facility expert, Fordham University); Sister Tesa (Director, Hour Children); Martin Horn (Distinguished Lecturer in Corrections at the John Jay College, City University of New York and Executive Director of the New York State Sentencing Commission); Sean Pica (Hudson Link); Liz Gaynes (Executive Director, Osborne Association); Janet Donat (Family Services of Westchester/EMERGE Program); Katherine Vockins (Founder and Director, Rehabilitation Through the Arts); |

and Cheryl Roberts (Director of the Greenburgh Center for Social and Criminal Justice). Community Conversations: Criminal Justice, Yesterday and Today 10/5 -Ossining Public Library 10/10 -New Rochelle Public Library 10/12 -Yonkers Public Library-Riverfront Library 10/17 -Yonkers Public Library-Grinton I. Will Library 10/26 -John C. Hart Memorial Library (Shrub Oak/ Yorktown) 10/28 -Mount Kisco Public Library

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

**State Notes**
**Local Notes**

## 1. General System Information

No Notes

## 2. Personnel Information

No Notes

## 3. System Membership, Outlets and Governance

Repeating Group 1

| | | | |
|---|---|---|---|
| 3. | Last Name | **State Note:** | Vice President |

Repeating Group 2

| | | | |
|---|---|---|---|
| 3. | Last Name | **State Note:** | Secretary |

Repeating Group 3

| | | | |
|---|---|---|---|
| 3. | Last Name | **State Note:** | Treasurer/Financial Officer |

Repeating Group 14

| | | | |
|---|---|---|---|
| 10. | Term Begins - Year (yyyy) | **State Note:** | This term started in January 2015 and goes through December 2019 and was filled by Mary Amato who resigned 11/30/2017, so the term is currently vacant. |

Repeating Group 2

| | | | |
|---|---|---|---|
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | **State Note:** | Replacement for vacancy |

## 4. Public Library System Transactions and Collections

| | | | |
|---|---|---|---|
| 4.2 | System Visits | **State Note:** | WLS Headquarters has been open for the full calendar year 2017; we relocated to the space in June 2016. |
| 4.3 | Total Cataloged Book Circulation | **State Note:** | In reviewing Report instructions, we had been including circulation for items accounted for in the member library reports. We have corrected that. |
| 4.4 | Total Circulation of Other Materials | **State Note:** | In reviewing Report instructions, we had been including circulation for items accounted for in the member library reports. We have corrected that. |
| 4.6 | Use of Electronic Material | **State Note:** | In reviewing Report instructions, we had been including circulation for items accounted for in the member library reports; but that is now corrected. |
| 4.30 | Number of collections | **State Note:** | Sewing machines for circulation to member libraries. |

## 5. System Services

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|---|---|---|---|
| 5.31 | Number of stops (pick-up and delivery sites per week) | **State Note:** | In 2017, the delivery service routed a total of 2,221,427 items; of these items, 973,082 were for holds placed online. |
| f. | Coordinated purchase of office supplies | **Local Note:** | computer supplies for bar code labels |

| | | | |
|---|---|---|---|
| h. | Virtual reference | **Local Note:** | Re-Entry Connections Ask Us Now service implemented 2017. |

Repeating Group 2

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|---|---|---|---|
| 2. | Number of contacts (all types) | **State Note:** | Meetings with Westchester Putnam One Stop Center's Assistant Director |

| | | | |
|---|---|---|---|
| 5.78 | Total Reference Transactions | **Local Note:** | Many of WLS services offer reference services; however, they are reported as part of Special Services. |

Repeating Group 1

| | | | |
|---|---|---|---|
| 1. | Service provided | **State Note:** | In 2017, the following WSOS services were provided: Medicare Presentations=292 sessions-12,057 attendance; Senior Benefit Information Centers (SBIC) Counseling Interactions=1,373; WSOS Updates provided to program volunteers=499; Tutor Training sessions=59 |

Repeating Group 2

| | | | |
|---|---|---|---|
| 1. | Service provided | **State Note:** | In 2017, the following HSE Connect! services were provided by 72 volunteer tutors and 3 part-time coordinators: Information Sessions=50 with 137 in attendance; Tutoring Sessions=608 that serviced 57 adults; 64 Helpline calls received. |

Repeating Group 3

| | | | |
|---|---|---|---|
| 1. | Service provided | **State Note:** | In 2017, the following Family/Early Literacy Education services were provided: Presentations=37 with 826 combined attendance. |

Repeating Group 4

| | | | |
|---|---|---|---|
| 1. | Service provided | **State Note:** | In 2017, WEBS Individual Career Counseling Sessions=386 |

Repeating Group 5

| | | | |
|---|---|---|---|
| 1. | Service provided | **State Note:** | In, 2017 WEBS Group Career Counseling Sessions=100 with 1,233 in attendance |

Repeating Group 6

| | | | |
|---|---|---|---|
| 1. | Service provided | **State Note:** | In 2017, the WEBS Career Workshops provided 22 sessions with 252 in attendance. |

Repeating Group 1

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|---|---|---|---|
| 2. | Number of facilities/institutions served | **State Note:** | 9 Libraries: Greenburgh, Shrub Oak/Yorktown, Yonkers (2 sites: Riverfront & Grinton I. Will), Tarrytown, Mount Kisco, Peekskill, Port Chester-Rye Brook, Ossining, New Rochelle 35 Senior Centers in: Tuckahoe (2), Yonkers (6), Ardsley, Mount Vernon (3), Buchanan, Mount Pleasant (2), Dobbs Ferry, New Rochelle, Eastchester (2), Harrison, Irvington, Larchmont, South Salem, Peekskill, Chappaqua, North Castle, Pelham, Rye Brook, Rye, Tarrytown, Sleepy Hollow, West Harrison, White Plains, Yorktown |

Repeating Group 2

| | | | |
|---|---|---|---|
| 2. | Number of facilities/institutions served | **State Note:** | Service available to all WLS member libraries |

Repeating Group 3

| | | | |
|---|---|---|---|
| 2. | Number of facilities/institutions served | **State Note:** | 5 Libraries: Mount Kisco, Yonkers-Riverfront, Shrub Oak/Yorktown, Ossining, Port Chester-Rye Brook; Head Start Centers: Mount Kisco, Yonkers, Yorktown Heights, Ossining, Port Chester. |

Repeating Group 4

| | | | |
|---|---|---|---|
| 2. | Number of facilities/institutions served | **State Note:** | Mount Vernon Public Library; Yonkers Public Library-Grinton I. Will Branch |

Repeating Group 5

| | | | |
|---|---|---|---|
| 2. | Number of facilities/institutions served | **State Note:** | Libraries served: Yonkers-Grinton I. Will (2), Chappaqua (2), Somers, Shrub Oak/Yorktown, Pelham, New Rochelle, White Plains, Greenburgh |

Repeating Group 6

| 2. | Number of facilities/institutions served | **State Note:** | Libraries Served: Briarcliff Manor (2), Chappaqua, Dobbs Ferry, Eastchester, Greenburgh, Harrison, Hasting-on-Hudson, Katonah, Lewisboro/South Salem, Mamaroneck, Mount Kisco, Mount Pleasant, Mount Vernon, New Rochelle, Pelham, Port Chester-Rye Brook, Rye, Tarrytown, Tuckahoe, Shrub Oak/Yorktown |

## 6. Operating Funds Receipts

| 6.19 | Local Library Services Aid - Distributed to Members | **State Note:** | The final 10% of LLSA 2016 was paid out in 2017. |

Repeating Group 4

| 1. | Receipt category | **State Note:** | Westchester Seniors Out Speaking (WSOS) |

Repeating Group 5

| 1. | Receipt category | **State Note:** | Public Library Administration Certification (PLAC) Program |

## 7. Operating Fund Disbursements

| 7.11 | Central Library Aid (CLDA/CBA) | **State Note:** | WLS pre-paid certain 2017 annual expenses in 2016 and did not pre-pay the same number of 2018 expenses in 2017. Therefore, the 2017 figure for spending is less than the revenue received. |

Repeating Group 1

| 1. | Expense category | **State Note:** | retiree health insurance |

## 8. Capital Fund Receipts

No Notes

## 9. Capital Fund Disbursements

No Notes

## 12. Projected Annual Budget For Library Systems

No Notes

## 13. State Formula Aid Disbursements

Repeating Group 2

| 1. | Expenditure Category | **State Note:** | Recruitment |

Repeating Group 3

| 1. | Expenditure Category | **Local Note:** | a portion of electronic materials |

Repeating Group 4

| 1. | Expenditure Category | **Local Note:** | Retiree Health Benefits |

Repeating Group 5

| 1. | Expenditure Category | **Local Note:** | Rent |

Repeating Group 7

| 1. | Expenditure Category | **State Note:** | Professional development expenses |

Repeating Group 8

| 1. | Expenditure Category | **Local Note:** | audit, legal, etc. |

Repeating Group 10

| 1. | Expenditure Category | **State Note:** | Software for WEBS program |

Repeating Group 12

| 1. | Expenditure Category | **Local Note:** | Insurance |

Repeating Group 9

| 2. | Provider of Services | **Local Note:** | publicity |

Repeating Group 1

| 1. | Expenditure Category | **Local Note:** event program supplies |

Repeating Group 2

| 1. | Expenditure Category | **State Note:** Furnishings under $5,000 |

Repeating Group 3

| 1. | Expenditure Category | **Local Note:** Meeting supplies |

Repeating Group 4

| 1. | Expenditure Category | **Local Note:** Office supplies |

Repeating Group 5

| 1. | Expenditure Category | **Local Note:** Postage |

Repeating Group 1

| 2. | Allocation | **State Note:** These funds were from FY2016-17 but were not distributed to Mount Vernon Public Library until CY2017. |

Repeating Group 2

| 1. | Expenditure Category | **Local Note:** Training Expenses |

Repeating Group 1

| 1. | Expenditure Category | **Local Note:** Contractual Services |

Repeating Group 2

| 1. | Expenditure Category | **Local Note:** Staff Training & Development |

Repeating Group 3

| 1. | Expenditure Category | **Local Note:** Meeting related expenses |

Repeating Group 4

| 1. | Expenditure Category | **State Note:** Advertising, Miscellaneous |

Repeating Group 1

| 1. | Expenditure Category | **Local Note:** Postage |

Repeating Group 2

| 1. | Expenditure Category | **Local Note:** Office/Computer Supplies |

Repeating Group 1

| 1. | Expenditure Category | **State Note:** Printing/Publicity |

Repeating Group 2

| 1. | Expenditure Category | **State Note:** Online reference services; workshop presenter. |

Repeating Group 1

| 1. | Expenditure Category | **Local Note:** Printing/Publicity; Contractual Services |

## 14. Summary of Library System Accomplishments

No Notes

## 15. Current system URL's

No Notes

## 16. Assurance and Contact Information

No Notes

## Suggested Improvements

No Notes