

Westchester Library System

Annual Report for Library Systems - 2010 (Public Library Systems)

1. General System Information

1.1	SEDCODE	660409700029
1.2	System Name	Westchester Library System
1.3	Beginning Reporting Year	1/1/2010
1.4	Ending Reporting Year	12/31/2010
1.5	Street Address	540 White Plains Road - Ste 200
1.6	City	Tarrytown
1.7	Zip Code	10591
1.8	Four-Digit Zip Code Extension (enter N/A is unknown)	5110
1.9	Mailing Address	540 White Plains Road - Ste 200
1.10	City	Tarrytown
1.11	Zip Code	10591
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	5110
1.13	Library System Telephone Number (enter 10 digits only)	(914) 674-3600
1.14	Fax Number (enter 10 digits only)	(914) 674-4185
1.15	System Home Page URL	www.westchesterlibraries.org
1.16	URL of the system's complete Plan of Service	http://www.westchesterlibraries.org/files/about/plan_of_service_2007_2011_full.pdf
1.17	Population Chartered to Serve (2000 Census)	923,459
1.18	Area Chartered to Serve (square miles)	450
1.19	Federal Employer Identification Number	131882114
1.20	County	Westchester
1.21	County (Counties) Served	Westchester
1.22	School District	Irvington Union Free School District
1.23	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Dr.
1.24	First Name of System Director	Terry L
1.25	Last Name of System Director	Kirchner
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	24140

- 1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (914) 231-3223
- 1.32 E-Mail Address of the System Director tkirchner@wlsmail.org
- 1.33 Fax Number of the System Director (enter 10 digits only) (914) 674-4185
- 1.34 Name of Outreach Coordinator Robin Osborne
- 1.47 Does the system charge a membership fee? Enter Y for Yes, N for No. N
- 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N
1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A
- 1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. Y

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 11

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 + 2.6 + 2.8 + 2.10 + 2.12) 13.00

2.15 Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13) 0.00

2.16 Total Other Professional Staff - Filled Position(s) FTE 4.72

2.17 Total Other Professional Staff - Vacant Position(s) FTE 0

2.18 Total Other Staff - Filled Position(s) FTE 14.08

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) 31.80

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	\$145,000

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	38
3.15	Main Library/System Headquarters	1
3.16	Branches	0
3.17	Bookmobiles	1
3.18	Reading Centers	0
3.19	Other Outlets	0
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	2
3.21	Name of Central/Co-Central Libraries	Mount Vernon Public Library

BOARD/COUNCIL MEETINGS

3.22	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	8
3.24	Number of <u>voting</u> positions on system board/council	15
3.25	Have the members of the system board taken and filed the Oath of Office?	Y
3.26	The date trustees took the Oath of Office (mm/dd/yyyy)	01/25/2011
3.27	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/02/2011
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, 2011, through December 31, 2011.
 School Library Systems and 3Rs Systems - enter information for the period July 1, 2010, through June 30, 2011
 President/Council Chair

3.29	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
3.30	First Name	Patricia
3.31	Last Name	Dohrenwend
3.32	Institutional Affiliation	N/A

3.33 Professional Title Westchester County Archives & Records Center
 3.34 Mailing Address 60 Summit Avenue
 3.35 City Bronxville
 3.36 Zip Code (enter five digits only) 10708
 3.37 Telephone for the Board President (enter 10 digits only) (914) 779-2840
 3.38 E-mail Address pnd1@westchestergov.com
 3.39 Term Expires - Month or N/A December
 3.40 Term Expires - Year (YYYY) or N/A 2012

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-10 of the repeating group.

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mr. Other (specify using the State note), Vacant
 2. First Name John
 3. Last Name Sorice
 4. Institutional Affiliation N/A
 5. Professional Title Retired
 6. Mailing Address 11 Mayberry Road
 7. City Chappaqua
 8. Zip Code (enter five digits only) 10514
 9. Term Expires - Month or N/A December
 10. Term Expires - Year (YYYY) or N/A 2011

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
 2. First Name Deborah
 3. Last Name Faye
 4. Institutional Affiliation Entergy Nuclear Northeast
 5. Professional Title N/A
 6. Mailing Address 242 Gallagher Street
 7. City Buchanan
 8. Zip Code (enter five digits only) 10511
 9. Term Expires - Month or N/A December
 10. Term Expires - Year (YYYY) or N/A 2011

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Dr. Other (specify using the State note), Vacant
 2. First Name Norman

3.	Last Name	Jacknis
4.	Institutional Affiliation	Cisco Systems
5.	Professional Title	N/A
6.	Mailing Address	39 Mountainside Trail
7.	City	Cortlandt Manor
8.	Zip Code (enter five digits only)	10567
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2012
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Barbara
3.	Last Name	Hickernell
4.	Institutional Affiliation	Engineering Conferences International
5.	Professional Title	N/A
6.	Mailing Address	12 Terrich Court
7.	City	Ossining
8.	Zip Code (enter five digits only)	10562
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2012
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Patricia
3.	Last Name	Fontanella
4.	Institutional Affiliation	Sales Executive, McMahon Yacht
5.	Professional Title	N/A
6.	Mailing Address	1454 Old Orchard Street
7.	City	White Plains
8.	Zip Code (enter five digits only)	10604
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2015
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.
2.	First Name	Laruth
3.	Last Name	Gray
4.	Institutional Affiliation	Metropolitan Center Of Urban Education, School Of Education, New York University

5. Professional Title N/A
6. Mailing Address 300 Pelham Road
7. City New Rochelle
8. Zip Code (enter five digits only) 10805
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2013
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Sue
3. Last Name Neale
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 23 Barry Road
7. City Scarsdale
8. Zip Code (enter five digits only) 10583
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2013
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Alvin
3. Last Name Reiss
4. Institutional Affiliation N/A
5. Professional Title Author/Consultant
6. Mailing Address 110 Riverside Drive #4E
7. City New York
8. Zip Code (enter five digits only) 10024
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2013
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Mary
3. Last Name Amato
4. Institutional Affiliation N/A
5. Professional Title Administrator
6. Mailing Address 359 Westchester Avenue
7. City Tuckahoe

8. Zip Code (enter five digits only) 10707
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2014
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Hope
3. Last Name Furth
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 35 Platt Place
7. City White Plains
8. Zip Code (enter five digits only) 10605
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2014
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Chris
3. Last Name Hansen
4. Institutional Affiliation N/A
5. Professional Title Lawyer
6. Mailing Address 20 Crest Avenue
7. City Mount Vernon
8. Zip Code (enter five digits only) 10550
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2015
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Lawrence H.
3. Last Name Lehman
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 10 Chester Drive
7. City Rye
8. Zip Code (enter five digits only) 10580
9. Term Expires - Month or N/A December

10. Term Expires - Year (YYYY) or N/A 2015
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Dave
3. Last Name Donelson
4. Institutional Affiliation N/A
5. Professional Title Entrepreneur & Freelance Writer
6. Mailing Address 44 Park Lane
7. City West Harrison
8. Zip Code (enter five digits only) 10604
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2014
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Dr.
2. First Name Naseem
3. Last Name Jamali
4. Institutional Affiliation Books & Research
5. Professional Title N/A
6. Mailing Address 75 Cochrane Avenue
7. City Hastings-On-Hudson
8. Zip Code (enter five digits only) 10706
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2011

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2010, through December 31, 2010. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group.

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State note), Vacant Ms.
2. First Name Valerie
3. Last Name Swan
4. Institutional Affiliation Peekskill Youth Bureau
5. Professional Title Director

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify Ms. using the State note), Vacant
2. First Name Marlene
3. Last Name Furtick
4. Institutional Affiliation Westchester County Youth Bureau
5. Professional Title Director
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify Ms. using the State note), Vacant
2. First Name Patti
3. Last Name Slobogin
4. Institutional Affiliation Putnam/Northern Westchester BOCES
5. Professional Title Director, SETRC Project Leader
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify Dr. using the State note), Vacant
2. First Name Marjorie
3. Last Name Glusker
4. Institutional Affiliation Westchester Community College
5. Professional Title Dean, Division of Continuing Education
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify Ms. using the State note), Vacant
2. First Name Joanna
3. Last Name Straub
4. Institutional Affiliation Volunteer Center of Westchester
5. Professional Title Director
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify Ms. using the State note), Vacant
2. First Name Martha
3. Last Name Hanratty-Lopez
4. Institutional Affiliation Westchester County Office for Hispanic Affairs
5. Professional Title Director
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify Ms. using the State note), Vacant
2. First Name Robin
3. Last Name Lettieri
4. Institutional Affiliation Port Chester-Rye Brook Public Library
5. Professional Title Director

4. Public Library System Trans and Collection

- 4.1 Number of registered system borrowers 207
- 4.2 Total system circulation 38,173
- 4.3 System Visits 1,090

SYSTEM HOLDINGS

4.4	Total Cataloged Book Holdings	1,620
4.5	Non-Cataloged Book Holdings	130
4.6	Total Print Serial Holdings	1
4.7	All Other Print Materials Holdings	0
4.8	Total Electronic Holdings	5,784
4.9	All Other Holdings	0
4.10	Grand Total Holdings (total questions 4.4 through 4.9)	7,535

ROTATING COLLECTIONS/BOOK LOANS

4.11	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.12	Number of collections	3
4.13	Average number of items per collection	15

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
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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
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5.4	How many member libraries fully participate in the ILS?	38
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5.5	% of member libraries participating (calculated field)	100.00%
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5.6	How many member libraries participate in some ILS modules?	38
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5.7 Indicate features of the system's ILS (check all that apply):

- a. ILS shared with other library systems Yes
- 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 1,005,285
- 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 84
- 5.11 Number of new titles added by the members in the reporting year 41,398
- 5.12 Total new titles (total questions 5.9 through 5.11) 41,482

UNION CATALOG OF RESOURCES

- 5.13 How many libraries participate in (or submit records for) the union catalog? 38
- 5.14 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) N
- 5.15 Number of titles in the system's union catalog 1,000,078
- 5.16 Number of holdings in the system's union catalog 4,367,573
- 5.17 Number of new titles added in the last year 41,398
- 5.18 Number of holdings added in the last year 483,858

UNION LIST OF SERIALS

- 5.19 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.) Y
- 5.20 How many libraries participate in (or submit records for) the union list of serials? 38

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VIRTUAL CATALOG

- 5.22 Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A) Y
- 5.23 How many Internet-accessible member library catalogs are included in the virtual catalog? 2
- 5.24 How many member libraries have holdings included in a database that serves as a link of the virtual catalog? 38
- 5.25 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. Responses are mediated No
- d. Patron-initiated ILL available and used through this catalog Yes
- e. N/A No
- 5.26 Does the library system provide access to member library catalogs which are not Internet accessible through the virtual catalog? (Enter Y for Yes, N for No) If yes, please describe using the State note. N

VISITS TO THE SYSTEM'S WEB SITE

- 5.27 Annual number of visits to the system's web site 1,507,146

NOVEL_{NY}-READY LIBRARIES

- 5.28 How many of the system's member libraries have achieved Basic NOVEL_{NY}-ready status? 0
- 5.29 How many of the system's member libraries have achieved Advanced NOVEL_{NY}-ready status? 0
- 5.30 How many of the system's member libraries have achieved Leader NOVEL_{NY}-ready status? 38
- 5.31 Total NOVEL_{NY}-Ready Libraries (total questions 5.28 through 5.30) 38

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.32 Total items provided (loaned) 3,308

5.33	Total items received (borrowed)	5,600
5.34	Total requests provided (loaned) unfilled	20,607
5.35	Total requests received (borrowed) unfilled	827
5.36	Total interlibrary loan activity (total questions 5.32 through 5.35)	30,342

DELIVERY

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

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

5.39	Number of stops (pick-up and delivery sites per week)	240
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CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.40	Number of sessions	5
5.41	Number of participants	58

Technology

5.42	Number of sessions	45
5.43	Number of participants	303

Digitization

5.44	Number of sessions	0
5.45	Number of participants	0

Leadership

5.46	Number of sessions	11
5.47	Number of participants	169

Management & Supervisory

5.48	Number of sessions	0
5.49	Number of participants	0

Planning and Evaluation

5.50	Number of sessions	0
5.51	Number of participants	0

Awareness and Advocacy

5.52	Number of sessions	0
5.53	Number of participants	0

Trustee/Council Training

5.54	Number of sessions	4
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5.55 Number of participants 167

Special Client Populations

5.56 Number of sessions 10

5.57 Number of participants 217

Children's Services/Elementary Grade Levels

5.58 Number of sessions 35

5.59 Number of participants 557

Young Adult Services/Middle and High School Grade Levels

5.60 Number of sessions 50

5.61 Number of participants 636

General Adult Services

5.62 Number of sessions 10

5.63 Number of participants 88

5.64 **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.

1. Topic Annual Report Workshops

2. Number of sessions 2

3. Number of participants 10

1. Topic Construction Grant Workshop

2. Number of sessions 1

3. Number of participants 8

5.65 **Grand Total Sessions** (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62 and total of question #2 of Repeating Group #5) 173

5.66 **Grand Total Participants** (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5) 2,213

COORDINATED SERVICES

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

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	No
g.	Coordinated computer services/purchases	Yes
h.	Virtual reference	No
i.	Other (describe using the State note)	No
j.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.68	Number of contacts - Consulting with member libraries on grants, and state and federal funding	219
5.69	Number of contacts - Consulting with member libraries on funding and governance	134
5.70	Number of contacts - Consulting with member libraries on charter and registration work	57
5.71	Number of contacts - Consulting with member libraries on automation and technology	4,836
5.72	Number of contacts - Consulting with member libraries on youth services	711
5.73	Number of contacts - Consulting with member libraries on adult services	304
5.74	Number of contacts - Consulting with member libraries on physical plant needs	5
5.75	Number of contacts - Consulting with member libraries on personnel and management issues	79
5.76	Number of contacts - Consulting with state and county correctional facilities	87
5.77	Number of contacts - Providing information to local, county, and state legislators and their staffs	39
5.78	Number of contacts - Providing system and member library information to the media	307
5.79	Number of contacts - Providing website development and maintenance for member libraries	25

5.80 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 Westchester Investment Board

2. Number of contacts (all types) 4

5.81 **Total Other Contacts** (total of question #2 of Repeating Group #6) 4

5.82 **Total Contacts** (Total of questions 5.68 through 5.79 and 5.81) 6,807

REFERENCE SERVICES

5.83 Total Reference Transactions 88

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.84 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 & underemployed individuals Yes

i. N/A No

5.85 Number of BOOKS BY MAIL loans N/A

5.86 Number of member libraries with Job/Education Information Centers or collections 14

5.87 Number of State Correctional Facilities libraries served 3

5.88 Number of County Jails libraries served 1

5.89 Number of institutions served other than jails or correctional facilities 0

- 5.90 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 | Mixing in Math |
| 2. | Number of facilities/institutions served | 6 |
| 1. | Service provided | Job Search/Skills Training |
| 2. | Number of facilities/institutions served | 1 |
| 1. | Service provided | Learning Ambassadors |
| 2. | Number of facilities/institutions served | 7 |
| 1. | Service provided | Book Discussions for Older Boys |
| 2. | Number of facilities/institutions served | 1 |
| 1. | Service provided | Homework Help |
| 2. | Number of facilities/institutions served | 3 |
| 1. | Service provided | ACT-SO |
| 2. | Number of facilities/institutions served | 1 |
| 1. | Service provided | SBICs |
| 2. | Number of facilities/institutions served | 4 |
| 1. | Service provided | WEBS Individual Career Counseling |
| 2. | Number of facilities/institutions served | 3 |
| 1. | Service provided | WEBS Group Career Counseling Seminars |
| 2. | Number of facilities/institutions served | 9 |
| 1. | Service provided | WEBS Career Workshops |
| 2. | Number of facilities/institutions served | 23 |
- 5.91 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, please go to Part 6. N
- 5.92 Description of fees Not applicable.

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	\$1,053,985
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 \$1,053,985

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds** (total questions 6.2 and 6.3) \$1,053,985

STATE AID RECEIPTS

6.5 Adult Literacy Library Services Grants \$0

6.6 Central Library Development Aid \$0

6.7 Central Book Aid \$0

6.8 Conservation/Preservation Grants \$0

6.9 Construction for Public Libraries Aid \$0

6.10 Coordinated Outreach Services Aid \$140,559

6.11 Correctional Facilities Library Aid \$28,643

6.12 County Jails Library Aid \$7,925

6.14 Family Literacy Grants (formerly Parent & Child) \$0

Local Library Services Aid

6.18 Kept for Headquarters \$0

6.19 Distributed to members \$14,246

6.20 Total LLSA (total questions 6.18 and 6.19) \$14,246

6.21 Local Services Support Aid \$9,807

6.22 Local Consolidated Systems Aid \$0

6.26 Public Library System Basic Aid \$1,572,324

Regional Bibliographic Data Bases (RBDB) Aid

6.31 Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs \$0

6.35 Special Legislative Grants and Member Items \$49,450

6.36 The New York Public Library - The Research Libraries \$0

- 6.37 The New York Public Library,
Andrew Heiskell Library for
the Blind and Physically
Handicapped Aid \$0
- 6.38 The New York Public Library,
City University of New York \$0
- 6.39 The New York Public Library,
Schomburg Center for
Research in Black Culture
Library Aid \$0
- 6.40 The New York Public Library,
Science, Industry and
Business Library \$0
- 6.41 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 6.35). N

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

1. Funding Source N/A
2. Amount N/A
- 6.42 Total Other State Aid (total
question #2 of Repeating
Group #9 above) \$0
- 6.43 **Total State Aid Receipts**
(total questions 6.5 through
6.14, question 6.17, questions
6.20 through 6.22, questions
6.25 through 6.27, questions
6.30 through 6.40, and
question 6.42) \$1,822,954

FEDERAL AID

- 6.44 Library Services and
Technology Act (LSTA) \$18,994
- 6.45 Does the system receive any
other Federal Aid (specify
Act and Title) e.g., NEH,
NEA, etc.? Enter Y for Yes,
N for No. N

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

1. Funding Source N/A
2. Amount N/A
- 6.46 Total Other Federal Aid (total
questions #2 of Repeating
Group #10 above) \$0
- 6.47 **Total Federal Aid** (total
questions 6.44 and 6.46) \$18,994

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

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

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

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Automation
3.	Total Contract Amount	\$2,460,476

6.49 **Total Contracts** (total question #3 of Repeating Group #11 above) \$2,460,476

MISCELLANEOUS RECEIPTS

6.50 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$362,688

6.52 Income from Investments \$7,384

Proceeds from Sale of Property

6.53 Real Property \$0

6.54 Equipment \$0

6.55 Does the system have other miscellaneous receipts in categories not listed in questions 6.50 through 6.54? Y
Enter Y for Yes, N for No.

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

1.	Receipt category	WEBS
2.	Amount	\$39,730
1.	Receipt category	Res. Card
2.	Amount	\$2,550
1.	Receipt category	Msc. Inc.
2.	Amount	\$1,844
1.	Receipt category	METRO
2.	Amount	\$1,000
1.	Receipt category	Palmer
2.	Amount	\$22,960

6.56 Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) \$68,084

6.57 **Total Miscellaneous Receipts** (total questions 6.50 through 6.54 and question 6.56) \$438,156

6.58	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.43, 6.47, 6.49, and 6.57)	\$5,794,565
6.59	BUDGET LOANS	\$250,000
	TRANSFERS	
6.60	From Capital Fund (Same as question 9.6)	\$0
6.61	From Other Funds	\$0
6.62	Total Transfers (total questions 6.60 and 6.61)	\$0
6.63	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2009; 3Rs - July 1, 2009. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2008; 3Rs - June 30, 2009.)	\$1,323,144
6.66	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.58, 6.59, 6.62 and 6.63 - must agree with question 7.72)	\$7,367,709

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$1,085,926
7.2	Other Staff	\$1,142,052
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$2,227,978
7.4	Employee Benefits Expenditures	\$973,692
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$3,201,670

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$18,768
7.7	Electronic Materials Expenditures	\$551,232
7.8	Other Materials Expenditures	\$0

7.9 **Total Collection Expenditures** (total questions \$570,000
7.6 through 7.8)

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$14,246
7.11	Central Library Aid (CLDA/CBA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$237,165
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$251,411
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)	\$251,411

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$600,660
7.25	Furniture/Furnishings	\$1,157
7.26	Other Capital Expenditures	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$601,817

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$601,817
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$601,817

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	\$287,725

7.35 **Total Operation and Maintenance of Buildings** \$287,725
(total questions 7.33 and 7.34)

MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$64,823
 7.37 Office and Library Supplies \$58,019
 7.38 Telecommunications \$363,104
 7.39 Binding Expenses \$0
 7.40 Postage and Freight \$20,748
 7.41 Publicity and Printing \$12,000
 7.42 Travel \$39,665
 7.43 Fees for Consultants and Professionals \$288,479
 7.44 Membership Dues \$5,123
 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Y
 Enter Y for Yes, N for No.

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

1. Expense category Events
 2. Amount \$39,516
 1. Expense category Eqp Rent
 2. Amount \$2,817
 1. Expense category Eqp Maint
 2. Amount \$2,514
 1. Expense category Soft Main
 2. Amount \$40,173
 1. Expense category Copier
 2. Amount \$14,654
 1. Expense category Clancy
 2. Amount \$4,401
 1. Expense category OCLC
 2. Amount \$59,441
 1. Expense category Payroll
 2. Amount \$8,724
 1. Expense category Delivery
 2. Amount \$367,802

7.47 Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) \$540,042

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$1,392,003

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? N
Enter Y for Yes, N for No.

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

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

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51 From Local Public Funds (73PF) \$0
7.52 From Other Funds (73OF) \$0
7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$0
7.54 Other Loans \$0
7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$0
7.56 **TOTAL 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) \$6,304,626

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) \$6,304,626

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For Public Library Systems - December 31, 2009) (For 3Rs - June 30, 2010) \$1,063,083

7.72 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER** (total questions 7.62, 7.63, 7.67, and 7.71) \$7,367,709

FISCAL AUDIT

7.73 Last audit performed (mm/dd/yyyy) 03/25/2010

7.74 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2009-12/31/2009

7.75 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 \$1,063,083

7.76 **Total Bank Balance** (total question #2 of Repeating Group #15) \$1,063,083

7.77 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. N

8. Capital Fund Receipts

8.1 **Total Revenue From Local Sources** N/A

8.2 **Transfer From Operating Fund** (same as question 7.59) N/A

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction N/A

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** N/A
- 8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$0
- 8.9 **CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2009; 3Rs - July 1, 2009.** (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2008; 3Rs - June 30, 2009.) N/A
- 8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$0

9. Capital Fund Disbursements

PROJECT EXPENDITURES

- 9.1 Total Construction N/A
- 9.2 Incidental Construction N/A
- 9.3 Books and Library Materials N/A
- 9.4 Total Other Disbursements N/A
- 9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$0
- 9.6 **TRANSFER TO OPERATING FUND** (Same as question 6.60) \$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, 2009, for Public Library Systems; June 30, 2010, for 3Rs)	\$0
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$0

12. Projected Annual Budget For Library Systems

Public Library Systems January 1, 2011 — December 31, 2011

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$6,014,623
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2011, must be the same as the December 31, 2010, closing balance reported on Q7.63 of the 2010 annual report)	\$1,063,083
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)	\$7,077,706

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) \$6,088,096
- 12.7 Total Transfers \$0
- 12.8 Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2011) \$989,610
- 12.9 Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8) \$7,077,706

PROJECTED CAPITAL FUND - RECEIPTS

- 12.10 Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects) \$0
- 12.11 Nonrevenue Receipts \$0
- 12.12 Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2011, must be the same as the December 31, 2010, closing balance reported on Q9.9 of the 2010 annual report) N/A
- 12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) \$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

- 12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$0
- 12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2011) N/A

- 12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) \$0

ASSURANCE

- 12.17 The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Budget Summary" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 03/29/2011

13. Summary of Library System Accomplishments

Using the goals from Section 5 in the approved 2006-2011 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 4 (2010)

- 13.1 Element 1: Resource Sharing - Results
NEW INTERLIBRARY LOAN SYSTEM: The surge in interlibrary loan requests processed by WLS during 2009 indicated the need for an upgrade to this centralized service. WLS streamlined its Interlibrary Loan operations in 2010 with the ILL management system known as ILLiad. The ILLiad service is hosted by the OCLC organization and permits ILL requests to be filled and tracked electronically through a simple Web-based interface with the WorldCat database. Member library reference and ILL staff were trained in the use of the ILLiad interface, which will be accessed through the WLS website. **VENDOR CATALOGING/ACQUISITIONS:** WLS worked with vendors in an effort to obtain catalog records electronically for titles that appear on library order lists. Certain member libraries served as pilot sites. Baker & Taylor collaborated with both the Scarsdale Public Library and the Mount Pleasant Public Library for materials that are ordered from the TitleSource3 website. The Brodart Company facilitated a similar process for materials ordered by Chappaqua Library on the BibzII website.
- 13.2 Element 2: Technology Services - Results
SIRSI ENTERPRISE: WLS upgraded to Enterprise, Sirsi's new catalog search product. WLS IT Staff shutdown the Muse federated search application in June 2010 after the Public Library Directors Association (PLDA) approved the recommendation of the Technology Committee to discontinue use of this product. In August 2010, the IT Department migrated the Sirsi ILS system from its server here at WLS to a SaaS (Software as a Service) hosted solution on servers at Sirsi's data center in Atlanta, Georgia, as part of our new Platinum Services contract. The migration was completed ahead of schedule and libraries were very satisfied with the process and new server. The new contract includes better customer service hours, server monitoring, access to training, conference attendance, and relieves WLS of the hardware costs related to running Sirsi on local servers. Personal Identification Numbers (PINs) were also implemented and are required for patrons to access their library card account and place holds through the online catalog as well as access their account through the SVA phone system. **WHITE PLAINS MIGRATION:** White Plains Public Library (WPPL) migrated its Sirsi server to WLS. Now all 38 member libraries are serviced through WLS. **NEW PRICING MODEL:** In the month of June, PLDA voted on a proposal for a new pricing structure for WLS technology services to the member libraries. The proposal takes a much different approach to determining the total amount billed to a library. The new structure, which was developed by the PLDA Finance Committee with input from WLS, looks at consumption of services rather than number of computers to determine the amount a library should be charged. The plan raised a great deal of questions. The IT Department devoted many hours to taking phone calls and answering emails with questions related to the new plan.

NETWORK UPGRADE: WLS completed a few major projects to upgrade switches and routers on both the wired and wireless networks as well as to replace the aging servers that support the network. WLS WEBPAGE: A newly-formed Website Committee undertook the task of revamping the WLS website to make it easier to use and address more audiences with less clicks. The full implementation of the new design is expected in early 2011.

13.3 Element 3: Special Client
Group Needs - Results

""OUTREACH/OFFICE OF COMMUNITY CONNECTIONS (OCC): ILL CATALOG FOR STATE CORRECTIONAL FACILITIES: WLS/OCC continues to oversee annual contracts to support library services to inmates at the 3 state correctional facilities in Westchester: Sing Sing, Bedford Hills, and Taconic. This includes the provision of interlibrary loan services to inmates that enables them to access circulating books from any of our member libraries. In 2009, almost 3,000 books were loaned to inmates in these facilities. A challenge to providing this service, however, is the lack of a library catalog for inmates to choose, look for and select titles. Thanks to Rob Caluori of the WLS IT Department, such a catalog for inmates was created in 2010. Using computers with a linux operating system and an open source software package called VuFinder, inmates can now search and retrieve an abridged set of records from the WLS catalog. The catalog will be updated quarterly when OCC staff bring a replacement drive for each computer into the facility. The new drive will contain an updated version of the operating system, updated catalog software and current catalog records. Staff will then take the hard drives with the old information out of the facilities to be used for the next update. Rob Caluori and Robin Osborne visited Taconic Correctional Facility to deliver the new electronic catalog for use by inmates to request materials. This is the same catalog recently installed at Bedford Correctional Facility, which gives the inmates the ability to electronically search over 689,000 catalog records and have access to over 2.6 million items throughout the county. This vital service helps promote inmate literacy and education. GED INITIATIVE: Five thousand copies of a 40-page information booklet, Getting Your GED: Gateway to Your Future, were prepared for distribution in October 2010. The web portal was demonstrated at the Yonkers Community Action Program and the New Rochelle Public Library. The demonstrations included instruction on using the different components in the portal (e.g., Learning Express or LearnMore4GED), led by an adult education consultant. Promotional materials to inform County residents were also developed and distributed. 101 ANSWERS: HOW TO GET HELP AT SCHOOL FOR YOUR CHILD WITH A DISABILITY: 101 Answers is a user-friendly manual on special education written at a 6th-grade reading level for parents from low-income communities. NYS Senator Suzi Oppenheimer's support funded the printing of 5,000 copies of an 80-page manual. As the result of a multi-year partnership with Student Advocacy, Inc., this manual seeks to disseminate information tools and services to support parents of children with special needs to effectively advocate for appropriate educational services that are required by law. Westchester Community Foundation also approved a grant to conduct workshops to help parents of children with special needs advocate for services. This manual is available in English and Spanish. SENIOR BENEFITS INFORMATION CENTER (SBIC): Volunteers were trained on March to refer seniors and their caretakers to additional benefits that may help them stretch their budgets, e.g., food stamps, Heating and Energy Assistance Program (HEAP), Elderly Pharmaceutical Insurance Coverage (EPIC), weatherization, minor home repair, and tax relief programs. There has been a notable increase in use of the SBICs in 2010. The number of visitors at the Yonkers Public Library Grinton I. Will Branch doubled, even though the SBIC is open only two days in 2010 versus three days/week in 2009. The number of visitors at the Mount Kisco Public Library almost equaled those at Yonkers, even though SBIC services are only available once per week. A new SBIC was opened at The Warner Library in Tarrytown in April. PUBLIC COMPUTER CENTER AT THE NEW ROCHELLE PUBLIC LIBRARY: The New York State Library received federal funding through the Broadband Technology Opportunity Program (BTOP) for the creation of 30 Public Computer Training Centers and five e-mobile computer centers through libraries and library

systems. The objective of the grant is to enable public libraries to extend hours, add more than 800 new public computer workstations, and provide access to 24/7 job search resources in economically distressed New York counties. The New Rochelle Public Library was a local designee to receive funding to implement this project. OCC is assisting New Rochelle Public Library with this new endeavor.

BOOKMOBILE: Due to budget restraints, services for the bookmobile were ended as of June 2010 and a total of 32 visits were made.

SPANISH CONVERSATION GROUP: WLS started a monthly group with Nancy Coradin, Spanish Language cataloger at WLS, to learn and practice Spanish with library-themed conversations. New and useful phrases were introduced and staff with have an opportunity to practice and participate in role-playing activities. This conversation group was open to all interested staff. Some of the conversations were filmed and posted online as a resource for those who could not attend and as a practice aid for those who did attend. The Fundaci3n Germ3n S3nchez Ruip3rez invited Ms. Coradin to collaborate in compiling a bibliography of sixty Spanish-language children's books with themes relating to special population groups. The bibliography was presented at the World Congress of the International Board of Books for Young People (IBBY) in September 2010.

WEBS - WLS'S CAREER & EDUCATIONAL COUNSELING PROGRAM: WEBS celebrated its 30th anniversary in 2010! WEBS seminars continued to be offered; most seminars had waiting lists. Individual counseling programs were renewed at the Yonkers Public Library and the Mount Vernon Public Library in 2010. In addition, the Mount Vernon Public Library hosted several WEBS workshops on "Making a Successful Career Change." A new workshop series called, "Strategies for Managing Your Career in the 21st Century" with counselor Marcia Grubel was developed. It incorporated new ways of thinking creatively about one's career direction and becoming more self-reliant. It also stressed the importance of understanding current and future trends so the needs of potential employers can be anticipated. The first series was conducted at the Rye Free Reading Room. A series of three Saturday workshops was offered at the Town of Pelham Library called: "Does Your Resume Need a Makeover?," "Sharpen Your Interview Skills" and "Search for a Job with Success." WEBS director Elaine Sozzi and counselor Marcia Grubel participated in a Q&A video coordinated by Co Communications recently.

NYS SENATOR SUZI OPPENHEIMER GRANT: A special series of workshops were given throughout June 2010 thanks to a legislative grant to support community library services: Career Planning Over the Lifetime at Ossining Public Library; Careers Without a Four-Year Degree at Port Chester/Rye Brook Library; Search for a Job with Success at Larchmont Public Library; Developing and Managing Your Brand at White Plains Public Library; Sharpen Your Interview Skills at New Rochelle Public Library; and The Job Interview: Selling "Me, Inc." at White Plains Public Library.

YOUTH SERVICES - CHILDREN: SUMMER READING GAMES: The theme for children in 2010 was Make a Splash! Read and Make Waves @Your Library for teens. NYS provide online registration access through Evanced for all public libraries. Teen Specialist John Sexton provided training on this new registration software.

EARLY CHILDHOOD PARTNERSHIP WITH SARAH LAWRENCE: Youth Services Consultant Judith Rovenger has been working with the Child Development Institute (CDI), Sarah Lawrence College, looking at ways to deepen their partnership. CDI sent out information to WLS libraries regarding a speakers bureau that can be used as a resource for parenting programs; and future workshops were explored to support the expanding and changing role of youth services librarians as educators.

BORN READING: Ms. Rovenger worked with the Child Care Council of Westchester, The Parent-Child Home Program of Westchester Jewish Community Services, WestCOP, and the United Way of Westchester and Putnam in bringing Born Learning to Westchester and to Westchester libraries. The recognition of libraries as an important center for supporting early learning and reaching young children and their families is very important.

FAIRY TALES IN A REAL WORLD: The Singing Harp Theater brought live performances of fairy tales to Westchester families at 10 member libraries. Performances were met with enthusiasm and delight. Our application for a second year was approved by the Westchester Community Foundation, and the program will be extended to eight

additional libraries. PERFORMERS SHOWCASE: WLS held its annual performers showcase for member libraries to become acquainted with the pool of talent available to provide children's programs. MIXING IN MATH (MIM): Youth Connections Coordinator Francine Vernon continues to serve as the point person for the MIM Project (a demonstration project funded by the National Science Foundation and administered by TERC, a research agency dedicated to teaching and learning math and science). She established a Westchester MIM Team. Members of the team's librarians from the libraries of Croton, Greenburgh, New Rochelle, Peekskill, White Plains and Yonkers Riverfront include MIM's learning and literacy activities in their library's regular programming for children. This year the team worked with Mrs. Vernon to introduce MIM to other libraries and help expand MIM activities to after-school programs. The Yonkers YMCA agreed to participate in WLS's Mixing In Math (MIM) Project and began bringing their after school program children to the Yonkers' Riverfront Library in June for math literacy activities. They developed math materials for story times, craft programs, and book displays with some project materials available in Spanish. Special activities were included in this year's summer reading program. TEENS LEARNING AMBASSADOR PROJECT: Eight Learning Ambassador positions were filled in 2010. Successful candidates participated in three days of intensive training and were placed at the libraries in Chappaqua, Montrose, Ossining, Peekskill, Pelham, Tarrytown and West Harrison. TEEN JOB READINESS WORKSHOPS: Mrs. Vernon assisted the Ossining Public Library in facilitating employability workshops for high school students; served as a Middle School Career Day speaker on the job of librarian; and helped coordinate a Teen Job Fair , where youth had the opportunity to meet and talk with employers and apply for work experience opportunities. TEEN JOB FINDER GUIDE: Training continued on the Teen Job Finder Guide. This webpage was created in 2009 to provide teens with links to employment applications and opportunities along with information from the State employment offices, a list of employers who hire teens at age 16 and a brochure of youth volunteer opportunities. TEEN SPACE CONSULTATION: Mr. Sexton facilitated a teen focus group at the Mount Vernon Public Library. Congratulations to Croton Library on its creative use of space with its conversion of a reference alcove into a vibrant teen area. Mr. Sexton visited Chappaqua for two collection development sessions, working to help reshape the collection for the teen area."

13.4 Element 4: Continuing Education/Training - Results

Due to reduced staffing and hours at many libraries, it became more difficult for library staff to leave their libraries and attend trainings at WLS Headquarters. Therefore, Rachel Charny, Manager of Office of Professional Development, created a Mobile Classroom with laptop computers in 2010 to bring the training to the member libraries instead. TRAINING TOPICS for 2010 included: Microsoft Word 2007 and PowerPoint 2007; a webinar by GrantStation on "Grant Writing: Getting Started"; a Microsoft 2007 Publisher workshop for the staff of the Mount Vernon Public Library; Pamela Erickson led training on EBSCO products and their optimal usage; Ed Yarnell presented a refresher class on ProQuest's new platform which is due out in 2011; and all libraries were visited by Ms. Charny for OverDriving training. A webinar training regarding Tell Me More was broadcast at the WLS Conference Room and remotely at eight other libraries. Tell Me More is a complete online language learning software featuring more than 2,000 hours of learning in American English, Dutch, French, German, Italian and Spanish languages. There was a resurgence of interest in the Sirsi Director's Station. Rachel Charny, Manager of Office of Professional Development, supplied staff trainings at both Ossining Public Library and Chappaqua Library. In addition, she created reports on request for directors. A Directors Station User Group was also formed.

LIBRARY IT SUPPORT: Virus at Ossining Public Library - This particular "brand"

- 13.5 Element 5 Consulting and Technical Assistance Services - Results of virus was much more aggressive than a typical virus. While helpful in minimizing impact, the normal security and anti virus measures in place were not able to completely seize the virus' attack. WLS IT staff terminated the library's connection to the network and began the work of irradiating the virus from the PCs. All 90+ computers in the library had become infected, and almost every PC at the Ossining Public Library is supported by WLS. This provided a challenge and an opportunity in which the IT Department demonstrated the power of our PC deployment tools and procedures as well as the expertise of the entire staff. The circulation desk at Ossining was down for only a few operating hours; and the IT team had the library back to its original state within three working days. The library was able to maintain its regular business hours throughout the entire event. Yonkers Public Library - WLS IT staff worked with Yonkers Public Library (YPL) to resolve network-related technology issues. Resolving these issues was important in addressing vulnerabilities for both the WLS and YPL networks. In April 2010, a virus (similar to the one at Ossining Public Library) struck the YPL Riverfront branch; and within 1-2 hours had already begun to spread to the Grinton I. Will branch. WLS immediately terminated the network connection to YPL; and the IT team removed the virus. GOLIBRARY: Summer 2010 concluded the pilot of the GoLibrary book vending machine in the lobby of WLS Headquarters. WLS IT staff worked with the Scarsdale Public Library on implementation of their GoLibrary unit purchased for the Scarsdale train station. The unit had its grand opening in February 2010. WLS also met with representatives from the Metropolitan Transportation Authority (MTA) and the directors of the Peekskill and Montrose libraries to discuss placement of a book vending machine at the Town of Cortlandt MTA train station.
- 13.6 Element 6 Coordinated Services - Results e-Collection Committee: The PLDA Executive membership approved this new committee to address the collection development needs of the popular downloadable service offered through WLS. The Committee is charged with the objectives of creating guidelines for the selection of new titles on the downloadable service, identifying target audiences, and evaluating and assessing the delivery of content to users. The PLDA Cataloging Committee met to discuss issues related to how materials are linked by member libraries. In an effort to address the concerns of PLDA with regard to catalog integrity, member libraries were asked to check reports issued by WLS that list missing items which are also the last copies linked to catalog records.
- 13.7 Element 7: Awareness and Advocacy - Results To increase awareness of WLS and its member libraries, our two annual events were held: African-American Writers & Readers Literary Tea on Martin Luther King, Jr. Day and our Book & Author Luncheon during National Library Week. Over 200 people attended each event. The following training sessions were held in 2010 for member library trustees: Trustee Roles & Responsibilities with Jerry Nichols in April; NYS Open Meeting Laws with Robert Freeman in June; and Positioning Your Library as an Essential Service: Marketing, Public Relations & Advocacy with Libby Post in October.
- 13.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results A group of the member library Board Presidents was formed to establish communication among the library boards, discuss current issues, discuss potential resolutions and influence change. The group met 3 times in 2010.
- John Sexton continued to work on the Northern and Southern BOCES advisory

- 13.9 Element 9: Cooperative Efforts with Other Library Systems - Results
- councils. He also worked with librarians from the Northern Westchester BOCES to explore collaborative educational opportunities for librarians working in school and public libraries in Westchester. Judith Rovenger chaired The School/ Public Library Cooperation Awards, and the following awards were given out in May 2010: The Somers Library and Primrose School won for small libraries for their First Grade Field Trip to the Public Library project. The Mount Kisco Public Library and the Mount Kisco Elementary School won for medium size libraries for their multi-faceted collaboration that involved children learning and performing folktales, attending story theater performance and a simulcast with children's author/illustrator Mo Willems. The Trove at White Plains Public Library and the White Plains Central School District won for large libraries for their Project Summer Read. The Ruth Keeler Memorial Library and The North Salem Middle School/High School won for their new teen services initiative Making New Friends which was a three-way collaboration with the FRIENDS group, and the public and middle/senior high school libraries and involved the creative use of student liaisons. The Greenburgh Public Library and Greenburgh School District No. 7 won for their Make Summer Reading Enjoyable, Inclusive and Continuous project, which involved the public library and the entire school district faculty (PreK-12) to make summer reading enjoyable, inclusive and continuous. Elaine Sozzi continued her involvement with the Westchester Career Counselors' Network and Westchester/Putnam Workforce Investment Board.
- 13.10 Element 10: Construction - Results
- State Aid for Public Library Construction: A workshop was held in July 2010 regarding the NYS construction grant application process. WLS staff examined the 12 submitted applications to ensure their completeness and eligibility. PLDA Grants Committee reviewed the applications and made recommendations for awards which were brought to the WLS Board for approval and the applications were submitted to Albany by the deadline.
- 13.11 Element 11: Central Library - Results
- WLS ILL Department continued to assist the Mount Vernon Public Library with collection development.
- 13.12 Element 12: Direct Access - Results
- NEW PRICING MODEL: In the month of June, PLDA voted on a proposal for a new pricing structure for WLS technology services to the member libraries. The proposal takes a much different approach to determining the total amount billed to a library. The new structure, which was developed by the PLDA Finance Committee with input from WLS, looks at consumption of services rather than number of computers to determine the amount a library should be charged. Libraries receive credits for lending materials to other member libraries, thus encouraging direct access.
- 13.13 Element 13: Other Goal(s) - Results
- Not applicable.

14. Assurance and Contact Information

CONTACT INFORMATION

- 14.1 Contact name (person completing report) Elise Burke
- 14.2 Contact phone number (enter 10 digits only) (914) 231-3225
- 14.3 Contact e-mail address eburke@wlsmail.org

ASSURANCE

14.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 03/29/2011

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

14.5 The Library System's Annual Report was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)

Suggested Improvements

Library System Westchester Library System
Name of Person Completing Form Elise Burke
Phone Number and Extension (enter area code, telephone number and extension only): (914) 231-3225
Please share with us your suggestions for improving the *Annual Report*. Thank You! No suggestions at this time.

Westchester Library System

Annual Report for Library Systems - 2010 (Public Library Systems)

State Notes
Local Notes

1. General System Information

- 1.16 URL of the system's complete Plan of Service **State Note:** WLS revamped its webpage, accounting for the new URL of our full Plan of Service.
- For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.
- 1.49 **State Note:** Due to cuts in Library Aid in the NYS budget, WLS had to lay off 2 full-time and 2 part-time employees; some services to the member libraries have been curtailed.

2. Personnel Information

- 2.22 Entry-Level Librarian (certified) FTE **State Note:** We no longer offer this position title.
- 2.23 Entry-Level Librarian (certified) Current Annual Salary **State Note:** We no longer offer this position title.

3. System Membership, Outlets and Governance

- 3.17 Bookmobiles **State Note:** WLS Bookmobile service ended in June 2010. A total of 32 visits were made serving 370 people.

4. Public Library System Trans and Collection

No Notes

5. System Services

- 5.27 Annual number of visits to the system's web site **State Note:** There was a large increase of internet usage due to use of WLS webpage for major announcements of system happenings (i.e. use of PINs, system downtime and integration of the White Plains Public Library catalog).
- 5.39 Number of stops (pick-up and delivery sites per week) **State Note:** There were a total of 2,542,494 items routed through the systemwide delivery.
- Repeating Group 1
2. Number of facilities/institutions served **State Note:** Mixing in Math: We had a total of 6 programs with 64 participants in 2010.
- Repeating Group 2
2. Number of facilities/institutions served **State Note:** Job Search/Skills Training for Teens: There were a total of 27 programs with 235 participants.
- Repeating Group 3
2. Number of facilities/institutions served **State Note:** 8 teens were placed in 7 facilities to serve as Learning Ambassadors over the summer.
- Repeating Group 4
2. Number of facilities/institutions served **State Note:** Book Discussions for Older boys had 15 sessions with 122 participants.
- Repeating Group 5
2. Number of facilities/institutions served **State Note:** A total of 4 programs for Homework Help were held with 54 participants.

Repeating Group 6

- 2. Number of facilities/institutions served

State Note: ACT-SO stands for Afro-Academic, Cultural, Technological and Scientific Olympics. This NAACP-sponsored enrichment program for high school students of African descent sponsors competitions, known as the 'Olympics of the Mind,' and strives to create the same respect for scholastic and cultural achievement that is awarded athletics in the world of sports. WLS sponsored 2 programs in 2010 with 40 participants.

Repeating Group 7

- 2. Number of facilities/institutions served

State Note: SBIC stands for Senior Benefits Information Centers. Our 4 sites (Yonkers-Will; The Warner Library in Tarrytown; Mount Kisco, and John C. Hart Memorial Library in Yorktown) serviced a total of 1,212 patrons in 2010.

Repeating Group 8

- 2. Number of facilities/institutions served

State Note: A total of 384 people were seen via WEBS Individual Career Counseling sessions.

Repeating Group 9

- 2. Number of facilities/institutions served

State Note: A total of 232 WEBS Career Seminar sessions were held with 1,420 participants.

Repeating Group 10

- 2. Number of facilities/institutions served

State Note: A total of 403 participants attended 23 WEBS workshops.

6. Operating Funds Receipts

No Notes

7. Operating Fund Disbursements

- 7.7 Electronic Materials Expenditures

State Note: Paid WALDO for a two-year contract (2010-11).

- 7.17 Other cash grants paid from system funds

State Note: Includes Westchester Community College ESL contract and Helen Andrus Benedict Foundation Creative Aging.

Repeating Group 6

- 1. Expense category

State Note: For off-site storage of WLS archives.

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

12. Projected Annual Budget For Library Systems

No Notes

13. Summary of Library System Accomplishments

No Notes

14. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes