Item: Acceptance of the WLS System Annual Report to New York State

Background: Annually all public libraries and library systems that receive funding from the State of New York are responsible for submitting an annual report of operational and financial activities.

There was one major change to the Annual Report in 2015 that affected both the system and member library Reports, had to do with the definition of electronic databases, which the State now refers to as electronic collections and includes Freading as an electronic collection. In 2014, WLS counted individual titles from Freading as electronic books (e-books); audio downloadable units or video downloadable units, as applicable. Under this new definition, it only counts as 1 electronic collection and its usage no longer is included with library circulation transactions.

The System Annual Report had not been submitted pending an answer from Albany regarding proper reporting procedures for WLS's Central Library Development Aid. The answer was just recently received, and a copy of the Report that is ready for submission is attached.

Status: Below are some of the highlights from the 2015 report:
➢ In relation to the WLS-PLDA Integrated Library System (ILS) Committee's 2014 recommendation to renew the SirsiDynix contract, products such as NoveList Plus, NoveList Select and Zepheira were purchased to improve access to library content and to make the catalog more discoverable and engaging
➢ Open source software was explored
➢ IT training was initiated in 2015 and self-learning tools were expanded (Lynda.com, University of Fashion)
➢ Other IT updates included completion of the environment set-up for the Virtual Desktop Infrastructure (VDI) pilot project and upgrade to the catalog's patron privacy and ADA compliance
➢ Westchester Seniors Out Speaking (WSOS): 79 trained volunteers; 1,200 session hours hosted at 10 library sites; 1,459 counseling interactions held (inclusive of Helpline support); 351 Presentations given with 14,162 participants; Senior Law Day sponsor and website host
➢ TASC Connect! Program: Tutoring and information sessions were offered at 6 library sites for a total of 1,092 hours with 1,704 client sessions and 712 individual clients
➢ Interlibrary Loan instituted at all 3 Corrections Facilities; Julie Ann Polasko was hired as Librarian I at the Sing Sing Correctional Facility Library
➢ Library Staff Training programs focusing on mental health education were implemented
➢ WLS received 2015 Distinguished Public Health Service Award from Westchester County Board of Health

Recommended Action: Staff recommends acceptance of the 2015 WLS Annual Report to the Division of Library Development of the State Education Department.

March 29, 2015

HIGHLIGHTS OF 2015 WLS SYSTEM ANNUAL REPORT

Financial Data	2015	2014
FY15 Total Operating Fund Receipts	$7,726,801	$6,898,281
FY15 Total Operating Fund Disbursements & Transfers	$7,284,998	$7,111,261

Item	2015	2014
Total System Circulation – Note: This number does **not** reflect member library circulation.	12,345	7,976
System Holdings:		
Cataloged Book Holdings	67	463
Electronic Holdings *[down due to new definition of Freading]*	23,666	65,625
All Other Holdings (databases)	17	11
Number of titles in ILS bibliographic database	972,927	1,011,776
Number of new titles added by the system	40,189	45,372
Number of holdings in the WLS Union Catalog	3,912,287	4,000,302
Number of holdings added to WLS Union Catalog	251,507	250,267
Total ILL activity	21,901	18,010
Total continuing education/staff development sessions	200	179
Total continuing education/staff development participants	2,355	3,886
Total consulting & technical assistance services contacts	8,393	8,177
Total WEBS individual/group counseling sessions participants and workshop participants	2,142	2,300
Total items transported by delivery system-wide	2,312,694	2,423,076
Total visits to system website	1,968,172	1,869,163

1. General System Information

1.1	SEDCODE	660409700029
1.2	System Name	Westchester Library System
1.3	Beginning Reporting Year	1/1/2015
1.4	Ending Reporting Year	12/31/2015
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 if 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 and hit the Tab key)	(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/wp-content/files/pdfs/about-wls
1.17	Population Chartered to Serve (2010 Census)	949,113
1.18	Area Chartered to Serve (square miles)	431
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 and hit the Tab key)	(914) 674-4185
1.34	Name of Outreach Coordinator	Elena Falcone

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 co	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	N

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	7.57
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)	9.57
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	5.71
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	14.86
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)	30.14
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	$174,399

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	0
3.18	Reading Centers	0
3.19	Other Outlets	0
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	1
3.21	Name of Central Library/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	Term length for system board/council members	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.

3.26	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, 2016, through December 31, 2016.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2016, through June 30, 2017

President/Council Chair

3.27	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
3.28	First Name	Catherine
3.29	Last Name	Draper
3.30	Institutional Affiliation	NYS Assembly, Amy Paulin, 88th District
3.31	Professional Title	Legislative Aide, part-time
3.32	Mailing Address	125 Pelhamdale Avenue
3.33	City	Pelham
3.34	Zip Code (enter five digits only)	10803
3.35	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(914) 555-5555
3.36	E-mail Address	wlssdistrict08@wlsmail.org
3.37	Term Begins - Month	January

3.38	Term Begins - Year (yyyy)	2013
3.39	Term Expires - Month or N/A	December
3.40	Term Expires - Year (YYYY) or N/A	2017
3.41	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
3.42	The date the board president took the Oath of Office (mm/dd/yyyy)	01/24/2013
3.43	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/15/2013
3.44	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 2-10 of the repeating group. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Luke
3.	Last Name	Vander Linden
4.	Institutional Affiliation	Carl Bloom
5.	Professional Title	Vice President & Senior Marketing Director
6.	Mailing Address	17 Church Street
7.	City	Bedford Hills
8.	Zip Code (enter five digits only)	10507
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	What is the length of this trustee's term? Please 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).	3
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2014
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	Deborah
3.	Last Name	Fay
4.	Institutional Affiliation	Entergy Nuclear Northeast
5.	Professional Title	Lead Specialist, Government Affairs
6.	Mailing Address	242 Gallagher Street
7.	City	Buchanan
8.	Zip Code (enter five digits only)	10511
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2012

11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/28/2012
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/02/2012
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	Dr.
2.	First Name	Norman
3.	Last Name	Jacknis
4.	Institutional Affiliation	Intelligent Community Forum
5.	Professional Title	Senior Fellow
6.	Mailing Address	39 Mountainside Trail
7.	City	Cortlandt Manor
8.	Zip Code (enter five digits only)	10567
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/15/2013
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	Barbara
3.	Last Name	Hickernell
4.	Institutional Affiliation	Engineering Conferences International
5.	Professional Title	Executive Director
6.	Mailing Address	12 Terrich Court
7.	City	Ossining
8.	Zip Code (enter five digits only)	10562
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017

13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/12/2014
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	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 Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018
13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/25/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/12/2014
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	Edris
3.	Last Name	Scherer
4.	Institutional Affiliation	Scherer TV & AC
5.	Professional Title	Vice President & CFO
6.	Mailing Address	7 Great Oaks Lane
7.	City	North Salem
8.	Zip Code (enter five digits only)	10560
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018

13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2014
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	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 Begins - Month	January
10.	Term Begins - Year (yyyy)	2015
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2019
13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/31/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/31/2015
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	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 Begins - Month	January
10.	Term Begins - Year (yyyy)	2015
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2019

13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/31/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/31/2015
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	Mr.
2.	First Name	Dave
3.	Last Name	Donelson
4.	Institutional Affiliation	N/A
5.	Professional Title	Writer
6.	Mailing Address	44 Park Lane
7.	City	West Harrison
8.	Zip Code (enter five digits only)	10604
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2015
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2019
13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/24/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/31/2015
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	Mr.
2.	First Name	Alex
3.	Last Name	Payan
4.	Institutional Affiliation	Family Services of Westchester
5.	Professional Title	Director, Port Chester Cares
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.	What is the length of this trustee's term? Please 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).	5

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?	Y
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	N/A
5.	Professional Title	Retired
6.	Mailing Address	75 Cochrane Aenue
7.	City	Hastings-on-Hudson
8.	Zip Code (enter five digits only)	10706
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2012
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	What is the length of this trustee's term? Please 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).	5
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/28/2012
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/02/2012
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 specializing in Family Law
6.	Mailing Address	155 Prospect Avenue
7.	City	Mount Vernon
8.	Zip Code (enter five digits only)	10552
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. What is the length of this trustee's term? Please 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).   5

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?   Y

COORDINATED OUTREACH COUNCIL

3.45 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, 2016, throu position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. The number of council members no more than 11).

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

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   Isabel

3. Last Name   Hershkowitz

4. Institutional Affiliation   Legal Services of the Hudson Valley

5. Professional Title   Parent Advisor

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   Westchester Independent Living Center

5. Professional Title   Minority Outreach 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   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	Edward
3.	Last Name	Falcone
4.	Institutional Affiliation	Yonkers Public Library
5.	Professional Title	Director

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	88
4.2	Total system circulation	12,345
4.3	System Visits	1,202

GENERAL SYSTEM HOLDINGS

4.4	Total Cataloged Book Holdings	67
4.5	Uncataloged Book Holdings	25
4.6	Total Print Serial Holdings	0
4.7	All Other Print Materials Holdings	0
4.8	Total Number of NOVELNY Databases	10
4.9	Total Electronic Holdings	23,666
4.10	Other Non-Electronic Materials	17
4.11	Grand Total Holdings (total questions 4.4 through 4.10)	23,785

ROTATING COLLECTIONS/BOOK LOANS

4.12	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	N
4.13	Number of collections	0
4.14	Average number of items per collection	0

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	972,927
5.9	Number of new titles added by the system in the reporting year	40,189
5.10	Number of Central Library Aid titles added in the reporting year	1,937
5.11	Number of new titles added by the members in the reporting year	0
5.12	Total new titles (total questions 5.9 through 5.11)	42,126

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	972,927
5.16	Number of holdings in the system's union catalog	3,912,287
5.17	Number of new titles added in the last year	40,189
5.18	Number of holdings added in the last year	251,507

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.	Patron-initiated ILL available and used through this catalog	Yes
d.	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	1,968,172

STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL_{NY}- READY LIBRARIES)

5.28	How many of the system's member libraries have achieved <u>Basic</u> Statewide Internet Library-ready status?	0
5.29	How many of the system's member libraries have achieved <u>Advanced</u> Statewide Internet Library-ready status?	0
5.30	How many of the system's member libraries have achieved <u>Leader</u> Statewide Internet Library-ready status?	38
5.31	Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30)	38

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.32	Total items provided (loaned)	5,819
5.33	Total items received (borrowed)	6,915
5.34	Total requests provided (loaned) unfilled	8,499
5.35	Total requests received (borrowed) unfilled	668
5.36	Total interlibrary loan activity (total questions 5.32 through 5.35)	21,901

DELIVERY

5.38 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 p: 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
5.39	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.)

5.40	Number of sessions	8
5.41	Number of participants	182

Technology

5.42	Number of sessions	119
5.43	Number of participants	698

Digitization

5.44	Number of sessions	0
5.45	Number of participants	0

Leadership

5.46	Number of sessions	12
5.47	Number of participants	157

Management & Supervisory

5.48	Number of sessions	1
5.49	Number of participants	3

Planning and Evaluation

5.50	Number of sessions	0
5.51	Number of participants	0

Awareness and Advocacy

5.52	Number of sessions	1
5.53	Number of participants	50

Trustee/Council Training

5.54	Number of sessions	3
5.55	Number of participants	49

Special Client Populations

5.56	Number of sessions	30
5.57	Number of participants	813

Children's Services/Birth to Kindergarten

5.58	Number of sessions	6
5.59	Number of participants	99

Children's Services/Elementary Grade Levels

5.60	Number of sessions	6
5.61	Number of participants	97

Young Adult Services/Middle and High School Grade Levels

5.62	Number of sessions	7
5.63	Number of participants	123

General Adult Services

5.64	Number of sessions	2
5.65	Number of participants	64

Other:

5.66	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	11
1.	Topic	Construction Grant Workshops
2.	Number of sessions	3
3.	Number of participants	9
5.67	**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, 5.64 and total of question #2 of Repeating Group #5)	200
5.68	**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, 5.65 and total of question #3 of Repeating Group #5)	2,355

COORDINATED SERVICES

5.69 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 p[...] 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	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

5.70	Number of contacts - Consulting with member libraries on grants, and state and federal funding	440
5.71	Number of contacts - Consulting with member libraries on funding and governance	84
5.72	Number of contacts - Consulting with member libraries on charter and registration work	35
5.73	Number of contacts - Consulting with member libraries on automation and technology	3,318
5.74	Number of contacts - Consulting with member libraries on youth services	240
5.75	Number of contacts - Consulting with member libraries on adult services	305
5.76	Number of contacts - Consulting with member libraries on physical plant needs	0

5.77	Number of contacts - Consulting with member libraries on personnel and management issues	161
5.78	Number of contacts - Consulting with state and county correctional facilities	96
5.79	Number of contacts - Providing information to local, county, and state legislators and their staffs	22
5.80	Number of contacts - Providing system and member library information to the media	3,318
5.81	Number of contacts - Providing website development and maintenance for member libraries	0
5.82	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	Annual Report
2.	Number of contacts (all types)	236
1.	Topic	Workforce Investment Board Meetings
2.	Number of contacts (all types)	131
1.	Topic	Bilingual Programming/Collection Development
2.	Number of contacts (all types)	7
5.83	**Total other contacts** (total of question #2 of Repeating Group #6)	374
5.84	**Total number of contacts** (total of questions 5.70 through 5.81 and 5.83)	8,393

REFERENCE SERVICES

5.85	Total Reference Transactions	72

SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)

5.86 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
5.87	Number of BOOKS BY MAIL loans	N/A
5.88	Number of member libraries with Job/Education Information Centers or collections	14
5.89	Number of State Correctional Facilities libraries served	3
5.90	Number of County Jails libraries served	0

5.91	Number of institutions served other than jails or correctional facilities	1
5.92	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	9
1.	Service provided	TASC Connect!
2.	Number of facilities/institutions served	5
1.	Service provided	Battle of the Books
2.	Number of facilities/institutions served	38
1.	Service provided	Senior Law Day
2.	Number of facilities/institutions served	38
1.	Service provided	Multi-Language Book Fair
2.	Number of facilities/institutions served	38
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	12
1.	Service provided	Learning Ambassadors Teen Workshops
2.	Number of facilities/institutions served	23
1.	Service provided	Learning Ambassadors Celebration
2.	Number of facilities/institutions served	23
1.	Service provided	Partners for Success
2.	Number of facilities/institutions served	38
1.	Service provided	WEBS Individual Career Counseling
2.	Number of facilities/institutions served	2
1.	Service provided	WEBS Distance Counseling
2.	Number of facilities/institutions served	1
1.	Service provided	AARP Tax-Aide Program
2.	Number of facilities/institutions served	13
5.93	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 5.92.	N
5.94	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
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)	N/A
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

6.5	Adult Literacy Library Services Grants	$763
6.6	Central Library Development Aid	$500,214
6.7	Central Book Aid	$117,759
6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$0
6.10	Coordinated Outreach Services Aid	$149,243
6.11	Correctional Facilities Library Aid	$29,803
6.12	County Jails Library Aid	$9,176
6.14	Family Literacy Grants	$12,489

Local Library Services Aid

6.18	Kept at System Headquarters	$0
6.19	Distributed to members	$293,311
6.20	Total LLSA (total questions 6.18 and 6.19)	$293,311
6.21	Local Services Support Aid	$184,894
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$1,485,915

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	$109,575
6.36	Supplementary System Aid	$197,531
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 6.35).	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 repea

1.	Funding Source	N/A
2.	Amount	N/A
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$0
	Total State Aid Receipts	

| 6.44 | (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 6.41, and question 6.43) | $3,090,673 |

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 | $134,326 |

| 6.47 | Total Other Federal Aid (total questions #2 of Repeating Group #10 above) | $134,326 |
| 6.48 | **Total Federal Aid** (total questions 6.45 and 6.47) | $134,326 |

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	Member Libraries
2.	Contracted Service	WLS Services
3.	Total Contract Amount	$2,734,256

| 6.50 | **Total Contracts** (total question #3 of Repeating Group #11 above) | $2,734,256 |

MISCELLANEOUS RECEIPTS

| 6.51 | Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) | $241,990 |
| 6.53 | Income from Investments | $0 |

Proceeds from Sale of Property

6.54	Real Property	$3,750
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 questio

1.	Receipt category	WEBS
2.	Amount	$34,400
1.	Receipt category	Non-Resident Cards
2.	Amount	$1,800
1.	Receipt category	Movie Licensing
2.	Amount	$9,185
1.	Receipt category	WSOS
2.	Amount	$30,546
1.	Receipt category	LIU Palmer Class
2.	Amount	$21,750
1.	Receipt category	Battle of the Books
2.	Amount	$110
1.	Receipt category	Book Expo America

2.	Amount	$4,954
1.	Receipt category	WLS Trustee Award
2.	Amount	$600
1.	Receipt category	Ins. Reimbursement
2.	Amount	$9,201
1.	Receipt category	Misc. Reimbursements
2.	Amount	$45,753
1.	Receipt category	WCC Pass-thru
2.	Amount	$328,602
1.	Receipt category	BTOP
2.	Amount	$32,857
1.	Receipt category	eRate
2.	Amount	$2,048
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$521,806
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$767,546
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)	$7,726,801
6.60	**BUDGET LOANS**	$0

TRANSFERS

6.61	From Capital Fund (Same as question 9.6)	$0
6.62	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, 2015; 3Rs - July 1, 2015. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2014; 3Rs - June 30, 2015.)	$1,606,043
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83)	$9,332,844

7. Operating Fund Disbursements
STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$879,076
7.2	Other Staff	$1,295,849
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$2,174,925
7.4	Employee Benefits Expenditures	$950,183

7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$3,125,108

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$93,873
7.7	Electronic Materials Expenditures	$283,124
7.8	Other Materials Expenditures	$0
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$376,997

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$293,311
7.11	Central Library Aid (CLDA/CBA)	$413,471
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$97,672
7.16	Federal Aid	$139,909
7.17	Other cash grants paid from system funds	$336,985
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$1,281,348
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)	$1,281,348

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$300,425
7.25	Furniture/Furnishings	$15,769
7.26	Other Capital Expenditures	$7,837
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$324,031

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$324,031
7.29	From Other Funds (71OF)	$0
7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$324,031

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	$294,920
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$294,920

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$7,756
7.37	Office and Library Supplies	$46,558
7.38	Telecommunications	$289,895

7.39	Binding Expenses	$0
7.40	Postage and Freight	$21,007
7.41	Publicity and Printing	$38,146
7.42	Travel	$79,072
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.	$245,567
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid	$10,347
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y

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

1.	Expense category	Ret. Hlth
2.	Amount	$251,929
1.	Expense category	Eq. Mnt.
2.	Amount	$436,308
1.	Expense category	In-House Mtg
2.	Amount	$7,143
1.	Expense category	Arch Rntl
2.	Amount	$4,600
1.	Expense category	OCLC
2.	Amount	$61,978
1.	Expense category	P/R Fee
2.	Amount	$7,907
1.	Expense category	Delivery Ser
2.	Amount	$374,381
7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	$1,144,246
7.48	**Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47)	$1,882,594

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)**	$7,284,998

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	$0
7.58	From Other Funds (76OF)	$0
7.59	**Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)	$0
7.60	**Total Transfers to Other Funds**	$0
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$0
7.62	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61)	$7,284,998
7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2015) (For 3Rs - June 30, 2016)**	$2,047,846
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER** (total questions 7.62, 7.63, 7.73, and 7.82)	$9,332,844

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)	4/29/2015
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2014-12/31/2014
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	$2,047,846
7.87	**Total Bank Balance** (total question #2 of Repeating Group #15)	$2,047,846
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	Y

8. Capital Fund Receipts

8.1	**Total Revenue From Local Sources**	$0

8.2	**Transfer From Operating Fund** (same as question 7.59)	$0

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4	Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	N
1.	Contracting Agency	N/A
2.	Amount	N/A
8.5	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0
8.6	**TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5)	$0
8.7	**NONREVENUE RECEIPTS**	$2,233
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$2,233
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2015; 3Rs - July 1, 2015. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2014; 3Rs - June 30, 2015)	$1,909,647
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$1,911,880

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, 2015, for Public Library Systems; June 30, 2016, for 3Rs)**	$1,911,880

9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$1,911,880

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2016 - December 31, 2016

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$6,219,000
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, 2016, must be the same as the December 31, 2015, closing balance reported on Q7.63 of the 2015 annual report)	$2,047,846
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)	$8,266,846

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	$7,154,100
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, 2016)	$1,112,746
12.9	Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)	$8,266,846

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, 2016, must be the same as the December 31, 2015, closing balance reported on Q9.9 of the 2015 annual report)	$1,911,880
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$1,911,880

PROJECTED CAPITAL FUND - DISBURSEMENTS

of member
libraries plus
2/3 members
LLSA.

Statutory Education Law
Reference § 272,
(LCSA): 273(1)(f)(7)
Commissioners
Regulations
90.3/td>

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)	6.75
13.1.2	Total Expenditure for Professional Salaries	$493,214

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)	6
13.1.4	Total Expenditure for Other Staff Salaries	$308,033
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$558,284
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 "O1 individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$15,999
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	BASF
3.	Expenditure	$146,725
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Vonage

12.14 Capital Fund Disbursements (include Project
       Expenditures, Transfer to Operating Fund and $0
       Nonproject Expenditures

12.15 Cash Balance in Capital Fund at the end of the
       current fiscal year $1,911,880
       (For Public Library Systems, December 31, 2016)

12.16 Grand Total Capital Fund Disbursement,
       Transfers, and Balance (Sum of questions 12.14 $1,911,880
       and 12.15)

13. State Formula Aid Disbursements
Public Library Systems Basic Aid

[handwritten] SECTION 13. PRINTED SEPARATELY SEE NEXT PAGE

~~PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID~~ and either ~~LOCAL LIBRARY SERVICES AID~~
~~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

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

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

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

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

Statutory Reference (LCSA): Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3/td>

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)	6.75
13.1.2	Total Expenditure for Professional Salaries	$493,214

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)	6
13.1.4	Total Expenditure for Other Staff Salaries	$308,033
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$558,284
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	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$15,999

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	BASF
3.	Expenditure	$146,725

1.	Expenditure Category	Telecommunications

2.	Provider of Services	Vonage
3.	Expenditure	$3,996
1.	Expenditure Category	Printing
2.	Provider of Services	Various
3.	Expenditure	$11,327
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various for Prof. Dev.
3.	Expenditure	$19,500
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	Various
3.	Expenditure	$8,277
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various Contr. Srvcs.
3.	Expenditure	$160,810
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Insurance
3.	Expenditure	$21,276
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	BASF-Repairs
3.	Expenditure	$3,400
13.1.7	**Total Expenditure - Purchased Services**	$391,310

| 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 | Books and other print materials |
| 2. | Expenditure | $83,599 |

| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $15,026 |

| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $11,327 |

| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $1,836 |

| 13.1.9 | **Total Expenditure - Supplies and Materials** | $111,788 |
| 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 | $5,711 |

| 13.1.11 | **Total Expenditures - Travel** | $5,711 |

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.	$267,984
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)	$2,136,324

13.1.18	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
13.1.19	**Total Allocation from 2015 - 2016 State Aid:**	$2,136,324
13.1.20	**Cash Balance at the End of the Current Fiscal Year**	$0
13.1.21	**Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.	""""NYS Budget Application Narrative 2015 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 [$126,775 - Question 13.1.2-Professional Salaries; $54,707 - Question 13.1.5-Benefits] and portion of office rent [$42,400 - Question 13.1.7-Purchased Services]. To help WLS continue to provide electronic Interlibrary Loan (ILL) program, the following was expended: Salaries and benefits for ILL staff [$54,936 -

Question 13.1.2 - Professional Salaries; $29,581 - Question 13.1.4-Other Salaries; $36,471 - Question 13.1.5-Benefits]; and supplies/other library materials [$4,030 - Question 13.1.9 Supplies & Materials]. Coordinated Services - NYS Element #6 To achieve the goal of providing technology to enhance library services, expenses included: a portion of electronic library materials [$143,796 - Question 13.1.7-Purchased Services; $83,599 - Question 13.1.9-Supplies & Materials]; and department portion of office rent [$45,000 - Question 13.1.7-Purchased Services]. 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: Youth Services: For the support of various programs including Summer Reading Games and professional development seminars/workshops, a portion of staff salaries [$10,989 - Question 13.1.4-Other Salaries; $7,657 - Question

13.1.5-Benefits]; and workshop expenses [$8,532 - Question 13.1.7 Purchased Services]; and supplies [$2,122 - Question 13.1.9 Supplies & Materials]. Coordinated Outreach/Adult Literacy: A portion of staff salaries was expended for those supporting Outreach training sessions on library services for those unable to fully utilize them because of various barriers [$14,552 - Question 13.1.4-Other Salaries; $8,126 - Question 13.1.5-Benefits] and training expenses [$11,297 - Question 13.1.7 Purchased Services]; and portion of office rent [$4,825 - Question 13.1.7-Purchased Services]. 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 [$17,400 - Question 13.1.2-Professional Salaries; $5,100 - Question 13.1.5-Benefits] and

portion of office rent [$20,300 - Question 13.1.7-Purchased Services].

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 [$19,500 - Question 13.1.7-Purchased Services]; and portion of office rent [$7,900 - Question 13.1.7-Purchased Services].

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; & maintenance of advocates network, the following administrative costs

were expended: telecommunications [$3,996 - Question 13.1.7-Purchased Services]; printing [$11,327 - Question 13.1.7-Purchased Services]; postage [$11,327 - Question 13.1.9-Supplies & Materials]; computer supplies [$1,836 - Question 13.1.9-Supplies & Materials]; Event program supplies [$9,510 - Question 13.1.9-Supplies & Materials]; memberships to professional organizations [$8,277 - Question 13.1.7-Purchased Services]; and travel expense [$5,711 - Question 13.1.11-Travel].

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 [$17,400 - Question 13.1.2-Professional Salaries; $5,100 - Question 13.1.5-Benefits]; supplies [$1,200 - Question 13.1.9-Supplies & Materials]; and portion of office rent [$26,300 - Question 13.1.6]. Other - NYS Element #13 Remaining

administrative costs encompass all of the above goals/intended results: a portion of salaries & benefits for administrative staff [$276,703 - Question 13.1.2-Professional Salaries; $252,911 - Question 13.1.4-Other Salaries; $207,923 - Question 13.1.5-Benefits]; retiree health benefits [$233,200 - Question 13.1.5-Benefits]; building maintenance expenses [$20,025 - Question 13.1.7-Purchased Services]; professional fees [$15,999 - Question 13.1.7-Purchased Services]; and payout of Local Library Services Aid funds [$267,984 - Question 13.1.14-LLSA Expenditures]. """"

Central Book Aid

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. | N |

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

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

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

| 13.2.2 | Total Expenditure - Purchased Services | $0 |
| 13.2.3 | **Supplies and Materials**: Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than $5,000? Enter Y for Yes, N for No. | 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, 3, and 4 of one repeating group.

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print
2.	Quantity	755
3.	Unit Cost	$23
4.	Expenditure	$16,948

| 1. | Expenditure Category | Adult non-fiction and foreign language materials - non-print |
| 2. | Quantity | 726 |

3.	Unit Cost	$65
4.	Expenditure	$47,186
13.2.4	Total Expenditure - Supplies and Materials	$64,134
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.	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)	
13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$0
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$64,134
13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
13.2.9	**Total Allocation from 2015 - 2016 State Aid**	$64,134
13.2.10	**Cash Balance at the End of the Current Fiscal Year**	$0
13.2.11	**Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	CENTRAL LIBRARY NARRATIVE 2015 [Same Narrative used for both Central Book Aid (CBA): $64,134 and Central Library Development Aid (CLDA): $272,427 -

Grand Total: $336,561] Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2015: 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. In addition Mount Vernon will acquire general reference materials in print format to enhance the overall reference resources of the entire system. Other resources were purchased for Central Library audio language learning and audio/visual materials ($47,186 - CBA Question 13.2.4-Supplies & Materials); for resources to enhance the overall reference collection ($16,948 - CBA Question 13.2.4-Supplies & Materials; $212,398

- CLDA Question 13.3.9-Supplies & Materials) and training ($599 - CLDA Question 13.3.7-Purchased Services). Goal Statement - Resource Sharing/Interlibrary Loan: To support the Intra and Inter library loan services of the System by providing the support for strong collections across the reference spectrum. Intended Result: The staff of the Mount Vernon Public Library, in concert with collection development staff from the member libraries and the system office, will continue to acquire and process materials to support the overarching inter and intralibrary loan program of the system so that loan requests are filled and delivered in a timely manner. The costs to assist in achieving this goal included: various contract fees for help with acquisition of materials [$59,430 - CLDA Question 13.3.7). WLS had Variances for Maintenance of Effort that were not approved which affected our Central Library Aid for NYS FY 2014-15 and FY 2015-16 funds.

Central Library Development Aid

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	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$599

Consultant

1.	Expenditure Category	fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$59,430

13.3.7	Total Expenditure - Purchased Services	$60,029
13.3.8	**Supplies and Materials**: Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Adult non-fiction and foreign language materials - electronic databases
2.	Expenditure	$212,398

13.3.9	**Total Expenditure - Supplies and Materials**	$212,398
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. | N |

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

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

| 13.3.13 | **Total Expenditure - Equipment and Furnishings** | $0 |
| 13.3.14 | **Grants to Central/Co-Central Libraries:** Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. | 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)** | $272,427 |

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.	$257,461
13.3.18	**Total Allocation from 2015 - 2016 State Aid:**	$272,427
13.3.19	**Cash Balance at the end of the Current Fiscal Year**	$0
13.3.20	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	CENTRAL LIBRARY NARRATIVE 2015 [Same Narrative used for both Central Book Aid (CBA): $64,134 and Central Library Development Aid (CLDA): $272,427 - Grand Total: $336,561] Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2015: 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. In addition Mount Vernon will acquire general reference materials in print format to enhance the overall reference resources of the entire system. Other resources were purchased for Central Library audio language learning and audio/visual materials ($47,186 - CBA Question 13.2.4-Supplies & Materials); for resources to enhance the overall reference collection ($16,948 - CBA Question 13.2.4-Supplies & Materials; $212,398 - CLDA Question 13.3.9-Supplies & Materials) and training ($599 - CLDA Question 13.3.7-Purchased Services). Goal Statement - Resource Sharing/Interlibrary Loan: To support the Intra and Inter library loan services of the System by providing the support for strong collections across the reference spectrum. Intended Result: The staff of the Mount Vernon Public Library, in concert with collection development staff from the member libraries and the system office, will continue to acquire and process materials to support the overarching inter and intralibrary loan

program of the system so that loan requests are filled and delivered in a timely manner. The costs to assist in achieving this goal included: various contract fees for help with acquisition of materials [$59,430 - CLDA Question 13.3.7). WLS had Variances for Maintenance of Effort that were not approved which affected our Central Library Aid for NYS FY 2014-15 and FY 2015-16 funds.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

Statutory Reference:	Education Law § 273(1)(h) Commissioners Regulations 90.3

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1	Total Full-Time Equivalents (FTE)	0.8
13.4.2	Total Expenditure for Professional Salaries	$68,337

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

13.4.3	Total Full-Time Equivalents (FTE)	1.2
13.4.4	Total Expenditure for Other Staff Salaries	$21,270
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$23,927
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

Note: For questions which include a choice of "Other" in a drop-down

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

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	various
3.	Expenditure	$8,676
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Various
3.	Expenditure	$5,000
1.	Expenditure Category	Printing
2.	Provider of Services	Various
3.	Expenditure	$1,000
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	Various
3.	Expenditure	$177
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	$1,015
13.4.7	**Total Expenditure - Purchased Services**	$15,868
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	Books and other print materials
2.	Expenditure	$4,645
1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$3,211
1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$5,448
13.4.9	Total Expenditure - Supplies and Materials	$13,304
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	$6,537
13.4.11	**Total Expenditure - Travel**	$6,537
13.4.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N

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

1.	Type of item	N/A
2.	Quantity	N/A

3.	Unit Cost	N/A
4.	Expenditure	N/A
13.4.13	**Total Expenditure - Equipment and Furnishings**	$0
13.4.14	Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.	N

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

1.	Recipient	N/A
2.	Allocation	N/A
3.	Description of Project	
13.4.15	Total Expenditure - Grants to Member Libraries	$0
13.4.16	Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	$149,243
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 2015 - 2016 State Aid:**	$149,243
13.4.19	**Cash Balance at the End of the Current Fiscal Year**	$0
13.4.20	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Coordinated Outreach Services, 2015 Program Year [Total: $149,243] 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 $113,534 ($68,337 - Question 13.4.2-Professional Salaries; $21,270 - Question 13.4.4-Other Salaries; $23,927 - 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 ($8,676 - Question 13.4.7-Purchased Services; $4,645 - 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 supplies and postage ($6,000 - Question 13.4.7-Purchased Services; $8,659 - Question 13.4.9-Supplies & Materials). Other expenses included reimbursement of system staff travel to various conferences and meetings ($6,537 - Question 13.4.11-Travel) and organizational membership dues and related meeting expenses ($1,192 - Question 13.4.7-Purchased Services).

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

| 13.5.1 | **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. | N |

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

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

1.	Expenditure Category	Printing
2.	Provider of Services	Various
3.	Expenditure	$3,992

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Robin Osborne
3.	Expenditure	$3,386

13.5.2	**Total Expenditure - Purchased Services**	$7,378
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	$1,798

13.5.4	**Total Expenditure - Supplies and Materials**	$1,798
13.5.5	**Total Expenditure (total 13.5.2, and 13.5.4)**	$9,176
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 2015 - 2016 State Aid**	$9,176
13.5.8	**Cash Balance at the End of the Current Fiscal Year**	$0
	Final Narrative:	County Jails: 2015

13.5.9

	Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Program Year [Total: $9,176] WLS provided continuing collection development support to Westchester County Department of Corrections inmates through development of Westchester Connections, a re-entry guide to support those formerly incarcerated, families and service providers [$3,386 - Question 13.5.2-Purchased Services; $3,992 - Question 13.5.2-Purchased Services]. WLS will also provide consultation and technical assistance, and management of a donated items program. The department manager will allocate time for consultation and research to develop other services [$1,798 - Question 13.5.4-Supplies & Materials].

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Reference: Education Law § 285 (1)
Commissioners Regulations 90.14
The amount provided in Education Law is $9.25 per inmate. Please see the State Corrections Program Guidelines at
www.nysl.nysed.gov/libdev/outreach/corrgdln.htm
for more information.

13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

13.6.1	Total Full-Time Equivalents (FTE)	0.2
13.6.2	Total Expenditure for Professional Salaries	$21,309

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)	N/A
13.6.4	Total Expenditure for Other Staff Salaries	N/A
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$4,768
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$1,281
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	Various
3.	Expenditure	$536
13.6.7	**Total Expenditure - Purchased Services**	$1,817

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

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

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

| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | $625 |

| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $628 |

| 13.6.9 | **Total Expenditure - Supplies and Materials** | $1,253 |
| 13.6.10 | **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. | Y |

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

| 1. | Type of Travel | System staff |
| 2. | Expenditure | $656 |

| 13.6.11 | **Total Expenditure - Travel** | $656 |
| 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)	$29,803
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 2015 - 2016 State Aid:**	$29,803
13.6.17	**Cash Balance at the End of the Fiscal Year:**	$0
13.6.18	**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, 2014 Program Year [Total $29,803] 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 ($1,281-Question 13.6.9-Supplies & Materials). Both Department of Corrections (DOC) supervisory staff and inmate clerks at Bedford Hills Correctional Facilities (CF) and

Taconic CF needed professional assistance with day-to-day aspects of ILL, circulation, collection management operations ($14,365 - Question 13.6.2-Professional Salaries; $6,944 - Question 13.6.4-Other Salaries; $4,768 - Question 13.6.5-Benefits). WLS collaborates with neighboring library systems to create professional development opportunities for CF library staff ($1,789 - Question 13.6.7-Purchased Services; $656 - Question 13.6.11-Travel).

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of <u>each element</u> for Year 3 (2014)

14.1	Element 1: Resource Sharing - Results	WLS worked toward its goal of continually improving and enhancing the ability of card holders from member libraries to discover and access digital collections as follows: SIRSI CATALOG CLEAN-UP: 2015 included new cataloging policy for a SirsiDynix clean-up project and continued work to make the WLS catalog easier for patrons to search and find desired materials. In July Melissa Glazer joined the WLS cataloging team to evaluate the duplicate bibliographic records in the WLS catalog one-by-one, merging them when appropriate. Manager of Cataloging Services Douglas Wray visited member libraries throughout the year to discuss ways to streamline WLS cataloging practices and the use and benefit of vendor-supplied MARC records. Mr. Wray also performed extensive editing of WLS catalog records to prepare for the implementation of a new search feature to improve users' ease in finding titles in the WLS catalog. ZEPHEIRA: To expand the public's awareness of public library materials, WLS purchased Zepheira to make the WLS catalog available and more prominent on the Web. WLS Cataloging Services completed training on Zepheira, and Zepheira assessed WLS's MARC data and translated the WLS catalog into BIBFRAME, which is designed to use linked data principles to make bibliographic data more useful both within and outside the library community and aid discovery of library materials. WLS is one of the first four participants in Zepheira's Experimenter Program. In 2015, there was a substantial increase of ILL borrowing and lending. The restrictive lending models of e-books by libraries, dictated by major publishers, may have contributed to the staying power of print materials, which have traditionally enjoyed the first-sale doctrine that enables resource sharing with little boundaries. ILL started a new service option through OCLC that automatically extends the processing time for each request from non-WLS institutions to 8 days for processing, which streamlines procedures. The Sing Sing Correctional Facility library hired a professional librarian where the ILL operation had been non-existent for years, and implemented a system that allows library staff at all 3 correctional facilities to access the WLS catalog and place holds directly. After nearly 30 years of service at WLS, Marva Patterson, an ILL Clerk, retired at the end of August 2015. New ILL Clerk, Molly Tobin, started in September.
14.2	Element 2: Special Client Groups - Results	""""WLS continued in its goal to inform member libraries of potential partnerships, resources, programs, training and service trends to attract and connect with outreach target populations: WESTCHESTER SENIORS OUT SPEAKING (WSOS)/SENIOR BENEFIT INFORMATION CENTERS (SBIC): The monthly education update meetings continued in 2015 examples of the topics covered are: Speaking with Your Doctor, Fully Integrated Dual Advantage (FIDA), a managed care initiative for those on both Medicare and Medicaid; available transportation; hospice services covered by Medicare; consumer impact of Accountable Care Organizations (a type of healthcare provider consortia under the Affordable Care Act); Elder Abuse Prevention; Elder Justice; Availability of shelter services, legal advice, and counseling services among those living in senior supportive housing. Seven new volunteers and two staff from the Westchester County Department of Senior Programs and Services (DSPS) attended the Fall New Volunteer Training. Program coordinator Mary Ann Larkin developed a new presentation for WSOS-Health Insurance Considerations on the Way to Retirementâ€"which provides a brief explanation of Medicare as the context for evaluating retirement benefits, COBRA, and NY State of Health plans as well as enrollment timing to avoid penalties. Volunteer Julie Woodward held a fall series of Medicare workshops, "Demystifying Medicare," totaling 14 presentations around the county, with a total attendance of over 460. Active recruitment for new volunteers took place; 16 new volunteers participated in the training led by the Program

Coordinators and presenters from Medicare Rights Center and the County DSPS. Medicare Open Enrollment began on 10/15 and continued through 12/7. In addition to regularly scheduled SBIC hours, volunteers supported 3 Saturday sessions in November at the libraries in North Salem, Ossining, and Shrub Oak. WSOS volunteers participated in a Plan Finder training addressing the mechanics of the Medicare.gov tool and strategies for guiding patrons in plan comparison. Long-time volunteer Miriam Goldstein was recognized by Yonkers' Mayor Spano in March at a RSVP Volunteer recognition event. WSOS volunteer Lynda Nickelsen was a 2015 inductee into the Westchester County Senior Citizen Hall of Fame in recognition of her considerable contributions as a WSOS volunteer via SBIC counseling and Medicare Minute presentations in northern Westchester and mentoring new volunteers. PIE STAFFING: In 2015 WLS Public Innovation and Engagement (PIE) had a few staffing changes. Allison Pryor was hired as Outreach Services Assistant to support all program activities with a special focus on TASC and YS programs, and Julie Ann Polasko was appointed as head of the General Library at Sing Sing Correctional Facility and continues to work with WLS a few hours/week to support correctional services at the State and County level. Barbara Verdi Del Rowe, TASC Connect! Program Coordinator, joined Brenda Praga, Program Coordinator, in our high school equivalency tutoring program. TASC CONNECT!: Active recruitment for new volunteers took place. The TASC Connect! program was included with the VolunteerNY-led RSVP program, which helps to identify potential volunteers. A Tutor Resource Update was held to review adult learning resources. Training sessions focused on reading assessment. Meetings were held with several local agencies to identify resources available to support adult students that may have learning disabilities and led to a deeper exploration of the need - and limited resources available in the county. Plans began for the coming year to: 1) offer a series of county-wide orientations on options for exam preparation; 2) enhance web-based learning resources, referral partnerships, and tutor training to support adults with low literacy; and 3) pilot one-to-one, short-term, tutor-student assignments to address specific learning goals at library locations county-wide at times that can more flexibly support adult learners. CORRECTIONS: Interlibrary loan services were reinstated at all three state correctional facilities (CF)â€"Bedford Hills, Sing Sing, Taconicâ€"a result of new staff and diligent communication about required processes among correctional facility staff. WLS coordinated the purchase of magazines for a new mental health unit of the Westchester County Department of Corrections. Julie Ann Polasko was hired as Librarian I at the Sing Sing CF Library. The prison collection was weeded and a number of book and cassette donations were received. Materials not selected for use by Westchester CF were offered to other state facilities. Nancy Coradin WLS Spanish Cataloger helped weed and assess the Spanish language collection at Sing-Sing Prison Library and made a trip to Lectorum Publications with Ms. Polasko to build their Spanish and bilingual collections; this excursion was also extended to member libraries. WESTCHESTER CONNECTIONS: WLS went live on 11/1 with the Westchester Connections Guide, a new web-based resource for persons formerly incarcerated and those navigating prison or parole, their families, and others similarly in need. The Guide was released concurrent with a WLS Welcome Card, a six-month temporary card available to those being released from prison or jail and returning to the Westchester community to help make this audience aware of what libraries have to offer and remove any barriers to access. LEARNING AMBASSADORS 2.0: 2015 was the final summer of the Learning Ambassador Program, and 19 of the 21 teens worked in children's services at the 9 participating libraries. The other 2 teens worked at the Greenburgh Early Childhood Center as a part of a continued early childhood outreach effort. Under the guidance of worksite mentors with support from WLS staff, the teens led and assisted in the delivery of programs designed to promote the enjoyment of stories and support the development of their reading, math and science literacy skills. A closing celebration was held with several community guest speakers. As in prior years, the feedback from the teens and their parents validated the effort. AFTER SCHOOL BUDDY PROJECT: The YC Coordinator developed a new model for the After School Buddy Project that includes trained teen "graduates" from the Learning Ambassador Program. Piloted during the

months of November and December, 6 libraries (Mount Kisco, Mount Vernon, Peekskill (Field), Tarrytown (Warner), Tuckahoe and the Yonkers Will Branch) recruited 11 former Ambassadors to serve as Buddies. They engaged a combined total of over 80 elementary school children in a range of individual and small group literacy reinforcement activities. The consensus of the feedback received was that having a cadre of trained teens available to work with and to facilitate the learning of children is a beneficial service for libraries to offer. COLLEGE FOR A DAY: The Youth Connection Coordinator continued to plan and implement Great Potential's annual College for a Day events, which offer participating students early exposure to a college environment and encouragement to go to college and think about career options as well as a chance to promote community libraries as resources for related information. Seventy (70) students from middle schools in the communities of Greenburgh, New Rochelle, Peekskill and White Plains attended. YOUTH SERVICES (YS) SUPPORT: Support continued through monthly meetings. Highlights included: annual "Books to Share - Teen" and "Books to Share - Children" and the WLS/WLA Mock Awards, which provided an opportunity to discuss titles believed to win the Newberry, Caldecott, and Printz Awards. Other meeting topics covered: Grant Writing; "Tuesday Tech-tacular" on new services for ESL/low-literacy populations; a Nonviolence Workshop Series based on the principles of Kingian Nonviolence; and the Annual Performers Showcase. New in 2015, Youth Mental Health First Aid, delivered by National Council for Behavioral Health certified instructors, was provided for youth services staff and school guidance professionals as a framework for understanding those experiencing mental health challenges. The program was offered twice due to popular demand. BATTLE OF THE BOOKS: Facilitated by the YS Advisory Group, the second annual WLS Battle of the Books took place on 10/17 at Ossining High School. Two champions were crowned: the Bedford Brainiacs in the Children's Tournament, and Briarcliff's Awfully Famous and Peculiar Legendary Necromancers (For Now). Nearly 250 young people representing 16 libraries participated. WEBS CAREER COUNSELING: In 2015, WEBS celebrated its 35th Anniversary! WEBS continued to offer the traditional 10-session career counseling seminars "Managing Your Career in Changing Times" and "Take Charge! Career/Life Planning after 50" and continued its individual counseling program at Yonkers and Mount Vernon. An increasing number of short-term workshops were offered on a variety of career-related topics such as: Resume Writing; Careers in Healthcare/Second Act Careers; Interviewing, Job Search/Salary Negotiation; Developing Your Entrepreneurial Self. A new program, Create a LinkedIn Profile, was developed to help people with social media and networking meetings. The Career Links section of the WEBS homepage was updated. Professional development programs for librarians and counselors were held throughout the year. One highlight was the program with Marsha Gordon, President and CEO of the Business Council of Westchester that included an overview of business development efforts and growth industries and the vital role that libraries play in Westchester in the areas of workforce development and consumer health literacy. JOB SEARCH TOOL KIT The Job Search Tool Kit, originally produced in 2009-2010, was updated by its author Rebecca Mazin (edited by Robin Osborne) to include changes in the job search landscape and lessons learned in the Broadband Technology Opportunity Program (BTOP) and other library-based job search assistance programs. """"

WLS continued in its goal to provide and encourage member library and WLS staff in

14.3	Element 3: Professional Development and Continuing Education - Results	educational opportunities to stay current with library practices, regulations, services, technologies, trends in support of their role and responsibilities as follows: Elena Falcone attended Urban Libraries United (ULU) Conference on 3/27. This one-day conference held at Brooklyn Public Libraries addressed library service in urban communities, for example, incorporating traditional social work services into library service, adult literacy programming, and strategies for engaging teens through gaming. Additionally, several contacts were made for future programming at WLS. The ULU Conference, now in its third year, is growing in attendance and relevance Ms. Falcone attended the Suffolk Library System's Assistive Technologies Resource Fair on 5/15. As a follow-up, several presentations will be scheduled for WLS on the importance of resources for the disabled. Elena Falcone attended the 2015 ProLiteracy conference in October where models for service offerings, opportunities for funding, and strategies and resources for training and tutoring were identified to support expansion of adult literacy services. Wilson Arana, Rob Caluori, Melanie Carnes and Terry Kirchner attended the COSUGI (Customers of SirsiDynix Users Group, Inc.) Conference in late March. This conference is held by the users of systems made by SirsiDynix. It is a forum where we, as users, can network and share our experiences and best practices for the optimal use of these systems. The conference also provided a framework for what SirsiDynix has accomplished as well as their short- and long-term projects, which helps WLS with its own planning. Rob Caluori and Chris Hernandez attended the Inside 3D Printing Conference in New York City on 4/17. The conference had dozens of vendors demonstrating their products and featured the latest developments in the 3D printing industry. One of the highlights is seeing the latest innovative ideas in beta products that are not yet fully developed or available for purchase.
14.5	Element 5: Consulting and Development Services - Results	WLS continued in its goal of assisting and advising member library staff and trustees and library staff with individual questions, challenges and concerns related to library operations as follows: MOUNT VERNON PUBLIC LIBRARY: At the request of the Mount Vernon Public Library Director, Ms. Coradin assisted with planning and marketing for two film programs about Latino Americans. The Mount Vernon Public Library was awarded a $3,000 grant to provide programs to highlight Latino Americans in cinema, which took place in the fall and were moderated by Latino scholars from Purchase College who explored the Latino identity in the United States. PURCHASE FREE LIBRARY: After a public vote held on April 29th to determine if the Purchase Free Library would remain in its existing location or be required to vacate the premise, the community voted wholeheartedly in favor of the library remaining in its existing location with a final vote of 1,385 to 768. The Purchase Community House will negotiate a lease that will allow the Purchase Free Library to remain in the Community House. Congratulations to all Purchase Free Library trustees, staff, friends and supporters who worked on the campaign to support the library. HARRISON PUBLIC LIBRARY: The Harrison Public Library had an open house on August 26th as a preview to their Grand Opening held on September 12th of their newly-renovated main library. The transformation of space, use of color, and state-of-the-art equipment will certainly afford Harrison's library community a wonderful facility both now and for the future. The Harrison Public Library Grand Opening was on September 12. Director Galina Chernykh asked Ms. Coradin to conduct a special bilingual story time for the library's grand opening. Ms. Coradin co-facilitated the program with Claudia Denaro, which included books that celebrate reading and the library. More than 800 people attended and 94 library cards were issued that day! OTHER: WLS coordinated a visit for Barbara Lilley, Westchester's Regional Representative from New York State Library's Division of Library Development, to both the New Rochelle Public Library and Mount Vernon Public Library in September. This visit focused on general questions related to library construction activities and State requirements such as the registration of the Mount Vernon Public Library as a school district public library.
14.6	Element 6: Coordinated Services -	""WLS continued toward its goals of providing member libraries with opportunities to participate in coordinated cost-sharing and group purchasing of services and products as follows: DESKTOP VIRTUALIZATION INFRASTRUCTURE (VDI) PILOT: The

project experienced a few setbacks but is progressing. The environment setup has been completed, and the first round of practical testing was begun. WLS staff members were the first to be converted. Staff at WLS and the Croton Free Library further tested the environment. Several configuration issues resulted from poor work by the consultant. After ending the engagement with that consultant, WLS staff worked directly with VMWare and Nutanix, the software and hardware manufacturers. NEW DATABASES SUPPORTING DIGITAL LEARNING & LITERACY: With the start of 2015, WLS and the member libraries began offering member library staff and all valid WLS member library card holders access to Lynda.com and University of Fashion. Lynda.com offers courses for learners at all levels and covers a broad range of technical skills, creative techniques and business strategies. Individuals can self-pace their learning experience by watching high quality videos of top experts in their respective fields who are passionate about teaching. Lynda.com contains over 3,300 video courses in a broad range of software, creative and business fields such as 3D animation, web design, programming languages, project management, marketing and business software. Individuals will receive a certificate of completion when they have successfully viewed all of the video segments in a given course. University of Fashion offers the first ever online fashion design video library, comprised of professionally produced online fashion how-to videos covering the five fashion design disciplines of draping, pattern making, fashion art, sewing and product development. Each lesson is taught by a college professor or an industry professional currently working in the fashion industry. This online resource will prove invaluable for the member libraries developing makerspace and other creative programs for their communities. Traditional creative arts such as drawing and quilting, as well as more modern arts such as 3D design, can be learned through this tool. Individuals of all ages interested in the fashion industry can learn how to create and improve their professional portfolios, set up their own small business to support the fashion industry or simply learn a new skill related to sewing. To improve the customer experience on the SirsiDynix, WLS invested in a discovery layer program to enhance the user experience and to add enriched content to make the catalog more engaging through the purchase of NoveList Plus and NoveList Select. These products upgraded the current standalone product NoveList and allowed for full product integration into the WLS online catalog, increasing the coverage from 259,000 to 387,000 adult and K-8 fiction and non-fiction titles; from 57,000 to 108,000 authors; and adding 39,000 audiobooks. Total Boox, an emerging leader in e-book delivery in libraries, has been working with WLS and SirsiDynix for more than a year to integrate their service into the online catalog. That integration went live in 2015. Patrons can now search and checkout any of Total Boox's more than 47,000 titles without leaving the catalog. This level of integration is also in place for OverDrive and One Click Digital. Total Boox has the added bonus of no due date; patrons can keep the books checked out for as long as they wish. PATRON PRIVACY: WLS worked with SirsiDynix in 2015 regarding patron privacy and the logs retained on the SirsiDynix Symphony server. A full review of the log files was completed and four recommendations were suggested to reduce information held in the log files. All but one of those recommendations were put into place. The fourth required discussion with PLDA as it required the purging of aging bills from the system that could impact fine revenue. ADA COMPLIANCE: Worked with SirsiDynix and a concerned patron to improve the usability of the online public access catalog (OPAC). As a result of this collaboration, SirsiDynix changed the inactivity limit of five minutes, which was too short for those using assistive technology to access web-based resources. DIGITAL SIGNAGE: WLS implemented a new digital signage system that is cloud-based and much simpler to use than the previous one. NEW WIRELESS NETWORK: An upgrade of the wireless network at the member libraries and WLS Headquarters was completed. BANDWIDTH INCREASE: WLS is behind and below standard on the amount of Internet bandwidth provided at member libraries. Currently, WLS provides libraries with bandwidth relative to the number of PCs in place at the library in three tiers at 5Mbps, 10Mbps and 20Mbps. Based on what is occurring at library systems around the State, WLS should be at 100Mbps at every library as a long-term goal. In response, WLS is explored several scenarios to improve bandwidth. The short-term goal is to increase

bandwidth to 15Mbps where we now have 5Mbps and 50Mbps where we now have 10Mbps and 20Mbps. It is worth noting that this is a short-term goal. Within its current funding structure, WLS cannot afford a move to 100 Mbps without either sacrificing quality of service or pursuing eRate or some other alternative funding. Of the 17 of 23 library systems with IT representation at the PULISDO conference, WLS was the only system that does not use eRate as a funding source to offset the cost of Internet access. NEW IT TECHNOLOGY TRAINER: Allison Midgley was hired as WLS's new SirsiDynix and Technology Trainer, spent the summer meeting with libraries to assess their training needs. She also visited SirsiDynix Headquarters where she received rigorous training in the most efficient use of the software utilized by the member libraries. She also received training on the new products that will be rolled out in the weeks and months to come. Since September, Ms. Midgley has been providing individual, small group and larger group training sessions on various topics related to the SirsiDynix systems in place through WLS. ""

| 14.7 | Element 7: Awareness and Advocacy - Results | """"WLS continued in its goal to provide member library staff, trustees, volunteers and supporters with information, tools and strategies to assist in the promotion of library and system services to legislators and communities as follows: BREAKFAST WITH BRUNI: CELEBRATING WESTCHESTER'S LIBRARIES: On April 15th, WLS hosted Celebrating Westchester Libraries: Breakfast with Frank Bruni at Tappan Hill Mansion in Tarrytown. The event, part of National Library Week festivities, was attended by 180 library professionals, government officials and business people. New York State Assemblyman Thomas Abinanti [92 AD], chair of the Assembly Library and Education Technology Committee, made brief remarks thanking libraries for their dedication and commitment to providing important resources and information in the community. Also attending were Assemblywoman Sandy Galef [95 AD], Assemblyman Steven Otis [91 AD] and recently appointed New York Regent Judith Johnson. Representing event sponsors were Deborah Fay, WLS Trustee and Entergy, Manager of Government Relations; Jim Lothrop, Lothrop Associates; and Rick Swierat, Executive Director, ARC of Westchester. Frank Bruni, The New York Times Op-Ed columnist, spoke about the value of libraries and learning and shared insights of his own experience and research for his most recent book, Where You Go Is Not Who You'll Be: An Antidote to the College Admissions Mania. At the Breakfast, WLS announced a new initiative, Unlimited Possibilities Mini-Grants to support public programming in partner libraries. In total $45,000 was raised from Con Edison, Entergy and the H.W. Wilson Foundation to fund a series of Mini-Grants. The first round of Mini-Grants provided partial funding for a diverse range of STEM (Science Technology Engineering & Math)-related programs for youth in nine libraries: Chappaqua Library; Dobbs Ferry Public Library; Eastchester Public Library; The Field Library (Peekskill); Hendrick Hudson Free Library (Montrose); Larchmont Public Library; The Warner Library (Tarrytown); and Yonkers Grinton I. Will Branch Library. In addition, Bedford Free Library; Croton Free Library; The Field Library (Peekskill); Larchmont Public Library; Mount Vernon Public Library; Pound Ridge Library; White Plains Public Library; and Yonkers Public Riverfront Library participated in a pilot mini grant program to incorporate fashion, design and technology into makerspace programs. Brother Sewing Machines and Alvanon agreed to donate equipment with additional support from University of Fashion. ADVOCACY: A group of 13 library supporters from Westchester joined the New York Library Association's (NYLA) Library Advocacy Day in Albany on February 25th. The group was made up of directors, trustees, staff, and advocates representing the following libraries: (Armonk) North Castle Public Library; Bedford Free Library; Eastchester Public Library; Irvington Public Library; Mamaroneck Public Library; Mount Pleasant Public Library; Mount Vernon Public Library; New Rochelle Public Library; Pound Ridge Library District; The Warner Library (Tarrytown); and of course, WLS. We visited all the offices of the 14 legislators who represent Westchester County; and our main ask of the legislators was to have Library Aid funded to the full extent of Education Law or $102.6 Million. This year's proposed Executive Budget for FY2015-2016 included only $86.6 Million in Library Aid, an amount which reflects levels equivalent to 1997. For those who could not make the |

trip to Albany, a postcard campaign was held at the libraries in Westchester. Over 1,700 postcards were sent to our Legislators from 20 libraries. TRUSTEE TRAINING: The Trustee Institute Planned & Major Giving: Plain & Simple was offered In February and provided a quick but thorough overview of strategies for creating, managing and growing planned and major giving activities led by Christian A. Templeman, Financial Advisor, Morgan Stanley Wealth Management. In June, Everything you always wanted to know about Open Meetings Law (but were afraid to ask) was held at the Greenburgh Public Library with Robert J. (Bob) Freeman, Executive Director of the New York State Committee on Open Government. The online resources referenced at the event were posted to the WLS website. Tarrytown architect Raymond Beeler, principal at Gallin Beeler Design Studio, and Judith Lockman, Public Library Consultant, will present Renovation or New Construction?: Lessons from the Field on making the Right Decision on 6/24 at the Dobbs Ferry Public Library. Actual projects were used to showcase strategies for successful project management and effective communications with stakeholders. WLS ANNUAL MEETING: Held on 11/5, 50 directors, trustees, and guests representing WLS and 29 of its member libraries attended. Dr. Kirchner reviewed WLS's many accomplishments of 2014-15 and highlighted various library trends. Several libraries presented on how they were aligning with such trends: Brian Kenny, Director, White Plains Library; Maureen Petry, Director, and Liz Siracusa, Young Adult Librarian, The Warner Library (Tarrytown) along with Rob Kissner, President of the Digital Arts Experience (DAE); former Field Library (Peekskill), Adult Reference and Young Adult Librarian, Liz Anastasi; and Hendrick Hudson Free Library (Montrose) Assistant Director Risa Getman. This special interactive presentation on Library Trends: New Ideas to Engage Your Community, highlighted the following innovative programs: =At White Plains Public Library, makerspaces and a designated teen area, The EDGE, has transformed teen programming with hands-on audio visual, 3D printing and music editing equipment. =In Peekskill, a WLS Mini-Grant integrated fashion and technology and brought new teens into The Field Library to create electronic fashions. =At The Warner Library, teens are learning to use software to create a digital model village design as part of the public input component for the study of the Metro North Train Station in Tarrytown. =At Hendrick Hudson Free Library (Montrose), a successful Creative Aging Grant funded a teaching artist to work with a group of 12 adults in the spring that built a core group of participants who expressed interest in developing the Library as Community Theatre. """"

14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	WLS continued working toward its goal to support and improve current and new methods of communication with and among the member libraries. PLDA Meeting were held on a regular basis and Committees dealt with specific issues. OUTREACH ADVISORY GROUP: Work continued with the Outreach Advisory Group to review the status of current programs and solicit ideas for promotion and community needs. One-to-one meetings held over the summer included Gina Bell (Yonkers Public Schools); Tamaris Princi (Westchester Independent Living Center); Cornelia Schimert (Visiting Nurse Association); Steve Schirkman (Westchester Public Private Partnership for Aging Services); and Sheryl Day (Westchester County Department of Probation). PROGRAMMING FOR OLDER ADULTS DISCUSSION GROUP: On August 5th, WLS hosted a viewing of the ALA webinar, "Building Great Programs for Seniors." The discussion following the webinar provided an opportunity for an exchange of ideas among more than a dozen professionals serving senior populations. The outcome of the discussion was an agreement to meet every other month to explore topics of mutual interest. (It was also an opportunity to promote use of existing mailing lists - senior@wlsmail.org and adult@wlsmail.org.) On October 19th, a Programming for Older Adults discussion group met at WLS. This bi-monthly gathering is intended to foster learning and collaboration among member libraries seeking to engage older adult patrons in programming and resources. Terry Kirchner worked with the Board Presidents of the Ossining Public Library and the Somers Library to assist them with the creation and posting of library director vacancy announcements.
14.9	Element 9: Cooperative	""Rob Caluori presented to the Mamaroneck-Harrison Rotary Club on March 19th. This presentation covered all of the new electronic resources available in 2015 with a

| Efforts with Other Library Systems - Results | Westchester library card. Libraries are reaching out beyond the walls of the library building and traditional library services by providing 24/7 access to online resources with new services such as Lynda.com and University of Fashion. Through Lynda.com, individuals can access over 3,300 video courses in a broad range of topics from computer software and programming languages to web design and project management and marketing. The University of Fashion offers access to the first ever online fashion design video library. The use of these tools can benefit businesses looking for staff training and professional development opportunities. Rob Caluori was the guest on Haina Just-Michael's "New Rochelle Library Hour" radio program on WVOX 1460AM held on May 19th. During the one-hour program, current library events were discussed as well as the online resources available through WLS's website and catalog including University of Fashion, Total Boox, Flipster, Freegal Music, Freading, Lynda.com and OverDrive. On March 19th, Ms. Falcone was a panelist for Reimagining Connections, a program sponsored by the Collaborative for Age Friendly Communities. Representing WLS and WSOS, Ms. Falcone attended the 1/23 Aging in Place Legislative Speak Out held at the Westchester County Center. Community Outreach to Promote Awareness of Library Services continued at the Westchester Head Start Council Meetings. The Council represents 25 Head Start/Day Care Centers in the Westchester. The presentations addressed how to get a library card; resources and programs offered to connect adults with useful information, to further their own education or to better advocate for themselves, their children and their families. The AARP Foundation Tax-Aide Program that offers free, individualized tax preparation for low-to-moderate-income taxpayers, especially those 60 and older, is available at many of the WLS member libraries from February 1st - April 15th each year. WLS works with the member libraries and the AARP Foundation to ensure that secure network connectivity is in place for the tax preparation consulting and e-filing services. There were 20 sites where free online electronic filing services for both Federal and State Income Tax returns were provided and 13 were hosted by WLS libraries in Chappaqua, Eastchester, Dobbs Ferry, Katonah, Mamaroneck, Mount Vernon, New Rochelle, Port Chester-Rye Brook, Ossining, Shrub Oak (John C. Hart Memorial Library), Tarrytown (Warner), Tuckahoe, and Yonkers (Will). Most site were one-day a week but Mount Vernon, New Rochelle Port Chester-Rye Brook and Yonkers-Will were 2-day-per-week sites; and Port Chester-Rye Brook operated on Saturdays. Over 3,550 Federal e-files were generated. By ensuring that tax payers received the refunds due to them, and the tax credits to which they were entitled, approximately $2.6 Million in disposable income was returned to Westchester County. This year WLS was asked by the Public Library Directors Association (PLDA) to provide physical copies of the 1040 Instruction booklets because the instruction booklets were only provided by the IRS as an electronic document. Over 500 copies of the 1040 Instruction booklets were printed by WLS and distributed to the member libraries to help them meet the demand for this resource. The demand for print materials to support tax preparation activities is not unique to Westchester. Nationwide there has been frustration with the IRS's perceived abandonment of printed resources in their efforts to move all tax filers to online. While going to a total e-filing system might prove cost effective for the IRS, it leaves public libraries in a difficult position because they are the first point of contact for individuals who are uncomfortable with e-filing and/or do not have the digital literacy skills required to successfully prepare and file their taxes electronically and/or do not have internet access. The IRS's cost saving measures increased the costs incurred by WLS and the member libraries to support the federally mandated payment of income taxes. The American Library Association (ALA) has entered into discussions with the IRS's Tax Forms Outlet Program (TFOP) to try and improve the availability of print documentation to support for next year's tax preparation. Outreach to Local Colleges and Universities WLS hosted a vendor table at the Westchester Library Association (WLA) Annual Conference on May 8th. During the event, I spoke with staff members from the College of New Rochelle and SUNY Purchase College and briefly explored ways that WLS and higher education systems could work together more effectively to promote student achievement and lifelong learning in Westchester. As a result, Terry Kirchner attended a library staff event at the SUNY Purchase College Library on May 20th and |

was able to review the breadth of WLS e-resources currently available to the college's students, faculty and staff with valid borrowing cards from the member libraries. The Harrison Public Library and Purchase Free Library directors are in communication with the SUNY Purchase College Library. """"""""

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 $654,899 for NYS Library Construction Aid. A total of 16 grant applications from 15 libraries were received, reviewed and submitted to Albany. WLS also explored the questions of participation with Minority and Women Business Enterprises (M/WBE) was established through NYS Executive Law, Article 15-1, NYCRR Part 143. After further review, the State Education Department determined in late September that M/WBE participation will not be required as a condition for the State Aid for Library Construction Programâ€"because Library Construction Aid is formula-driven State aid and not a grant program.

14.11 Element 11: Central Library - Results

Ms. Coradin visited The Bilingual Publications Company in New York City on March 18th to select adult Spanish books for the Central Library Collection. Mount Vernon Public Library is working to create a special hybrid IT network. The library has a wealth of non-WLS resources to which is has access, including a high-bandwidth Internet connection, but wishes to stay on the WLS network and PC management services. The two organizations will work together to ensure that services remain intact as this project moves forward.

14.12 Element 12: Direct Access - Results

The WLS Free Direct Access Plan was approved in 2012 and no changes were required in 2015.

14.13 Element 13: Other Goal(s) - Results

Preparation of the next Plan of Service (2017-2021) began and several metrics-oriented presentations of various WLS programs were presented to the WLS Board. WEATHER CHALLENGES: This winter OF 2015 presented numerous weather related delayed openings and early closings that affected WLS and the member libraries. Many trainings and events had to be rescheduled, with several events being rescheduled multiple times. The IT Helpdesk was monitored remotely when the WLS Headquarters was closed and one or more member libraries remained open. The delivery staff also did an outstanding job maintaining their routes despite the many challenges they faced with the cold and snowy wintry weather. The weather events provided a good test of WLS's business continuity plans. LEASE FOR WLS HEADQUARTERS: WLS's current lease expires in June 2016. Numerous site visits were conducted of commercial properties along the I-287 corridor along with the commercial real estate firm Jones Lang LaSalle Americas, LLC (JLL). Dennis Noskin Architects (DNA) is working with us on that part of the process. This has been an excellent opportunity to redefine our staff work spaces and public training facilities as a significant step in working towards our mission. We are seeking to create a space that will offer us the flexibility to accommodate emerging service and programming needs, technology innovations and general trends in public library operations. 2015 WESTCHESTER COUNTY PUBLIC HEALTH SERVICE AWARD: WLS received the 2015 Distinguished Public Health Service Award from the Westchester County Board of Health in recognition for its role in supporting public health initiatives throughout the County. This was largely accomplished through the Westchester Seniors Out Speaking (WSOS) and Senior Benefits Information Centers (SBIC) and WEBS programs. Such an award would not be possible without the support of the member libraries and library staff that have hosted site activities and programming spaces, marketed these services to their communities and provided referrals to WSOS and SBIC and the work of Elena Falcone, Director of WLS Public Innovation and Engagement, and her dedicated group of coordinators and volunteers.

1. General System Information

No Notes

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

Repeating Group 1

13. What is the length of this trustee's term? Please 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).   **State Note:** Trustee Vander Linden filled unexpired term.

4. Public Library System Transactions and Collections

4.9 Total Electronic Holdings   **State Note:** This number decreased due to the change in definition of an electronic collection; the system is no longer counting Freading titles.

5. System Services

Delivery

5.39 Number of stops (pick-up and delivery sites per week)   **State Note:** WLS delivery service goes to our 44 library sites 6 days/week; a total of 2,312,694 items were transported in 2015.

Continuing Ed. - Technology

5.42 Number of sessions   **State Note:** WLS also provides access to Lynda.com which provided a total of 3,833 hours of videos viewed; 603 courses completed; and served 1,731 users.

5.43 Number of participants   **State Note:** WLS also provides access to Lynda.com which provided a total of 3,833 hours of videos viewed; 603 courses completed; and served 1,731 users.

Repeating Group 1

5.92 Other Special Client Services

WSOS

2. Number of facilities/institutions served   **State Note:** There are a total of 9 libraries served at 10 sites: Greenburgh Public Library; John C. Hart Memorial Library (Shrub Oak); Yonkers Public Library-Grinton I. Will Branch; Yonkers Public Library-Riverfront Library; The Warner Library (Tarrytown); Mount Kisco Public Library; The Field Library (Peekskill); Port Chester-Rye Brook Public Library, Ossining Public Library; New Rochelle Public Library. [11 update meetings were held; 556 participants and 8 new volunteer trainings were held; 99 participants; 351 Medicare Presentations Given with 14,161 participants; and 1,459 counseling interactions].

TASC Connect!

Repeating Group 2

Libraries served: Port Chester-Rye Brook Public Library; White

2.	Number of facilities/institutions served	**State Note:**	Plains Public Library; New Rochelle Public Library; Greenburgh Public Library; Yonkers Public Library-Riverfront Library [3 volunteer trainings held; 32 participants; 1,092 session hours offered; 1,704 client sessions and 712 individual clients]

Battle of the Books
Repeating Group 3

2.	Number of facilities/institutions served	**State Note:**	WLS sponsored book/reading competition for pre-teens & teens; 854 participants.

Repeating Group 4 - Senior Law Day

2.	Number of facilities/institutions served	**State Note:**	Helped support this county-wide event for all libraries; over 300 participants.

Repeating Group 5 - Multi-Language Book Fair

2.	Number of facilities/institutions served	**State Note:**	WLS 5th Annual Multi-Language Book Fair was held on 4/7 at the Ossining Public Library. WLS Spanish Cataloger Nancy Coradin co-facilitated the event with Carry Cubillos, Cultural Programing Specialist, at the Ossining Public Library. There were 75 attendees including librarians, dual language teachers, ESOL instructors, and the public. The event highlighted book distributors, local organizations, and cultural activities.

Repeating Group 6 - WEBS Career Seminars

2.	Number of facilities/institutions served	**State Note:**	Participating Libraries: Chappaqua, Greenburgh, Larchmont, New Rochelle, Ossining, Pelham, Somers, White Plains, Yonkers-Riverfront & Grinton I. Will Branch.

Repeating Group 7 - WEBS Career Workshops

2.	Number of facilities/institutions served	**State Note:**	Participating Libraries: Briarcliff Manor, Chappaqua, Eastchester, Greenburgh, Hastings-on-Hudson, Katonah, Lewisboro, Mamaroneck, Mount Vernon, Rye, Tarrytown (Warner), Yorktown/Shrub Oak. A total of 27 workshops were held with 355 participants.

Repeating Group 8 - Learning Ambassadors Teen Workshops

2.	Number of facilities/institutions served	**State Note:**	5 sessions were held; 100 participants

Repeating Group 9 - Learning Ambassadors Celebration

2.	Number of facilities/institutions served	**State Note:**	WLS held final celebration event for Learning Ambassadors; 50 participants.

Repeating Group 10 - Partners for Success

2.	Number of facilities/institutions served	**State Note:**	WLS sponsored 3 events; 36 participants.

Repeating Group 11 - WEBS Individual Career Counseling

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

Repeating Group 12 - WEBS Distance Counseling

2.	Number of facilities/institutions served	**State Note:**	WLS

Repeating Group 13 - AARP Tax-Aide Program

2.	Number of facilities/institutions served	**State Note:**	WLS assisted AARP Foundation to provide online electronic filing for Federal & State Income Tax returns at the following participating libraries: Chappaqua, Dobbs Ferry, Eastchester, Katonah, Mamaroneck, Mount Vernon, New Rochelle, Port Chester-Rye Brook, Ossining, Tarrytown (Warner), Tuckahoe, Yonkers Grinton I. Will Branch; Yorktown/Shrub Oak (John C. Hart Memorial); over 3,550 e-files were generated.

6. Operating Funds Receipts

6.6	Central Library Development Aid	**State Note:**	Mount Vernon Public Library's Maintenance of Effort Variance was declined; and Central Library Aid for 2014-15 was reduced to $281,412 and was received in FY 2015 in addition to our 2015-16 allocation of $336,561.
6.7	Central Book Aid	**State Note:**	Mount Vernon Public Library's Maintenance of Effort Variance was declined; and Central Library Aid for 2014-15 was reduced to $281,412 and was received in FY 2015 in addition to our 2015-16 allocation of $336,561.

7. Operating Fund Disbursements

7.11	Central Library Aid (CLDA/CBA)	**State Note:**	Mount Vernon Public Library's Maintenance of Effort Variance was declined; and Central Library Aid for 2014-15 was reduced to $281,412 and was received in FY 2015 in addition to our 2015-16 allocation of $336,561.
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.	**State Note:**	This line includes: Member Library Pass-thru: $61,015; Computer Maintenance: $26,025; WEBS Counselors: $39,743; WSOS Consultants: $24,000; Learning Ambassadors: $37,810; Photography/Video: $550 TASC Connect!: $8,295; After School Buddies: $4,118; BTOP Expense: $32,492; Legal Fees: $11,519

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

3.	Unit Cost	**State Note:**	cost on average; prices vary

Repeating Group 1

2.	Provider of Services	**State Note:**	Workshop expenses for training on electronic collection services.

Repeating Group 2

2.	Provider of Services	**State Note:**	For assistance with acquisition of materials

Repeating Group 5

1.	Expenditure Category	**State Note:**	Meeting Expenses

Repeating Group 5

2.	Provider of Services	**State Note:**	Meeting Expenses

Repeating Group 2

1.	Expenditure Category	**Local Note:**	computer supplies

Repeating Group 1

2.	Provider of Services	**State Note:**	Expenses related to development of Westchester Connections Guide.

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

Item:	WLS Free Direct Access Plan

Background: As part of the development of the WLS Plan of Service 2017-2021, the Free Direct Access Plan requires review.

Status: The current Free Direct Access Plan was distributed to the Public Library Directors Association (PLDA) membership during their February 18th meeting. Library directors were asked to review the document and to send any questions and/or suggested changes to Terry Kirchner, WLS Executive Director.

One suggested change was received to rank order the criteria for determining the "home" library of a card holder. This request was incorporated into Section 1 of the draft 2017-2021 Free Direct Access Plan with the addition of the following sentence:

For individuals meeting more than one of the eligibility requirements, the local library status will be determined on the priority order of where they: (1) live, (2) work, (3) go to school or (4) own real property.

The attached revised Free Direct Access Plan shows the addition of the above sentence in ***underscored bold italics***, and is being presented to the WLS Board for their approval. After the WLS Board approves the document, it will be re-submitted to PLDA at their April Meeting; and then it will be distributed to the member library boards for their review and approval.

Recommended
Action: Staff recommends that the WLS Board approve the revised version of the Free Direct Access Plan for 2017-2021.

March 29, 2016

Westchester Library System
Free Direct Access Plan for 2017-2021
to Fulfill Commissioner's Regulation
90.3 (a) through (d)(4)

1. Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.

The Westchester Library System's (WLS) service area is Westchester County. To be eligible for a system-wide borrower's card, individuals must live, work, go to school or own real property within a member library's chartered service area or a community that has contracted with a WLS member library.

Individuals should register for their borrower's card at the local library that serves the address where they live, work, go to school or own real property. *For individuals meeting more than one of the eligibility requirements, the local library status will be determined based on the priority order of where they: (1) live, (2) work, (3) go to school or (4) own real property.* Member libraries shall require proof of eligibility before issuing a system-wide borrower's card.

The person to whom the borrower's card is issued, or their designated parent/guardian, assumes financial responsibility for its use, including all materials borrowed on that card. In no case shall more than one active system-wide borrower's card be issued to an individual.

Individuals residing in Westchester County but outside a member library's chartered service or contracted service areas will receive:
- Walk-in access to on-site materials at any member libraries;
- State-funded Central Library services;
- WLS website and online catalog services that do not require a library card.

As defined in Commissioner's Regulation §90.3 (a)(8) and required by §90.3 (d)(i), on-site use will be available to any Westchester County resident. However, the following limitations may be imposed as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

- Member libraries may give preference to the residents of their taxing district for attendance at library programs.
- Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.

An individual who lives outside of Westchester County and does not work, go to school or own property in Westchester may purchase a card from WLS.

The entitlement to library services and borrowing privileges outlined in this Free Direct Access Plan shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of WLS member libraries and/or the Westchester Library System.

2. Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.

a. In the event a library withdraws from WLS, residents of the affected area will continue to be entitled to on-site access as defined in Commissioner's Regulation §90.3 (a)(8) with the limitations specified in #1, above. Residents of such areas may continue on-site borrowing of WLS Central Library circulating materials purchased with state or federal funds.

b. All registered and chartered public libraries in Westchester County are members of WLS.

3. Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.

In addition to excessive borrowing as described in #4 below, additional factors contribute to the inequitable overuse of a library by cardholders of other libraries and are considered serious inequities and hardships. Those factors which may be grounds for the request of a hardship waiver by the Commissioner include, but are not limited to, the following:

- A significant difference/shift in hours of operation, or any decrease that causes library hours to fall below the state-mandated minimum hours of operation;
- The failure of a nearby library to adequately serve its local users (i.e. lack of facilities such as parking, ongoing construction or chronic budgetary constraints);
- The defeat of a proposition in an untaxed/unserved area to establish a library pursuant to Section 255 of the Education Law, or other pertinent legislative act, to establish or maintain a library;
- The defeat of a proposition in an untaxed/unserved area to contract for library services with a registered member library in accordance with Section 256 of the Education Law.
- When an unserved community has a population over 10,000 and has no equitable contract for library services.

4. Describe what constitutes excessive out of chartered service area borrowing in the system.

Excessive out of service area borrowing occurs when 15% or more of the net difference of an on-site library's circulation is from non-residents, individuals not residing within the library's chartered or contracted service areas. Net difference is based on the number of "home library" items checked out at the circulation desk and does not include "intransit" items received from other member libraries.

5. Unserved and Underserved Populations

    a. Describe the unserved and the underserved populations within the system.

Unserved areas in Westchester County include the Village of Elmsford, portions of the Town of Mamaroneck and the Town of Cortlandt (Lakeland School District). A member library currently contracts with each of these communities. The Ardsley Public Library serves the Village of Elmsford; The Larchmont Public Library serves the Town of Mamaroneck; and The Field Library of Peekskill, the Hendrick Hudson Free Library in Montrose, the John C. Hart Memorial Library in Yorktown and the Croton Free Library serve the Town of Cortlandt. Fire Protection District #1 in the Town of Bedford remains an unserved area and the Bedford Hills Free Library provides service to those residents.

At present there are no underserved areas. Residents living within chartered or contracted service areas are served by a member library that exceeds the minimum standards for service as defined in Commissioner's Regulation §90.2 or has been granted a waiver from specific standards by the State Education Department.

    b. Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.

The criteria used are compliance with the minimum standards contained in New York State Education Law and New York State Commissioner's Regulation §90.2 as reported by member libraries on their annual report to the state.

    c. Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

WLS provides ongoing outreach services to encourage and promote library usage to populations that do not typically use public libraries. WLS sponsors trustee training sessions that focus on advocacy techniques to gain increasing funding for their library and the communities they serve.

    d. Provide a timetable for such action:

Ongoing

e. Identify who will be responsible for carrying out these actions.

WLS and the member libraries

6. Describe the conditions under which modifications to the free direct access plan can be made: (a) without the approval of the Commissioner; (b) with the prior approval of the Commissioner.

a. Libraries that experience excessive out-of-chartered service area borrowing as defined in Section 4 above ~~may~~, upon appropriate public notice and without further approval from WLS or the Commissioner of Education, may:

(1) Place restrictions on the loan of library resources, said restrictions to be limited to non-print materials and equipment, and print materials less than one year from the acquisition date and purchased with local funds; and,

(2) Place restrictions on attendance at library programs *due to lack of space or staffing to accommodate non-residents*, provided such programs are supported entirely by local funds;

(3) Place restrictions on new or experimental collections;

(4) Place restrictions due to the inability of neighboring libraries to provide reciprocity for borrowing similar high demand materials;

b. Further proposed restrictions to library service or access must be approved by a simple majority of member libraries and by the Westchester Library System Board of Trustees before transmission to the Commissioner of Education for approval. The request for restrictions must be accompanied by the following, in a form acceptable to the Division of Library Development:

- Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;
- A clear description of the proposed restrictions and modifications to this direct access plan being requested provided such modifications do not include charging for library services;
- Description of the anticipated impact on resident and non-resident borrowers after modification are approved and implemented;
- Provision of a time frame for the beginning and end of such restrictions and modifications to this direct access plan.

7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

WLS and its member libraries are obligated to comply with this Free Direct Access Plan. The Plan of Service for WLS, of which this Free Direct Access Plan is a part, is a contract between the State Education Department and the Westchester Library System. As a condition of

System membership, the member libraries have agreed to comply with all Regulations of the Commissioner of Education.

8. Describe how the system obtained member library input to the plan for free direct access.

A draft of the Plan was submitted by WLS to the Public Library Directors Association (PLDA) and the WLS Board of Trustees. PLDA was solicited for feedback on the Plan at their 2/18/16 meeting. The one suggested edit received was incorporated into the Plan and this revision was shared with PLDA at their 3/17/16 meeting The WLS Board of Trustees approved the draft plan to be submitted to the PLDA on tbd. The Plan was submitted to the PLDA for approval on tbd. The Plan was then submitted to the Boards of the 38 member libraries. A simple majority of the 38 member libraries approved the Plan on ____tbd____. The WLS Board of Trustees approved the Plan on ____tbd____ and the Plan was submitted to Division of Library Development for approval by the Commissioner of Education.