Westchester Library System
Annual Report for Library Systems - 2021 (Public Library Systems 2021)

1. General System Information

System/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.
Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat CollectConnect, please click the new link [here](https://collectconnect.baker-taylor.com/SurveyReport.aspx?IncludeAnno=Y&Impersonate=&ResponseTypes=CY&SelectSection=ALL&SectionId=&) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat CollectConnect before you begin your survey.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1 SEDCODE 660409700029
1.2 Institution ID 800000035474
1.3 System Name Westchester Library System
1.4 Beginning Reporting Year 01/01/2021
1.5 Ending Reporting Year 12/31/2021
1.6 Street Address 570 Taxter Road - Ste 400
1.7 City Elmsford
1.8 Zip Code 10523
1.9 Four-Digit Zip Code Extension (enter N/A if unknown) 2337
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<th>Section</th>
<th>Description</th>
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<tr>
<td>1.10</td>
<td>Mailing Address</td>
<td>570 Taxter Road - Ste 400</td>
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<td>1.11</td>
<td>City</td>
<td>Elmsford</td>
</tr>
<tr>
<td>1.12</td>
<td>Zip Code</td>
<td>10523</td>
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<td>Four-Digit Zip Code Extension (enter N/A if unknown)</td>
<td>2337</td>
</tr>
<tr>
<td>1.14</td>
<td>Library System Telephone Number (enter 10 digits only and hit the Tab key)</td>
<td>(914) 674-3600</td>
</tr>
<tr>
<td>1.15</td>
<td>Fax Number (enter 10 digits only)</td>
<td>(914) 674-4185</td>
</tr>
<tr>
<td>1.16</td>
<td>System Home Page URL</td>
<td><a href="http://www.westchesterlibraries.org">www.westchesterlibraries.org</a></td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Different URL points to the 2022-2026 WLS Plan of Service that was approved in 2021.</td>
<td></td>
</tr>
<tr>
<td>1.18</td>
<td>Population Chartered to Serve (2010 Census)</td>
<td>949,113</td>
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<tr>
<td>1.19</td>
<td>Area Chartered to Serve (square miles)</td>
<td>431</td>
</tr>
<tr>
<td>1.20</td>
<td>Federal Employer Identification Number</td>
<td>131882114</td>
</tr>
<tr>
<td>1.21</td>
<td>County</td>
<td>Westchester</td>
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<tr>
<td>1.22</td>
<td>County (Counties) Served</td>
<td>Westchester</td>
</tr>
<tr>
<td>1.23</td>
<td>School District</td>
<td>Elmsford Union Free School District</td>
</tr>
<tr>
<td>1.24</td>
<td>First Name of System Director</td>
<td>Terry L</td>
</tr>
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</table>
1.25 Last Name of System Director Kirchner

1.26 NYS Public Librarian Certification 24140
Number of the Director of Public Library System, and Reference and Research Library Resources System.

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

Contracts/Unusual Circumstances

1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N

1. Name of Contracting Municipality or District N/A

2. Is this a written contract? (Enter Y for Yes, N for No) N/A

3. Population of the geographic area served by this contract N/A

4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A

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

Note: WLS Headquarters re-opened in 2021, but staff were allowed to continue to work remotely where possible. Some in-person events were held but most were done virtually via Zoom.

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

1.50 President/CEO Name. If there is no President/CEO please enter "N/A"

1.51 President/CEO Phone Number

1.52 President/CEO Email

2. Personnel Information

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

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 5

2.11 Librarians - Vacant Position(s) FTE 0
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<td>2.12 Outreach Coordinator (certified) per CR</td>
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<tr>
<td>90.3 (1)(2)(iii) - Filled Position FTE</td>
<td></td>
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<tr>
<td>2.13 Outreach Coordinator (certified) per CR</td>
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<td>90.3 (1)(2)(iii) - Vacant Position FTE</td>
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<td>2.14 Total Certified Librarians - Filled Position(s) FTE</td>
<td>7.00</td>
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<td>(total questions 2.4 + 2.10 + 2.12)</td>
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</tr>
<tr>
<td>2.15 Total Certified Librarians - Vacant Position(s) FTE</td>
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<td>(total questions 2.5 + 2.11 + 2.13)</td>
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<tr>
<td>2.16 Total Other Professional Staff - Filled Position(s) FTE</td>
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<tr>
<td>2.17 Total Other Professional Staff - Vacant Position(s) FTE</td>
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<td>2.18 Total Other Staff - Filled Position(s) FTE</td>
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<tr>
<td>2.19 Total Other Staff - Vacant Position(s) FTE</td>
<td>0</td>
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<td>2.20 Total Paid Staff - Filled Position(s) FTE</td>
<td>24.16</td>
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<tr>
<td>(total questions 2.14 + 2.16 + 2.18)</td>
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</tr>
<tr>
<td>2.21 Total Paid Staff - Vacant Position(s) FTE</td>
<td>0.00</td>
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<tr>
<td>(total questions 2.15 + 2.17 + 2.19)</td>
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<tr>
<td>SALARY INFORMATION</td>
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<tr>
<td>2.22 Entry-Level Librarian (certified) FTE</td>
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<td>2.23 Entry-Level Librarian (certified) Current Annual Salary</td>
<td>N/A</td>
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<td>2.24 System Director FTE</td>
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<tr>
<td>2.25 System Director Current Annual Salary</td>
<td>$198,327</td>
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3. System Membership, Outlets and Governance
Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

3.9 Number of member libraries. Do not include branches. 38

3.15 Main Library/System Headquarters 1

3.16 Indicate the year the system building was initially constructed N/A

3.17 Indicate the year the system building underwent a major renovation costing $25,000 or more N/A

3.18 Square footage of the system building 14,237

3.19 Branches of the Library System 0

3.20 Bookmobiles 0

3.21 Reading Centers 0

3.22 Other Outlets 0

3.23 Total Public Service Outlets (total questions 3.15 through 3.19) 1

3.24 Name of Central Library/Co-Central Libraries Mount Vernon Public Library

BOARD/COUNCIL MEETINGS

3.25 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 8

3.26 Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report. 15
3.27 Term length for system board/council members. Please add a note if this has changed from the previous year report.

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

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

SYSTEM BOARD/COUNCIL
Public Library Systems - enter information for the period January 1, 2022, through December 31, 2022.

President/Council Chair

3.29 Status Filled

3.30 First Name Karen

3.31 Last Name Zevin

3.32 Institutional Affiliation N/A

3.33 Professional Title Retired

3.34 Mailing Address 176 Cleveland Drive

3.35 City Croton-on-Hudson

3.36 Zip Code (enter five digits only) 10520

3.37 Telephone for the Board President (enter 10 digits only and hit the Tab key) (914) 271-1193

3.38 E-mail Address wlsdistrict01@wlsmail.org

3.39 Term Begins - Month January
3.40 Term Begins - Year (yyyy) 2022
3.41 Term Expires - Month or N/A December
3.42 Term Expires - Year (YYYY) or N/A 2026
3.43 Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
3.44 The date the board president took the Oath of Office (mm/dd/yyyy) 1/29/2022
3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/03/2022
3.46 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1. Status Filled
2. First Name Jonathan
3. Last Name Marshall
4. Institutional Affiliation JM Media Sales
5. Professional Title Owner
6. Mailing Address 289 South Broadway #C
7. City Tarrytown
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<tr>
<td>2</td>
<td>First Name</td>
<td>Catherine</td>
</tr>
<tr>
<td>3</td>
<td>Last Name</td>
<td>Draper</td>
</tr>
<tr>
<td>4</td>
<td>Institutional Affiliation</td>
<td>N/A</td>
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<tr>
<td>5</td>
<td>Professional Title</td>
<td>Retired</td>
</tr>
<tr>
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<td>Mailing Address</td>
<td>1385 Roosevelt Avenue</td>
</tr>
<tr>
<td>7</td>
<td>City</td>
<td>Pelham</td>
</tr>
<tr>
<td>8</td>
<td>Zip Code (enter five digits only)</td>
<td>10803</td>
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<td>9</td>
<td>Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10</td>
<td>Term Begins - Year (yyyy)</td>
<td>2018</td>
</tr>
<tr>
<td>11</td>
<td>Term Expires - Month or N/A</td>
<td>December</td>
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<tr>
<td>12</td>
<td>Term Expires - Year (YYYY) or N/A</td>
<td>2022</td>
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<tr>
<td>13</td>
<td>Is this trustee serving a full term? If No, add a State Note</td>
<td>Yes</td>
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<tr>
<td></td>
<td>(for example, this trustee was appointed to complete the remainder of a</td>
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<td>term of a trustee who resigned their position).</td>
<td></td>
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<td>14</td>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
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<td>15</td>
<td>The date the Oath of Office was filed with town or county clerk</td>
<td>1/31/2018</td>
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<td>(mm/dd/yyyy)</td>
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<td>Is this a brand new trustee?</td>
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<tr>
<td></td>
<td>Description</td>
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<td>2018</td>
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<td>December</td>
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<td>Yes</td>
</tr>
<tr>
<td>14.</td>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
<td>1/30/2018</td>
</tr>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>1/31/2018</td>
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<td>16.</td>
<td>Is this a brand new trustee?</td>
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<tr>
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<tr>
<td>2.</td>
<td>First Name</td>
<td>Karen</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
<td>Kelley</td>
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<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
<td>N/A</td>
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<tr>
<td>5.</td>
<td>Professional Title</td>
<td>Retired</td>
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<tr>
<td>6.</td>
<td>Mailing Address</td>
<td>46 Roma Orchard Road</td>
</tr>
<tr>
<td>7.</td>
<td>City</td>
<td>Peekskill</td>
</tr>
<tr>
<td>8.</td>
<td>Zip Code (enter five digits only)</td>
<td>10566</td>
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</table>
1. Status  
   Filled

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)  
   2019

11. Term Expires - Month or N/A  
    December

12. Term Expires - Year (YYYY) or N/A  
    2023

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

14. The date the trustee took the Oath of Office (mm/dd/yyyy)  
   01/30/2018

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  
   01/31/2018

16. Is this a brand new trustee?  
   N
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/29/2019

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2019

16. Is this a brand new trustee? N

1. Status Filled
2. First Name Maureen
3. Last Name LeBlanc
4. Institutional Affiliation LeBlanc Orthodontic
5. Professional Title Office Manager
6. Mailing Address 10 Overlook Terrace
7. City Larchmont
8. Zip Code (enter five digits only) 10538
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/29/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2019
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Francis
3. Last Name Okelo
4. Institutional Affiliation United Nations
5. Professional Title Retired
6. Mailing Address 17 Barnard Road
7. City New Rochelle
8. Zip Code (enter five digits only) 10801
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/29/2019
<p>| | |</p>
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<td>Wes</td>
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<td>Last Name</td>
</tr>
<tr>
<td></td>
<td>Iwanski</td>
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<td>4.</td>
<td>Institutional Affiliation</td>
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<td>Downtown Travel</td>
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<td>Vice President of Technology</td>
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<td>Mailing Address</td>
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<td></td>
<td>9 Genessee Trail</td>
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<td>3</td>
<td>Last Name</td>
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<tr>
<td>5</td>
<td>Professional Title</td>
</tr>
<tr>
<td>6</td>
<td>Mailing Address</td>
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<td>7</td>
<td>City</td>
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<td>8</td>
<td>Zip Code (enter five digits only)</td>
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<td>Term Begins - Month</td>
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<td>Term Begins - Year (yyyy)</td>
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Is this a brand new trustee? N
<table>
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<th>Field</th>
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<tr>
<td>2</td>
<td>First Name</td>
<td>Joseph</td>
</tr>
<tr>
<td>3</td>
<td>Last Name</td>
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<tr>
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<td>December</td>
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<td>If No, add a State Note (for example,</td>
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<td>the remainder of a term of a</td>
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<td>trustee who resigned their position)</td>
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<td>with town or county clerk (mm/dd/yyyy)</td>
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<td>N</td>
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**Survey Report**

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<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
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<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
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</table>
4. Institutional Affiliation  
   CITI

5. Professional Title  
   Vice President, American Airlines Co-Brand Portfolio-Program Management & Business Development

6. Mailing Address  
   8 Old Oak Road

7. City  
   Rye Brook

8. Zip Code (enter five digits only)  
   10573

9. Term Begins - Month  
   January

10. Term Begins - Year (yyyy)  
    2021

11. Term Expires - Month or N/A  
    December

12. Term Expires - Year (YYYY) or N/A  
    2025

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

14. The date the trustee took the Oath of Office (mm/dd/yyyy)  
    01/26/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  
    03/25/2021

16. Is this a brand new trustee?  
   N

1. Status  
   Filled

2. First Name  
   Julie

3. Last Name  
   Mills-Worthey

4. Institutional Affiliation  
   N/A
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7. City: Chappaqua
8. Zip Code (enter five digits only): 10514
9. Term Begins - Month: January
10. Term Begins - Year (yyyy): 2022
11. Term Expires - Month or N/A: December
12. Term Expires - Year (YYYY) or N/A: 2026
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).: Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy): 01/29/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy): 03/03/2022
16. Is this a brand new trustee?: Y
1. Status: Filled
2. First Name: Susan
3. Last Name: Morduch
4. Institutional Affiliation: N/A
5. Professional Title: Psychologist
6. Mailing Address: 11 Riverview Avenue
7. City: Ardsley
8. Zip Code (enter five digits only): 10502
9. Term Begins - Month | January
10. Term Begins - Year (yyyy) | 2022
11. Term Expires - Month or N/A | December
12. Term Expires - Year (YYYY) or N/A | 2026
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/29/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 04/11/2022
16. Is this a brand new trustee? | N

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2022, through December 31, 2022. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

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<td>Andrew</td>
<td>Westchester County</td>
<td>Program Director, Community</td>
<td>Support Services</td>
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<tr>
<td>2</td>
<td>First Name</td>
<td>Barbara</td>
<td>Last Name</td>
<td>Bell</td>
<td>Department of Mental Health</td>
<td>Westchester County Reentry</td>
<td>Task Force</td>
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<td>3</td>
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<td>Lambros</td>
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<td>Westchester County Reentry</td>
<td>Westchester County Reentry</td>
<td>Coordinator, Department of Community Mental Health</td>
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<td>First Name</td>
<td>Wendy</td>
<td>Volunteer NY</td>
<td>Director, RSVP of Westchester</td>
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<td>Armstrong</td>
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<td>First Name</td>
<td>Dianne</td>
<td></td>
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<td>7</td>
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<td>Poonai</td>
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<td>Coordinator/NYConnects</td>
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<td>Keane &amp; Beane LTD</td>
<td>Partner</td>
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<td>Westchester County Jail</td>
<td>First Deputy Commissioner, Westchester Dept of Corrections</td>
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</table>
1. Status | Filled |
2. First Name  Janet
3. Last Name  Donat
4. Institutional Affiliation  Family Services of Westchester
5. Professional Title  Program Coordinator of Early Childhood & Parenting Programs

4. Public Library System Transactions and Collection:
Borrowers/Visits/Circulation/Holdings

Borrowers/Visits/Circulation/Holdings

4.1 Number of registered system borrowers  107
4.2 System Visits  75

Note: Even though the WLS Headquarters did not officially close for anytime in 2021 due to Covid-19, the majority of events were held virtually and not in-person.

CIRCULATION

4.3 Total Cataloged Book Circulation  3,732
4.4 Total Circulation of Other Materials  135
4.5 Physical Item Circulation (Total questions 4.3 & 4.4)  3,867
4.6 Use of Electronic Material  2,424
4.7 Successful Retrieval of Electronic Information  125
4.8 Electronic Content Use (Total Questions 4.6 & 4.7)  2,549
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<td><strong>4.9 Total Circulation of Materials (Total Questions 4.5 &amp; 4.6)</strong></td>
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<td><strong>4.10 Total Collection Use (Total Questions 4.7 &amp; 4.9)</strong></td>
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<td><strong>GENERAL SYSTEM HOLDINGS</strong></td>
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<td><strong>4.11 Total Cataloged Book Holdings</strong></td>
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<td><strong>4.12 Uncataloged Book Holdings</strong></td>
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<td><strong>4.13 Total Print Serial Holdings</strong></td>
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<td><strong>4.14 All Other Print Materials Holdings</strong></td>
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<td><strong>4.15 Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)</strong></td>
<td>87</td>
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<tr>
<td><strong>4.16 Electronic Books</strong></td>
<td>120,928</td>
<td><strong>Note:</strong> WLS purchased more electronic resources in 2021 to meet demand due to Covid-19.</td>
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<td><strong>4.17 Local Electronic Collections</strong></td>
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<tr>
<td><strong>4.18 Total Number of NOVELNY Databases</strong></td>
<td>15</td>
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<td><strong>4.19 Total Electronic Collections (Total questions 4.16 + 4.17)</strong></td>
<td>120,936</td>
<td></td>
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<tr>
<td><strong>4.20 Audio - Downloadable Units</strong></td>
<td>27,607</td>
<td><strong>Note:</strong> WLS purchased more electronic resources in 2021 to meet demand due to Covid-19.</td>
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<tr>
<td><strong>4.21 Video - Downloadable Units</strong></td>
<td>834</td>
<td><strong>Note:</strong> WLS purchased more electronic resources in 2021 to meet demand due to Covid-19.</td>
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4.22 Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)

Note: WLS purchased e-serials/magazines from OverDrive in 2021.

4.23 Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22) 153,335

Holdings Continued

Non-Electronic Materials

4.24 Audio - Physical Units 110

4.25 Video - Physical Units 0

4.26 Other Non-Electronic Materials 21

4.27 Total Other Materials Holdings (Total questions 4.24 through 4.26) 131

4.28 Grand Total Holdings (Total questions 4.15, 4.23 and 4.27) 153,553

ROTATING COLLECTIONS/BOOK LOANS

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

4.30 Number of collections 1

Note: Sewing Machines

4.31 Average number of items per collection 8

Note: Sewing machines

5. System Services

ILS
TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

Y

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

a. Circulation Yes
b. Public Access Catalog Yes
c. Cataloging Yes
d. Acquisitions Yes
e. Inventory 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 Evergreen

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  942,421

5.9 Number of new titles added by the system in the reporting year  30

5.10 Number of Central Library Aid titles added in the reporting year  0

5.11 Number of new titles added by the members in the reporting year  35,473

5.12 Total new titles (total questions 5.9 through 5.11)  35,503

Catalog

UNION CATALOG OF RESOURCES

For this report, a union catalog is defined as a vehicle that can access member and/or non-member catalogs. It can be either print, disc, or online (virtual) format.

5.13 In what format(s) is the union catalog available? (Check all that apply):

a. Print  No

b. Disc  No

c. Online (virtual catalog)  Yes

5.14 How many libraries participate in (or submit records for) the union catalog?  38
5.15 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)

5.16 Number of titles in the system's union catalog 942,421

5.17 Number of holdings in the system's union catalog 3,457,166

5.18 Number of new titles added in the last year 39,713

5.19 Number of holdings added in the last year 212,243

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

a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) No

b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No

c. Patron-initiated ILL available and used through this catalog Yes

UNION LIST OF SERIALS

5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) Y

5.22 How many libraries participate in (or submit records for) the union list of serials? 38

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

5.23 Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) Y
VISITS TO THE SYSTEM'S WEB SITE

5.24  Annual number of visits to the system's web site  642,287

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25  Total items provided (loaned)  1,090

5.26  Total items received (borrowed)  4,026

5.27  Total requests provided (loaned) unfilled  1,537

5.28  Total requests received (borrowed) unfilled  561

5.29  Total interlibrary loan activity (total questions 5.25 through 5.28)  7,214

DELIVERY

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

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

a.  System courier (on the System's payroll)  No

b.  Other system's courier  No

d.  Contracted service (paid by System - not on payroll)  Yes

e.  U.S. Mail  No

f.  Commercial carrier (e.g., UPS, DHL, etc.)  No

g.  Other (specify using the note)  No
5.31 Number of stops (pick-up and delivery sites per week)

Note: In 2021, a total of 1,442,878 items were routed system wide through delivery; 618,352 were online holds.

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32 Number of sessions 0
5.33 Number of participants 0

Continuing Education Cont.

Technology

5.34 Number of sessions 152
5.35 Number of participants 1,148

Digitization

5.36 Number of sessions 0
5.37 Number of participants 0

Leadership

5.38 Number of sessions 7
5.39 Number of participants 91

Management & Supervisory

5.40 Number of sessions 0
5.41 Number of participants 0

Planning and Evaluation
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<td><strong>Children's Services/Birth to Kindergarten</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of sessions</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of participants</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Children's Services/Elementary Grade Levels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of sessions</td>
<td>12</td>
<td>171</td>
</tr>
<tr>
<td><strong>Young Adult Services/Middle and High School Grade Levels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of sessions</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Note:</strong> Services to this population were curtailed due to Covid-19.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note: Services to this population were curtailed due to Covid-19.

General Adult Services

5.56 Number of sessions
33

5.57 Number of participants
422

5.58 Other: Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

Y

1. Topic
NYS Annual Report

2. Number of sessions
1

3. Number of participants
10

1. Topic
NYS Construction Aid Applications

2. Number of sessions
1

3. Number of participants
5

5.59 Grand Total Sessions (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)
212

5.60 Grand Total Participants (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)
2,143
5.61 Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?  

Y

Coordinated Services/Consulting/Reference

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.63</td>
<td>Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding</td>
<td>237</td>
</tr>
<tr>
<td>5.64</td>
<td>Number of contacts - Consulting with member libraries and/or branches on funding and governance</td>
<td>266</td>
</tr>
<tr>
<td>5.65</td>
<td>Number of contacts - Consulting with member libraries and/or branches on charter and registration work</td>
<td>175</td>
</tr>
<tr>
<td>5.66</td>
<td>Number of contacts - Consulting with member libraries and/or branches on automation and technology</td>
<td>4,486</td>
</tr>
<tr>
<td>5.67</td>
<td>Number of contacts - Consulting with member libraries and/or branches on youth services</td>
<td>141</td>
</tr>
<tr>
<td>5.68</td>
<td>Number of contacts - Consulting with member libraries and/or branches on adult services</td>
<td>208</td>
</tr>
<tr>
<td>5.69</td>
<td>Number of contacts - Consulting with member libraries and/or branches on physical plant needs</td>
<td>15</td>
</tr>
<tr>
<td>5.70</td>
<td>Number of contacts - Consulting with member libraries and/or branches on personnel and management issues</td>
<td>48</td>
</tr>
<tr>
<td>5.71</td>
<td>Number of contacts - Consulting with state and county correctional facilities</td>
<td>29</td>
</tr>
<tr>
<td>5.72</td>
<td>Number of contacts - Providing information to local, county, and state legislators and their staffs</td>
<td>23</td>
</tr>
<tr>
<td>5.73</td>
<td>Number of contacts - Providing system and member library information to the media</td>
<td>54</td>
</tr>
</tbody>
</table>
5.74  Number of contacts - Providing website development and maintenance for member libraries  16

5.75  Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.  Y

1. Topic  NYS Annual Report
2. Number of contacts (all types)  252

5.76  Total other contacts (total of question #2 of Repeating Group #6)  252

5.77  Total number of contacts (total of questions 5.63 through 5.74 and 5.76)  5,950

REFERENCE SERVICES

5.78  Total Reference Transactions  0

Special Clients/Fees

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.79 Indicate services the system provides to special clients (check all that apply):

a. Services for patrons with disabilities  Yes

b. Services for patrons who are educationally disadvantaged  Yes

c. Services for patrons who are aged  Yes

d. Services for patrons who are geographically isolated  No
e. Services for patrons who are members of ethnic or minority groups in need of special library services
   Yes

f. Services to patrons who are in institutions
   Yes

g. Services for unemployed and underemployed individuals
   Yes

i. N/A
   No

5.80 Number of BOOKS BY MAIL loans
   0

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

5.82 Number of State Correctional Facilities libraries served
   3

5.83 Number of County Jails libraries served
   1

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

5.85 Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.
   Y

1. Service provided
   For patrons with disabilities

   Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. Number of facilities/institutions served
   38

1. Service provided
   for patrons who are educationally disadvantaged

   Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021
1. **Service provided** for patrons who are aged

**Note:** Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. **Number of facilities/institutions served** 38

1. **Service provided** for ethic or minority groups in need of special services

**Note:** Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. **Number of facilities/institutions served** 38

1. **Service provided** for unemployed or underemployed individuals

**Note:** Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. **Number of facilities/institutions served** 38

1. **Service provided** for unemployed or underemployed individuals

**Note:** Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. **Number of facilities/institutions served** 3

1. **Service provided** Service to Outreach Partners

**Note:** Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. **Number of facilities/institutions served** N/A

1. **Service provided** Mental Health Programming

**Note:** Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. **Number of facilities/institutions served** 45

**Note:** Resilience Coalition Events: 21 sessions; 525 participants in 2021
1. Service provided
   Senior Benefits Individual Counseling (SBIC)

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. Number of facilities/institutions served
   N/A

1. Service provided
   Reentry Services

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. Number of facilities/institutions served
   3

1. Service provided
   Reentry Resource Reviews

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. Number of facilities/institutions served
   3

1. Service provided
   Youth Workforce Development

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. Number of facilities/institutions served
   38

1. Service provided
   Senior Law Day Collaborative Website Inquiries

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. Number of facilities/institutions served
   N/A

1. Service provided
   Senior Law Day Collaborative Consultation Events

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2. Number of facilities/institutions served
   N/A

1. Service provided
   Senior Law Day Collaborative Live Webinars

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Number of facilities/institutions served</td>
<td>N/A</td>
</tr>
<tr>
<td>1. Service provided</td>
<td>WEBS/Career Coaching Seminars</td>
</tr>
<tr>
<td><strong>Note:</strong> Resilience Coalition Events: 21 sessions; 525 participants in 2021</td>
<td></td>
</tr>
<tr>
<td>2. Number of facilities/institutions served</td>
<td>38</td>
</tr>
<tr>
<td>1. Service provided</td>
<td>WEBS/Career Coaching Individual Counseling</td>
</tr>
<tr>
<td><strong>Note:</strong> Resilience Coalition Events: 21 sessions; 525 participants in 2021</td>
<td></td>
</tr>
<tr>
<td>2. Number of facilities/institutions served</td>
<td>38</td>
</tr>
<tr>
<td>1. Service provided</td>
<td>WEBS/Career Coaching Workshops</td>
</tr>
<tr>
<td><strong>Note:</strong> Resilience Coalition Events: 21 sessions; 525 participants in 2021</td>
<td></td>
</tr>
<tr>
<td>2. Number of facilities/institutions served</td>
<td>38</td>
</tr>
<tr>
<td>1. Service provided</td>
<td>WEBS/Career Coaching Counselor Training</td>
</tr>
<tr>
<td><strong>Note:</strong> Resilience Coalition Events: 21 sessions; 525 participants in 2021</td>
<td></td>
</tr>
<tr>
<td>5.86 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.</td>
<td>Y</td>
</tr>
<tr>
<td>5.87 Description of fees</td>
<td>Most programs are free to participants, but occasionally WLS will ask for reimbursement of materials.</td>
</tr>
</tbody>
</table>

**5A. COVID**

**NOTE:** This section of the survey (5A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 5A from January 1, 2021 to December 31, 2021.
CV1  Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic?  No

CV3  Did the library system allow users to complete registration for system library cards online without having to come to the system during the Coronavirus (COVID-19) pandemic?  Yes

CV6  Enter the Number of Weeks System Headquarters Building Closed Due to COVID-19. This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, the library system headquarters building was physically closed, and the public/member library staff could not enter, when it otherwise would have been open.  0

CV7  Enter the Number of Weeks a system headquarters building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the year that a system headquarters building implemented limited public occupancy practices for in person services at the building in response to the Coronavirus (COVID-19) pandemic.  0

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

6.1 Does the system receive county funding?  Y  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.

1. County Name  Westchester County

2. Amount  $836,200

3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A)  N/A
4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

6.2 Total County Funding $836,200

6.3 All Other Local Public Funds $0

6.4 Total Local Public Funds (total questions 6.2 and 6.3) $836,200

**STATE AID RECEIPTS - arranged in alphabetical order**

6.5 Adult Literacy Library Services Grants $1,664

6.6 Central Library Services Aid $414,885

6.8 Conservation/Preservation Grants $0

6.9 Construction for Public Libraries Aid $0

6.10 Coordinated Outreach Services Aid $203,049

**Note:** In 2021, Year 3 of Adult Literacy ($7463) and Family Literacy ($11610) was included in Coordinated Outreach.

6.11 Correctional Facilities Library Aid $36,739

6.12 County Jails Library Aid $15,637

6.14 Family Literacy Grants $2,588

6.18 Local Library Services Aid - Kept at System $17,297

**Note:** Explanations of some other issues with LLSA: 1. Breakdown of what was distributed: $49,560 (20% hold back from 2020-2021), $27,532 (Final 10% of 2020-2021), $230,456 (90% of 2021-2022). (Total is off by a dollar due to rounding) 2. There is a balance of $17,297 that was received, but not distributed. This was money released to WLS intended for MTV and then ordered by DLD to be held. We received an allocation modification that then adjusted our final 10% payment (made in 2022) to reduce our receipts by that amount to effectively eliminate the MTV allocation.
6.19  Local Library Services Aid - Distributed to Members

**Note:** Explanations of some other issues with LLSA: 1. Breakdown of what was distributed: $49,560 (20% hold back from 2020-2021), $27,532 (Final 10% of 2020-2021), $230,456 (90% of 2021-2022). (Total is off by a dollar due to rounding) 2. There is a balance of $17,297 that was received, but not distributed. This was money released to WLS intended for MTV and then ordered by DLD to be held. We received an allocation modification that then adjusted our final 10% payment (made in 2022) to reduce our receipts by that amount to effectively eliminate the MTV allocation.

6.20  Total LLSA (total questions 6.18 and 6.19) $324,846

6.21  Local Services Support Aid $224,110

6.22  Local Consolidated Systems Aid $0

6.26  Public Library System Basic Aid $1,831,715

6.27  Public Library System Supplementary Operational Aid $243,501

**Note:** Incorrectly reported in 2020.

**State Aid**

6.36  Special Legislative Grants and Member Items $440,000

6.37  The New York Public Library - The Research Libraries $0

6.38  The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid $0

6.39  The New York Public Library, City University of New York $0

6.40  The New York Public Library, Schomburg Center for Research in Black Culture Library Aid $0
6.41 The New York Public Library, Science, Industry and Business Library

6.42 Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).

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

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

6.43 Total Other State Aid (total question #2 of Repeating Group #9 above) $0

6.44 Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43) $3,738,734

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.

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

1. Funding Source Project Hope
2. Amount $140,204

1. Funding Source NY CARES
2. Amount $65,927
Federal Aid/Contracts

6.47 Total Other Federal Aid (total questions #2 of Repeating Group #10 above) $206,131

6.48 Total Federal Aid (total questions 6.45 and 6.47) $206,131

CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE

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

Y

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

1. Contracting Agency WLS Member Libraries

2. Contracted Service Cooperative Services

3. Total Contract Amount $2,912,530

6.50 Total Contracts (total question #3 of Repeating Group #11 above) $2,912,530

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) $276,434

6.53 Income from Investments $1,367

Miscellaneous

Proceeds from Sale of Property

6.54 Real Property $0
6.55  Equipment  $0

6.56  Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.  Y

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

1. Receipt category  Non-Res Cards
2. Amount  $1,990

1. Receipt category  Movie Licensing
2. Amount  $12,469

1. Receipt category  WSOS
2. Amount  $15,000

1. Receipt category  LIU Palmer School Certificate Program
2. Amount  $17,375

1. Receipt category  Insurance Reimbursements
2. Amount  $4,010

1. Receipt category  Other Miscellaneous Reimbursements
2. Amount  $4,249

1. Receipt category  IT Fines & Fees - Pass-thru
2. Amount  $11,355

1. Receipt category  BTOP-New Rochelle PL
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Receipt category</td>
<td>e-Rate</td>
</tr>
<tr>
<td>2.</td>
<td>Amount</td>
<td>$19,425</td>
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<tr>
<td>6.57</td>
<td>Total Other Miscellaneous Receipts</td>
<td>$254,322</td>
</tr>
<tr>
<td>6.58</td>
<td>Total Miscellaneous Receipts</td>
<td>$532,123</td>
</tr>
<tr>
<td>6.59</td>
<td>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</td>
<td>$8,225,718</td>
</tr>
<tr>
<td>6.60</td>
<td>BUDGET LOANS</td>
<td>$0</td>
</tr>
<tr>
<td>6.61</td>
<td>Transfers from Capital Fund (Same as question 9.6)</td>
<td>$172,947</td>
</tr>
<tr>
<td>6.62</td>
<td>Transfers from Other Funds</td>
<td>$0</td>
</tr>
<tr>
<td>6.63</td>
<td>Total Transfers (total questions 6.61 and 6.62)</td>
<td>$172,947</td>
</tr>
<tr>
<td>6.64</td>
<td>CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2020.)</td>
<td>$2,614,378</td>
</tr>
</tbody>
</table>
6.67 GRAND TOTAL RECEIPTS, BUDGET $11,013,043
LOANS, TRANSFERS, AND BALANCE/ROLLOVER
(Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES
Salaries

7.1 System Director and Librarians $955,637

7.2 Other Staff $1,364,774

7.3 Total Salary and Wages Expenditures $2,320,411
(total questions 7.1 and 7.2)

7.4 Employee Benefits Expenditures $796,391

7.5 Total Staff Expenditures (total questions 7.3 and 7.4) $3,116,802

COLLECTION EXPENDITURES

7.6 Print Materials Expenditures $7,510

7.7 Electronic Materials Expenditures $385,977

7.8 Other Materials Expenditures $0

7.9 Total Collection Expenditures (total questions 7.6 through 7.8) $393,487

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10 Local Library Services Aid (LLSA) $307,549

7.11 Central Library Services Aid (CLSA) $335,644
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.15</td>
<td>Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)</td>
<td>$0</td>
</tr>
<tr>
<td>7.16</td>
<td>Federal Aid</td>
<td>$0</td>
</tr>
<tr>
<td>7.17</td>
<td>Other cash grants paid from system funds</td>
<td>$12,956</td>
</tr>
<tr>
<td>7.18</td>
<td>Total Cash Grants (total questions 7.10 through 7.17)</td>
<td>$656,149</td>
</tr>
<tr>
<td>7.19</td>
<td>Book/Library Materials Grants</td>
<td>$0</td>
</tr>
<tr>
<td>7.20</td>
<td>Other Non-Cash Grants</td>
<td>$0</td>
</tr>
<tr>
<td>7.21</td>
<td><strong>Total Grants to Member Libraries</strong> (total questions 7.18 through 7.20)</td>
<td>$656,149</td>
</tr>
<tr>
<td>7.22</td>
<td>Bookmobile</td>
<td>$0</td>
</tr>
<tr>
<td>7.23</td>
<td>Other Vehicles</td>
<td>$0</td>
</tr>
<tr>
<td>7.24</td>
<td>Computer Equipment</td>
<td>$516,635</td>
</tr>
<tr>
<td>7.25</td>
<td>Furniture/Furnishings</td>
<td>$8,738</td>
</tr>
<tr>
<td>7.26</td>
<td>Other Capital Expenditures</td>
<td>$0</td>
</tr>
<tr>
<td>7.27</td>
<td><strong>Total Capital Expenditures from Operating Fund</strong> (total questions 7.22 through 7.26)</td>
<td>$525,373</td>
</tr>
</tbody>
</table>

**Total Capital Expenditures by Source of Funds**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.28</td>
<td>From Local Public Funds (71PF)</td>
<td>$0</td>
</tr>
</tbody>
</table>
7.29  From Other Funds (71OF) $525,373

7.30  **Total Capital Expenditures by Source** $525,373  
(total questions 7.28 and 7.29; same as question 7.27)

**OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs To Buildings and Building Equipment by Source of Funds

7.31  From Local Public Funds (72PF) $0

7.32  From Other Funds (72OF) $0

7.33  **Total Repairs to Buildings and Building Equipment** $0  
(total questions 7.31 and 7.32)

7.34  Other Building & Maintenance Expenses $382,064

7.35  **Total Operation and Maintenance of Buildings** $382,064  
(total questions 7.33 and 7.34)

**MISCELLANEOUS EXPENSES**

7.36  Total Operation & Maintenance of Bookmobiles and Other Vehicles $2,113

7.37  Office and Library Supplies $33,940

7.38  Equipment $24,027

7.39  Telecommunications $397,616

7.40  Postage and Freight $10,000

7.41  Publicity and Printing $54,376

7.42  Travel $22,932
7.43 Fees for Consultants and Professionals - $332,071

Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.

Note: Name / Amount / Purpose

Compufit / $54,015.00 / Managed IT Service
Evolytix / $37,500.00 / Managed IT Service
Dorfman, Abrams, Music / $24,000.00 / Auditing Services
Marie Montuori / $21,975.00 / Career Coaching
Rebecca Mazin / $19,775.00 / Career Coaching Tierpoint / $18,617.50 / Network Management
Filomena Blake / $14,962.50 / Career Coaching
Elaine Dreyer / $14,612.50 / Career Coaching
Fran Feuerman / $14,280.00 / Bookkeeping / Audit Prep
Tel/Logic / $12,800.00 / eRate Consulting
CDW / $10,737.38 / Hardware support
FullDeck / $8,978.60 / Printing of Materials
Lingualinx / $7,305.08 / Interpretation
STEM Alliance / $6,795.00 / Equipment prep
USI Consulting / $6,625.00 / Actuarial
Services Equinox / $6,300.00 / WLS ILS Management
Pam Bodley / $3,120.00 / Literacy Coaching
Next Step Digital / $3,060.00 / Web Development
First Advantage / $2,245.81 / Background checks
for recruitment
Indeed.com / $2,058.65 / Recruitment Law
Offices of Stephanie Adams / $1,943.50 / Legal Services
Harrison Public Library / $950.00 / Grant NonProfit
Association of Westchester
$750.00 / Focus Group
Amy Lopez / $700.00 / Office Skills Instruction
Gig Marketing / $670.00 / Content development
Westchester Jewish Community Services / $510.00 / Workshops
Ann Fleuchous / $375.00 / BBM Coaching
Excellency Coaching & Consulting Services LLC / $300.00 / Content development
Rye Free Reading Room / $300.00 / Grant LatPro Inc / $295.00 / Classified
Ads Queens Library / $290.00 / Cataloging Services
In Voice Media / $247.50 / Classified Ads
Criminal Watchdog / $227.89 / Background checks for recruitment
Barnes and Nobel / $214.59 / Literacy Coaching
NYS Dept. of Law / $50.00 / Legal Services
Total $332,071.00

7.44 Membership Dues - Please include a State Note listing Professional Organization

Memberships for which dues are being paid.

Note: Hudson Valley Gateway Chamber of Commerce = $215 Association of Fundraising
Professionals = 330 Empire State Library Network = 3,761 NYLA = 2,954 METRO = 3,305 Public
LibraryDirs Assn = 35 ProLiteracy = 39 PULISDO = 400 Society of Human Resource Managers =
368 Westchester Community Assn = 1,000 Westchester Historical Society = 1,000 Westchester
Library Assn = 300 Schools, Health & Libraries Broadband Coalition = 500 Nonprofit Westchester
= 2,500 American Library Association = 303 Total = 17,010

7.45 Does the system have other miscellaneous expenses in categories not listed in
questions 7.36 through 7.44? Enter Y for Yes, N
for No.

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

1. Expense category Ret Hlt Ins

Note: Retiree Health Insurance

2. Amount $264,520
### Expense category: Software Mnt

**Note:** Retiree Health Insurance

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$496,831</td>
</tr>
</tbody>
</table>

### Expense category: Mtg In-House

**Note:** Retiree Health Insurance

<table>
<thead>
<tr>
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<tbody>
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<td>$94</td>
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</table>

### Expense category: Misc Exp

**Note:** Retiree Health Insurance

<table>
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<td>$4,111</td>
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</table>

### Expense category: Bank Chrg

**Note:** Retiree Health Insurance

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<tr>
<th>Amount</th>
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<tbody>
<tr>
<td>$1</td>
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</table>

### Expense category: OCLC Chrgs

**Note:** Retiree Health Insurance

<table>
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<tbody>
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<td>$111,884</td>
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</table>

### Expense category: P/R Prc Fees

**Note:** Retiree Health Insurance

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>$8,792</td>
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</tbody>
</table>

### Expense category: Delivery Srv

**Note:** Retiree Health Insurance

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$415,494</td>
</tr>
</tbody>
</table>

---

**Miscellaneous Cont./Contracts/Debt Service**

---
7.46 Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) $1,301,727

7.47 Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) $2,195,812

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

7.48 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 group.

1. Contracting Agency (specify using the State note) N/A

2. Contracted Service (specify using the State note) N/A

3. Total Contract Amount N/A

7.49 Total Contracts (total question #3 of Repeating Group #14 above) $0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.50 From Local Public Funds (73PF) $0

7.51 From Other Funds (73OF) $0

7.52 Total Capital Purposes Loans (total questions 7.50 and 7.51) $0

Transfers

Other Loans

7.53 Other Loans $0
7.54  **Total Debt Service** (total questions 7.52 and 7.53)  

7.55  **TOTAL TOTAL DISBURSEMENTS** - $7,269,687  
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, 7.47, 7.49, and 7.54)

**TRANSFERS**

Transfers to the Capital Fund

7.56  From Local Public Funds (76PF)  $0

7.57  From Other Funds (76OF)  $0

7.58  **Total Transfers to Capital Fund** (total questions 7.56 and 7.57; same as question 8.2)  $0

7.59  **Total Transfers to Other Funds**  $0

7.60  **Total Transfers** (total questions 7.58 and 7.59)  $0

7.61  **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.55 and 7.60)  $7,269,687

**Cash Balance/Grand Total/Audit/Bank Balance**

7.62  **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year**  
(For Public Library Systems - December 31, 2021)  

$3,743,356
7.82  **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.61 and 7.62)

$11,013,043

---

**FISCAL AUDIT**

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

7.83  Last audit performed (mm/dd/yyyy) 04/01/2021

7.84  Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2020-12/31/2020

7.85  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  $3,745,277

7.86  **Total Bank Balance** (total question #2 of Repeating Group #15)  $3,745,277

7.87  Does the system have a Capital Fund?  Y

Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.

---

**8. Capital Fund Receipts**

**State Aid and Grants for Capital Projects**

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

8.2  **Transfer From Operating Fund**  (same as question 7.58)  $0

---

**STATE AID FOR CAPITAL PROJECTS**
### 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.

<table>
<thead>
<tr>
<th></th>
<th>Contracting Agency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals/Cash Balance**

8.5 **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) $0

8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) $0

8.7 **NONREVENUE RECEIPTS** $702

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) $702
8.9 **CASH BALANCE - Beginning of Current Fiscal Reporting Year:** Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2020.)

*Note:* The closing balance of 2020 was adjusted due to a data entry error discovered after submission of the 2020 Annual Report. Therefore, the opening balance 2021 should be $881,450. This will also bring the Total Receipts and Balance to $882,152, which will equal the Total Disbursements and Balance. Changed balance from $892,901 to $881,450 per system. 8.7 from 2020 report should have been $2832. NYSL 6/30/22, aeh

---

**Grand Total**

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)

*Note:* The closing balance of 2020 was adjusted due to a data entry error discovered after submission of the 2020 Annual Report. Therefore, the opening balance 2021 should be $881,450. This will also bring the Total Receipts and Balance to $882,152, which will equal the Total Disbursements and Balance. Change in 8.9 adjusted this number. NYSL 6/30/22, aeh

---

**9. Capital Fund Disbursements**

**Project Expenditures/Cash Balance**

**PROJECT EXPENDITURES**

9.1 Total Construction $0

9.2 Incidental Construction $0

9.3 Books and Library Materials $0

9.4 Total Other Disbursements $0

9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) $0
9.6 TRANSFER TO OPERATING FUND $172,947
(Same as question 6.61)

Note: Note to Albany: This amount was entered into Q6.61 but did not automatically flow to this field. It had to be manually entered.

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) $172,947

9.9 CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2021, for Public Library Systems) $709,205

Grand Total

9.10 TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9) $882,152

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2022 - December 31, 2022

PROJECTED OPERATING FUND - RECEIPTS

12.1 Total Operating Fund Receipts $6,645,400 (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)

12.2 Budget Loans $0

12.3 Total Transfers $0
**12.4  Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year**
(For Public Library Systems, opening balance on January 1, 2022 must be the same as the December 31, 2021, closing balance reported on Q7.62 of the 2021 annual report)

$3,743,356

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

$10,388,756

**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)

$7,193,300

**12.7  Total Transfers**

$0

**12.8  Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year**
(For Public Library Systems, balance as of December 31, 2022)

$3,195,456

**12.9  Grand Total Operating Fund Disbursements, Transfers and Ending Balance**
(total questions 12.6 through 12.8)

$10,388,756

**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, 2022, must be the same as the December 31, 2021, closing balance reported on Q9.9 of the 2021 annual report)

12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)

$709,205

Note: The closing balance of 2020 was adjusted due to a data entry error discovered after submission of the 2020 Annual Report. Therefore, the opening balance 2021 should be $881,450. This will also bring the Total Receipts and Balance to $882,152, which will equal the Total Disbursements and Balance. This entry is pre-filled and cannot be changed; Albany has been notified.

PROJECTED CAPITAL FUND - DISBURSEMENTS

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

$0

12.15 Cash Balance in Capital Fund at the end of the current fiscal year
(For Public Library Systems, December 31, 2022)

$0

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

$0

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(1)(f)(1)
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)(2)
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.

Commissioners Regulations 90.3
The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

Statutory Reference (Supplemental): Education Law § 273(11)(a)
The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

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

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

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


13.1.1 Total Full-Time Equivalents (FTE) 5.5

13.1.2 Total Expenditure for Professional Salaries $622,221

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

13.1.3 Total Full-Time Equivalents (FTE) 3.5
### 13.1.4 Total Expenditure for Other Staff Salaries

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and maintenance expenses</td>
<td>570 Taxter</td>
<td>$187,006</td>
</tr>
<tr>
<td>Commercial electronic content vendor contracts</td>
<td>Gannett</td>
<td>$256</td>
</tr>
<tr>
<td>Printing</td>
<td>Full Deck</td>
<td>$1,016</td>
</tr>
<tr>
<td>Institutional membership dues</td>
<td>Various</td>
<td></td>
</tr>
</tbody>
</table>

### 13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.

$598,724

### 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 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.
<table>
<thead>
<tr>
<th></th>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Building and maintenance expenses</td>
<td>Various</td>
<td>$12,805</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>$16,261</td>
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<tr>
<td>1</td>
<td>Other (specify using Note field)</td>
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<tr>
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<td>3</td>
<td></td>
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<td>$3,134</td>
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<tr>
<td>1</td>
<td>Consultant fees/professional fees</td>
<td>Various</td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td>$90,619</td>
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</table>

13.1.7 Total Expenditure - Purchased Services $311,097

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 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.

<table>
<thead>
<tr>
<th></th>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office/library supplies and postage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Expenditure $7,047

13.1.9 Total Expenditure - Supplies and Materials $7,047

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 $1,104

13.1.11 Total Expenditures - Travel $1,104

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.

Y

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

1. Type of Item Copier

2. Quantity 1

3. Unit Cost N/A

4. Expenditure $14,213

Note: Lease payments on copier/scanner and 2 printers (new in 2021)

13.1.13 Total Expenditure - Equipment and Furnishings $14,213
13.1.14 Local Library Services Aid
Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.

Note: Explanations of some other issues with LLSA: 1. Breakdown of what was distributed: $49,560 (20% hold back from 2020-2021), $27,532 (Final 10% of 2020-2021), $230,456 (90% of 2021-2022). (Total is off by a dollar due to rounding) 2. There is a balance of $17,297 that was received, but not distributed. This was money released to WLS intended for MTV and then ordered by DLD to be held. We received an allocation modification that then adjusted our final 10% payment (made in 2022) to reduce our receipts by that amount to effectively eliminate the MTV allocation.

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

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

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

13.1.16 Total Expenditures - Grants for Member Libraries $0


13.1.18 Cash Balance at the Opening of the Fiscal Year $0

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

13.1.19 Total Allocation from 2021 - 2022 State Aid: $2,175,284

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) $2,175,284
13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) $84,006
Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.

"""NYS General Library Aid Budget Application Narrative 2021 includes Basic Library Aid; Supplemental Library Aid; Local Services Support Aid; and Local Library Services Aid - Total: $2,175,284

Resource Sharing - NYS Element #1 To help reach the goal to facilitate & encourage member libraries to make their full collections available by providing a centralized catalog that "we can trust" as well as the continued development of catalog entries for Spanish language materials the following was expended: Salaries and benefits for cataloging department staff [13.1.2-Professional Salaries: $234,890; 13.1.5-Benefits: $172,585]; office supplies [13.1.9-Supplies & Materials: $561]; and portion of office rent [13.1.7-Purchased Services: $49,654]. 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: For the support of the Career Coaching Services Program (formerly WEBS) that helps the un- and under-employed: portion of computer software for skill testing [13.1.7-Purchased Services: $256]; a portion of staff salaries [13.1.4-Other Salaries: $60,752; 13.1.5-Benefits: $35,515]; office supplies [13.1.9-Supplies & Materials: $1,443]; and portion of office rent [13.1.7-Purchased Services: $66,047]. 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: supplies [13.1.9-Supplies & Materials: $4,129]; and portion of office rent [13.1.7-Purchased Services: $51,513]. 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: a portion of staff salaries and benefits [13.1.2-Professional Salaries: $13,056; 13.1.5-Benefits: $9,584]; and portion of office rent [13.1.7-Purchased Services: $19,792]. Coordinated Services - NYS Element #6 To achieve the goal of providing technology to enhance library services, expenses included: office supplies [13.1.9-Supplies & Materials: $41]. Awareness & Advocacy - NYS Element #7 To help WLS achieve the goal of maintaining support for & increasing awareness of libraries, raising the profile of WLS advocacy on the website and via our Facebook account; expanding upon partnerships; continuing and providing social networking opportunities & special
events, the following administrative costs were expended: printing [13.1.7-Purchased Services: $1,016]; office supplies [13.1.9-Supplies & Materials: $874]; memberships to & sponsorships for professional organizations [13.1.7-Purchased Services: $12,805]; travel expense [13.1.11-Travel: $1,105].

Communication & Cooperative Efforts - NYS Elements #8 & 9 WLS encouraged learning about library issues & services by supporting communications. Expenses included: a portion of staff salaries that support a distribution service offered to local non-profits funded by the State or County [13.1.2-Professional Salaries: $5,354; 13.1.5-Benefits: $3,939]. Other - NYS Element #13 Remaining administrative costs encompass all of the above goals/intended results: a portion of salaries & benefits for administrative staff [13.1.2-Professional Salaries: $368,920; 13.1.4-Other Salaries: $168,571; 13.1.5-Benefits: $377,105]; building maintenance expenses-insurance [13.1.7-Purchased Services: $16,261]; other operating expenses [13.1.7-Purchased Services: $3,134]; professional fees for auditor, accountant, etc. [13.1.7-Purchased Services: $90,620]; furnishings over unit cost of $5,000 [13.1.13-Equipment: $14,212]; and distribution of Local Library Services Aid funds [13.1.14-LLSA Expenditures: $307,549] as follows: 1. Breakdown of what was distributed: $49,560 (20% hold back from 2020-2021),
$27,532 (Final 10% of 2020-2021), $230,456 (90% of 2021-2022). (Total is off by a dollar due to rounding) 2. There is a balance of $17,297 that was received, but not distributed. This was money released to WLS intended for MTV and then ordered by DLD to be held. We received an allocation modification that then adjusted our final 10% payment (made in 2022) to reduce our receipts by that amount to effectively eliminate the MTV allocation. """""""

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Reference: Education Law § 273(1)(b)
Commissioners Regulations 90.4

Central Library Services Aid is $0.32 per capita with a minimum amount of $105,000 and an additional $71,500. Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. See http://www.nysl.nysed.gov/libdev/clda/index.html for more information.

13.2.1-13.2.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).
13.2.1 Total Full-Time Equivalents (FTE) N/A
13.2.2 Total Expenditure for Professional Salaries N/A

13.2.3-13.2.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees (paid from CLSA funds).
### 13.2.3 Total Full-Time Equivalents (FTE)

N/A

### 13.2.4 Total Expenditures for Other Staff Salaries

N/A

### 13.2.5 Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds).

N/A

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

Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements. If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. **Expenditure Category**
   
   Commercial electronic content vendor contracts

   Note: Commercial electronic content vendors for 2021 includes: Linked In $27,500 Patient Education = $10,000 ProQuest = $28,500 Press Reader = $32,640 OverDrive Magazines = $45,000 Midwest = $118,942 Kanopy = $72,062

2. **Provider of Services**

   Various

3. **Expenditure**

   $334,644

1. **Expenditure Category**

   Consultant fees/professional fees

   Note: Commercial electronic content vendors for 2021 includes: Linked In $27,500 Patient Education = $10,000 ProQuest = $28,500 Press Reader = $32,640 OverDrive Magazines = $45,000 Midwest = $118,942 Kanopy = $72,062

2. **Provider of Services**

   Various

3. **Expenditure**

   $1,000

### 13.2.7 Total Expenditure - Purchased Services

$335,644
13.2.8 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.

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

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

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

13.2.9 Total Expenditure - Supplies and Materials $0

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

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

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

13.2.11 Total Expenditures - Travel $0

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

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

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

3. Unit cost N/A

4. Expenditure N/A

13.2.13 Total Expenditure - Equipment and Furnishings $0

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

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

1. Recipient N/A

2. Allocation N/A

3. Project Description (no more than 300 words) N/A

13.2.15 Total Expenditure - Grants to Central/Co-Central Libraries $0

13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15) $335,644

13.2.17 Cash Balance at the Opening of the Fiscal Year $192,239

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

13.2.17a CBA Cash Balance at the Opening of the Fiscal Year $5

13.2.17b CLDA Cash Balance at the Opening of the Fiscal Year 192,234.00
13.2.18 Total Allocation from 2021 - 2022
State Aid: $345,729

13.2.19 Total Available Before Expenditures
(total 13.2.17 + 13.2.18) $537,968

13.2.20 Cash Balance at the end of the
Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16) 202,324.00
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 SERVICES AID (CLSA) NARRATIVE 2021 [Central Library Services Aid Allocation = $345,729] WLS and Mount Vernon Public Library, WLS's Central Library, continued to provide the services noted below to the System and its member libraries in 2021:

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 to acquire on-line databases and other electronic resources and online content to be made available to all WLS member libraries for both onsite and remote access by patrons and library staff and provision of training on these materials. Resources were purchased to enhance collections for the eligible portion of electronic resources of non-fiction and foreign language materials available through Kanopy ($72,062 - CLSA Question 13.2.7-Purchased Services). Resources were purchased for online learning and other electronic resources ($334,644 - CLSA Question 13.2.7-Purchased Services) and training ($1,000 - CLSA Question 13.2.7-Purchased Services). Q13.2.7-Purchased Services = $334,644 for the following: Overdrive Magazines: $45,000; Press Reader: $32,640; ProQuest: $28,500; Patient Ed: $10,000; LinkedIn: $27,500; eligible portion of non-fiction and foreign language
Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

Beginning with 2021 report, Year 3 Adult and Family Literacy allocations and expenses should be included in Coordinated Outreach Services Aid.

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) .75

13.4.2 Total Expenditure for Professional Salaries $93,232

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) N/A

13.4.4 Total Expenditure for Other Staff Salaries N/A

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. $53,150

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

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

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.
1. Expenditure Category: Consultant fees/professional fees
2. Provider of Services: Various
3. Expenditure: $5,977

1. Expenditure Category: Institutional membership dues
2. Provider of Services: NYLA
3. Expenditure: $114

13.4.7 Total Expenditure - Purchased Services: $6,091

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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements. If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category: Office/library supplies and postage
2. Expenditure: $317

1. Expenditure Category: Office/library supplies and postage
2. Expenditure: $1,698

13.4.9 Total Expenditure - Supplies and Materials: 2,015
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.

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

1. Type of Travel
   N/A

2. Expenditure
   N/A

13.4.11 **Total Expenditure - Travel**

   $0

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

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.

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

N/A

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)

$154,488

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.

$9,828

13.4.18  Total Allocation from 2021 - 2022 State Aid:

$174,502

13.4.19  Total Available Before Expenditures (total 13.4.17 + 13.4.18)

$184,330

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

$29,842
13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

**Coordinated Outreach Services, 2021 Program Year** [Total: $174,502] 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. Key programming partnerships took place with the Medicare Rights Center, SUNY Purchase College (Great Potentials, JobStar), Family Services of Westchester, Senior Law Day Collaborative, Ossining Open Door/Communities that Care, Westchester County Reentry Task Force, the Westchester County Department of Community Mental Health and the Department of Senior Programs and Services, and WestCOP (Westchester Community Opportunity Program). Personnel expenses included salary and benefits for library staff totaling $93,232 - Question 13.4.2-Professional Salaries; $53,150 - Question 13.4.5-Benefits. WLS worked with library professionals to provide innovative training opportunities (and transition of services to a virtual platform) for member library administrators and staff to help them incorporate outreach policies and practices in their regular service delivery plans—such as empathy-driven approach to problems—($5,977 - Question 13.4.7-Purchased Services). WLS produced flyers, notices, announcements and other materials to alert member
libraries and the public to the availability of programs and services. Expenses included printing and related office supplies ($2,015 - Question 13.4.9-Supplies & Materials). Other expenses included reimbursement of system staff for organizational membership dues ($114 - 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 incarcerated individuals’ needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

13.5.1-13.5.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees

13.5.1 Total Full-Time Equivalents (FTE) N/A

13.5.2 Total Expenditure for Professional Salaries N/A

13.5.3-13.5.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees

13.5.3 Total Full-Time Equivalents (FTE) N/A

13.5.4 Total Expenditures for Other Staff Salaries N/A

13.5.5 Employee Benefits: Indicate the total expenditures for all system employee benefits N/A
13.5.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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**
   $1,412

13.5.7 **Total Expenditure - Purchased Services**

   $1,412

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

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

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

1. **Expenditure Category**
   Office/library supplies and postage
2. **Expenditure**
   $12,485

1. **Expenditure Category**
   Office/library supplies and postage
2. **Expenditure**
   $136
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<th>Description</th>
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<tr>
<td>13.5.9</td>
<td><strong>Total Expenditure - Supplies and Materials</strong></td>
<td>$12,621</td>
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<tr>
<td>13.5.10</td>
<td><strong>Total Expenditure (total 13.5.7, and 13.5.9)</strong></td>
<td>14,033.00</td>
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<td>13.5.11</td>
<td><strong>Cash Balance at the Opening of the Fiscal Year:</strong></td>
<td>$7,033</td>
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<td>13.5.11</td>
<td>NOTE: The opening balance must be the same as the closing balance from the previous year.</td>
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<tr>
<td>13.5.12</td>
<td><strong>Total Allocation from 2021 - 2022 State Aid</strong></td>
<td>7,818</td>
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<tr>
<td>13.5.13</td>
<td><strong>Total Available Before Expenditures (total 13.5.11 + 13.5.12)</strong></td>
<td>$14,851</td>
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<tr>
<td>13.5.14</td>
<td><strong>Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)</strong></td>
<td>$818</td>
</tr>
<tr>
<td>13.5.15</td>
<td><strong>Final Narrative:</strong> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.</td>
<td>County Jails: 2021 Program Year [Total: $7,818] WLS provided continuing collection development support to Westchester County Department of Corrections incarcerated individuals through Westchester Connections, a re-entry guide and web-based reference tool to support those formerly incarcerated, families and service providers; additionally, WLS provided resources for an incarcerated individuals book group and initial planning for a facility library ($1,412 - Question 13.5.2-Purchased Services; $12,621 - Question 13.5.4-Supplies &amp; Materials).</td>
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**State Correctional Aid**
THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

**Statutory**  Education Law § 285 (1)

**Reference:** Commissioners Regulations 90.14

The amount provided in Education Law is $9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at [www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://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)  .25

13.6.2 Total Expenditure for Professional Salaries  $25,017

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.

13.6.5 Employee Benefits  $7,290

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

Choose Y

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

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

1. Expenditure Category  Consultant fees/professional fees
2. Provider of Services  Avanti

3. Expenditure  $3,632

13.6.7 **Total Expenditure - Purchased Services**  3,632

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.

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

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

1. Expenditure Category  Books and other print materials

2. Expenditure  $13,390

13.6.9 **Total Expenditure - Supplies and Materials**  $13,390

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

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

1. Type of Travel  N/A

2. Expenditure  N/A

13.6.11 **Total Expenditure - Travel**  $0
13.6.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

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

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<td>1.</td>
<td>Type of item</td>
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<td>Quantity</td>
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<td>3.</td>
<td>Unit Cost</td>
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<td>4.</td>
<td>Expenditure</td>
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13.6.13 **Total Expenditure - Equipment and Furnishings**

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<td>$49,329</td>
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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.

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<td>$34,568</td>
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13.6.16 **Total Allocation from 2021 - 2022 State Aid:**

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<td>$30,615</td>
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13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)**

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<td>$65,183</td>
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13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**

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<td>$15,854</td>
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13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

State Correction Aid, 2021 Program Year [Total $30,615]
WLS continued to provide collection development support to the general incarcerated individuals' libraries at all three State facilities through the purchase of library materials ($13,390 - Question 13.6.9-Supplies & Materials) and exploration of new access services ($3,632 - Question 13.6.7-Purchased Services). During COVID-19 services were greatly curtailed but staff services re-started in 2021 ($25,017 - Question 13.6.2-Professional Salaries; $7,290 - Question 13.6.5-Benefits).

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 5 (2021).
14.1 Element 1: Resource Sharing - Results

Westchester Library System (WLS) Cataloging Services replaced the subject headings "Aliens" and "Illegal aliens" with "Noncitizens" in the WLS catalog during the summer of 2021, ahead of the Library of Congress, after securing the approval of the Public Library Directors Association (PLDA). Meetings were held with the National Maritime Historical Society in Peekskill, NY, to explore the possibility of having WLS Cataloging Services catalog the Society's book collection. Jill Davis, Director of Hendrick Hudson Free Library, was involved, as that library is a potential partner. Mr. Wray and Ms. Glazer cataloged a representative sample of the books, to help determine the scope of the work involved. A significant portion of the collection requires original cataloging. A relationship with the National Maritime Historical Society was solidified with a MOU that was signed in November 2021 to formalize how WLS and the Society will work together to include the Society's library collection in the WLS online catalog to make it accessible to all member library patrons and interlibrary loan. Mr. Wray and Cataloger Melissa Glazer began work on a large collection of Spanish primary readers owned by Port Chester-Rye Brook Public Library. These educational picture books help to teach young children about language, mathematics and other subjects. In addition to the usual materials, catalogers worked on a variety of projects throughout the year. Cataloger Qingshe Ren cataloged DVDs and Blu-rays; audiobooks;
Chinese books; and Japanese books. Cataloger Melissa Glazer cataloged French, Spanish, Italian and Russian books. Mr. Wray cataloged a guitar, educational kits, board games, a "concentration" game (created by children), music CDs, magazines, Korean, Italian and Spanish books. The variety of materials shows the diverse populations and interests that libraries serve. The WLS catalogers also continued to provide original cataloging for requests from a member library that cannot be filled by a MARC record from a vendor or by a bibliographic record found in the OCLC database. In 2021, ILL services had a busy year as member library requests continued to return to pre-Covid levels. Total requests received increased by almost 70% going from 4,192 to 7,104; and requests filled went from 2,902 to 4,899.
14.2 Element 2: Special Client Groups - Results

"Westchester Breathes/Resilience Coalition Facilitators Guide: The Mid Hudson Regional Youth Justice Initiative provided funds for a broad printing and distribution of the Westchester Resilience Coalition Facilitators Guide and a collection of suggested handouts. Printed materials were shared among agencies supporting trauma/resilience education across the Mid-Hudson area. Materials were also posted to the Westchester Resilience Coalition website.

BBM for Teens: Several libraries supported "A Quiet Space: Breath-Body-Mind Workshop for Teens." This two-session workshop is a response to concerns raised about teen stress in the current school year and will help assess opportunities for teen-directed programming in 2022. Funding was made possible by a dedicated grant for teen programming from Hope for Youth.

The Senior Law Day Collaborative provides access to the knowledge and guidance of more than 150 professionals focused on elder law and related topics, i.e., the concerns of older adults, caregivers and people with disabilities. The Collaborative's attorneys, financial planners, geriatric care managers, and other specialists deliver free community presentations and brief one-to-one consultations at Collaborative events throughout the year. During the pandemic, the collaborative moved from delivering in-person programming, most frequently at libraries, to producing bi-weekly webinars. WLS Public Innovation & Engagement
(PIE) helped guide the group in using the Zoom platform and continued to help with program coordination and moderation. The webinar topics listed below give a sense of the type of issues the Collaborative routinely addresses. Medicaid Home Care Services New Power Of Attorney Form In New York in 2021: What You Need To Know Asking The Right Questions: An Inclusive Approach To Estate Planning I Don't Want To Talk About It: The Most Frequently Overlooked Aspects Of End-of-life Planning How Do I Pay For Long-Term Care? Planning With And Without Long Term Care Insurance Should I Get A Will Or Trust? Who's Afraid of Probate? Legal & Health Concerns for Grandparents Raising Grandchildren Are you Looking to Sell your Home in the Midst of COVID-19? Housing Law And Eviction Prevention PIE Director Elena Falcone has served as a program co-chair for the last five years. The Department's contribution to this program include: hosting the project's website - seniorlawday.info; assisting with content production (e.g., video editing of webinars, layout of the annually-published Elder Law Q&A); providing reference and referral services through the website's ASK US feature; and developing and presenting programs related to topics such as health literacy and computer privacy. Webinars: Four webinars were produced, promoted, and posted. Topics included "67 decisions that need to be made when a death occurs," "Aging in place: options, choices and
affordability," "Making medical decisions for another," "Special needs planning and guardianship for persons with intellectual and developmental disabilities." Consumer guidance: Elena Falcone partnered with attorney and advocate Deborakh Truhowsky to develop and deliver a webinar on Oct 6 - "Making Tough Choices: Using Public Data and Good Questions to Compare Nursing Homes, Rehabilitation Centers, and Hospitals." In addition to the session's 23 attendees, the program was added to the website's growing collection of webinars. One-to-one assistance: Since being able to schedule an in-person outdoor event, assistance was offered to the more than 250 people in attendance. Among the featured speakers at the event was Elena Falcone (on resilience) and Krishna Horrigan (on VisionLabs).

Elder Law Q&A 22nd edition: Megan Brown provided a new, more readable, layout for the latest edition of this valuable consumer resource. The new English language edition is posted to the website; the Spanish edition will be similarly redesigned and posted before the end of the year. The new version will be available primarily online; a limited print run will be provided to WLS member libraries for reference and circulation. Continued work with the Collaborative supports WLS's ongoing relationship with the Westchester County Department of Senior Programs and Services (DSPS), a group that also participates in Senior Law Day programming. As a result of
this relationship, WLS also assisted the public and staff in securing vaccine appointments through DSPS channels. In addition, it supports WLS's position as a key resource for the County's older adults and helps promote other WLS programs--Westchester Seniors Out Speaking (WSOS), VisionLabs: Reading for a Lifetime, and Music and Memory at the Library.

Youth/Family Outreach
Throughout April, May, and June, five presentations were delivered to students and their families regarding the valuable e-resources they could access with a library card. These presentations focused heavily on the importance of literacy in learning as a whole, demonstrating how families can find materials (e-books, audiobooks, comics) that can help younger audiences build a love for reading. For the older students, more emphasis was placed on study help through Tutor.com/westchester. Parents and staff at these presentations were also shown resources like FirstFind.org where they could find support for job searching, adult learning, and accessing family benefits. The message was well-received, with the Greenburgh Eleven school making immediate plans to get all of their on-site high school and middle school students signed up for library cards through the Dobbs Ferry Public Library.

Adult Education
Starting in 2021, the new fully online high school equivalency preparation tool was implemented - EssentialEd - which includes "TABE Academy" and "TASC Academy." As a result, our adult education program - HSE Connect! - shifted from a
tutoring model to a coaching model. Once students are guided in the use of EssentialEd, their progress is monitored through the EssentialEd Instructor Panel. A coach connects with the student as appropriate (weekly or biweekly) to guide the review of content that has not been fully mastered and to offer encouragement. When time on task is evidently not taking place, students are helped to reassess and/or rededicate their ability to address their HSE goal as well as to connect to other services that can support their progress and needs, e.g., job search, social services. In April, there were 42 students enrolled on EssentialEd. A total of 31 volunteers were actively engaged, with some continuing to work one-to-one on other tasks such as core literacy. The HSE Connect! And Read Better programs continue with their work, with program content available online at firstfind.org. Monthly High School Equivalency (HSE) Information Session are held online, and students may also leave their name with our hotline to contact a Read Better program coordinator to find a study coach who can meet with the student online or by phone at a time that works for their schedule. Study coaches meet with students weekly, provide all the print study materials, and introduce library resources. Reentry Programming As part of our ongoing support of library services at the Westchester County Jail, WLS uploaded several of our publications—Guide to Getting Your High School Diploma, Job Search Toolkit (English and Spanish
versions), Westchester Reentry Task Force Resource Guide—to the tablets available to several units within the jail. WLS's work with the provider of the tablets (American Prison Data Systems a/k/a APDS) led to making graphic literature content available via their library card—in English and Spanish—from WLS and assured that security concerns were addressed and made library resources integral to jail orientation and pre-release programming. PIE staff provide staff training and commenced a Zoom-based book group in November. In addition, EssentialEd is also made available on the tablets used in the jail. Those participating in the jail's education programs are able to continue toward their high school equivalency goal by connecting with WLS's reentry services. Purchasing: Two of the three state correctional facilities were without a librarian who usually orders library materials. To help, PIE obtained resources from member library donations and selective purchasing of reading and other materials using WLS State correctional funds. Storytelling: PIE supported the work of Family Services of Westchester's EMERGE program to integrate a storytelling component into their programming. Involvement includes materials curation, modeling of storytelling techniques and planning for integration of this content onto the new tablets. RAP sheets: Collaboration with the County Jail and the Legal Aid Society of Westchester resulted in several new actions to educate current inmates, and those recently
released, on the importance of and steps to obtain, review and repair RAP sheets (record of arrests in prosecution). This effort expanded in importance in light of revised drug laws and is critical to removing barriers to housing and employment. The Career Coaching Services (CCS) continued to provide their Seminar, "Managing Your Career in Changing Times." This seminar was traditionally done in-person in five libraries throughout Westchester County, and consisting of eight sessions along with an orientation and individual participant sessions. Due to Covid-19, the program was redesigned, utilizing past materials, and changed to a virtual format. The new format offered three programs, each consisting of six virtual sessions, 90 minutes each, that included an individual orientation upfront to familiarize participants with the program content and logistics. The seminar ended with an individual session to address participants' specific career goals and needs. There were a total of 30 participants for the Winter Program with ten in each group. Feedback showed that 100% of participants responded that the virtual format worked well.

Phyllis Blake was hired as Director of CCS in September 2021, and the name of the program was changed to CCS from WEBS in 2021.

Westchester Seniors Out Speaking (WSOS) / Senior Benefits Individual Counseling (SBIC) WSOS, run by WLS since 2013, was reorganized to specifically focus on providing education information through our website and outreach and
use of the name of Senior Benefits Individual Counseling (SBIC). This year began with a continuation of the general pause on in-person Medicare counseling and community presentations which began with quarantine due to COVID-19 in early 2020. For the first two quarters of 2021, counseling activity was directed towards three volunteer coordinators via the SBIC helpline (phone and email). During the second quarter, the idea of reopening library counseling sites was entertained, which prompted a series of strategic meetings to discuss re-training volunteers, selecting library sites, preparing hardware and engaging volunteers in counseling activities via the helpline. Two counseling sites were chosen—the John C. Hart Memorial Library in Yorktown and Grinton I. Will Library Branch in Yonkers—for reopening late in the 3rd quarter. Throughout the third quarter, our core of 24 volunteers confirmed their commitment to providing 10 hours of service a month, spread between counseling hours, update meetings and training. A new part-time Program Coordinator, Amanda Goodstadt, was recruited from our volunteer pool, replacing two significant staff members who contributed to the program (Betsy Prokop and Marna Schirmer). The client reception at the sites was overwhelmingly positive. In the final quarter, active sites and the helpline prepared for the annual Open Enrollment Period (10/15-12/7). Promotion continued through social media, print materials and event tabling (Livable
Survey Report

Communities, Senior Law Day, Booming Better), Strategy meetings were held to determine the shape and size of the program for 2022, including the prospect of opening a third SBIC site (static or mobile), increasing volunteer ownership of the SBIC helpline, continued training, and eventually recruitment. WLS continued to work with the Westchester County Department of Mental Health to participate in Project Hope. The Westchester Crisis Counseling Team worked with organizations across Westchester to provide crisis counseling, resource referral and navigation, working with organizations such as Family Services of Westchester, NAACP of Peekskill, Hastings-on-Hudson and Katonah School Districts. There were six trained Crisis Counselors on the team (four bilingual). The WLS Team held weekly events at the Larchmont Public Library and at the Greenburgh Public Library. NY Project Hope's (NYPH) Westchester Crisis Counseling Team did a great amount of outreach in communities throughout Westchester and collaborated with many of the member libraries by holding groups and giving presentations. NYPH staff participated at Westchester's Salute to Seniors events; and this opportunity was used, not only to inform people about NYPH, but to let them know about all of WLS's offerings for the senior population. Through our helpline, the WLS team was able to provide digital access to remote students and seniors. Tables were set up at Farmers Markets throughout the...
county. WLS's participation with the NY Project Hope Program ended on August 20, 2021. A lot was learned about working with the Federal Emergency Management Agency (FEMA) and the NYS Office of Mental Health. The program was successful in deepening the relationship of the System and the libraries with our other partners as well as strengthening the role of the library to the public as a trusted resource for helpful, non-biased information. Although the telephone helpline did not receive a lot of traffic, the web content did; and the people that we did connect with were extremely pleased with the help provided. Highlights included: A woman suffering from the loss of her husband due to COVID was comforted by one of our counselors and referred to services in her community. This encounter also helped initiate the start of grief counseling groups in collaboration with other NY Project Hope Westchester agencies. A student with a difficult home life was provided with internet access and a mobile hotspot for remote learning. This was in collaboration with WLS's Digital Equity program. Working together with People USA, clinical help was found for a person suffering from PTSD (post traumatic stress disorder). Educating library communities on the importance of caring for their mental health during a pandemic through presentations given during related library programs. The content on the webpage will be maintained and will continue to provide guidance on
COVID-19 resources as well as health resources available in the community."
14.3 Element 3: Professional Development and Continuing Education - Results

Professional Development
Both Elena Falcone & Krishna Horrigan were accepted as "Trauma-Informed Champions" and participated in the Westchester County Trauma-Informed Learning Collaborative. This collaborative recognizes that translating the need to become trauma-informed into a comprehensive and actionable plan can be a daunting task for organizations and communities. Training leadership is being provided by the Institute for Trauma and Trauma-Informed Care (University of Buffalo). Their vision is to promote and support a shared approach for expanding and sustaining trauma-informed care throughout the county by: 1) offering a process, framework and tools for implementing and measuring trauma-informed care; 2) building a referral network of trauma-informed agencies within and across service sectors; and 3) forming a workgroup/cohort of trauma-informed Champions and organizations who work both independently and collectively toward necessary changes in practices, policies, and culture. PIE's intent is to integrate several aspects of this approach - trauma-informed care, motivational interviewing, empathy-driven problem solving, social justice - into a program that addresses the experiences of library staff serving the public. Director of Development Pat Brigham attended the virtual NYS Education Department Second Digital Equity Summit and facilitated one of its 11 breakout rooms. The Digital Equity Summit endeavors to establish a shared
understanding of digital inequity and create a joint vision toward achieving digital equity in New York State for all New Yorkers. The summits brought together education, government, community, and business partners to recommend next steps (both short-term and long-term) at all levels—federal, state, local, and organizational. With presentations by national speakers and breakout discussions, invited participants took part in facilitated small group discussions, sharing their ideas, expertise and experiences. A final report will help identify barriers to achieving digital equity and contain recommendations for action at federal, state, regional, local and organizational levels.

Continuing Education In collaboration with Manhattanville College, a series of 3 library author talks were presented and promoted among library staff and trustees as follows: Design Thinking for Libraries offered by Dr. Alison Carson, the Director of Manhattanville's Center for Design Thinking, was held as a WLS Trustee Institute and well attended. Social Poetics: Coronavirus Haiku, a conversation with Prof. Mark Nowak & the Worker Writers School, was an evening of exceptional poetry and stories from "frontline workers" during the COVID crises who shared their stories of isolation, survival, fear, joy, politics, race, and laughter. Author Lori Soderlind (Director of the Manhattanville College Master of Fine Arts Creative Writing Program) read from her new
The book, The Change, which tells the story of a journey in a trailer with an old dog, finding hope in despair and coming to terms with loss. Afterward, there was a discussion on the shifting identity of the United States, and how to find hope in times of struggle.

PROGRAMMING FOR OUTREACH AUDIENCES
Seniors with Low-Vision - Vision Labs: Due to COVID, there was a shift in priority for the Vision Labs project. Initial planning had centered around acquisition of hardware and space. After reconnecting with our contacts in low vision services, it was decided to provide virtual programs for library staff and patrons alike. In 2021, a VisionLabs guest presentation was held on BARD audiobooks attended by 25 librarians, and two desktop magnification units were received as donations from patrons of the John C. Hart Memorial Library. As libraries reopened their spaces and COVID restrictions were lifted, an in-person presence for the VisionLabs program was set up at the Yonkers Public Library Grinton I. Will Branch Library.
Element 5: Consulting and Development Services - Results

Manager of Cataloging Services Douglas Wray and Systems Librarian Lindsay Stratton worked with Scarsdale Public Library and the vendors Baker & Taylor and Brodart to ensure that Scarsdale's acquisitions process with the two vendors functions smoothly. In both cases, brief on-order MARC records representing materials purchased by either one of the vendors is provided to WLS Cataloging Services by the vendor. After reviewing and editing them to reflect local practices, they are added to the WLS catalog by WLS Cataloging Services. Patrons are able to see the titles in the catalog and place holds. The vendors subsequently provide full MARC records for the same titles that contain more complete data, making for fuller description and better discovery when searching. The WLS catalogers overlay the brief records with the full ones. At the point of ordering the titles, the library provides the vendor with information which allows the vendor to make the materials "shelf-ready": a member library's circulation staff no longer has to carry out processing, such as creating item records, applying bar codes, or even attaching spine labels. This custom service must be set up with input from a library, a vendor, WLS Cataloging Services and the Equinox Open Library Initiative. Getting it off the ground has been a challenge because of the necessary coordination of communication and information sharing between the four parties. Mr. Wray and Ms. Stratton participated in virtual meetings and email
discussions with all involved to arrive at a more routine way of navigating this process, especially as more member libraries gradually consider different plans with vendors.
Element 6: Coordinated Services - Results

Service Level Agreement (SLA): In follow-up to the audits done in 2020, the WLS IT Audit Group continued its work on the SLA. The WLS IT Audit Committee worked on the SLA for the Integrated Library System (ILS) and the new billing structure. The SLA was reviewed and modified by legal counsel. The new billing structure was reviewed with the Public Library Directors Association (PLDA) in March. This version takes into consideration PLDA's request to have the ILS service billed separately from all other WLS IT services in order to pave the way for an a la carte service model. The proposed model consists of 4 categories: ILS Maintenance, Network Managed Service, Device Support and Maintenance, and Wireless Service. While each category will be considered independently of each other, there are some uncontrollable overlaps. Efforts have been made to separate them as best as possible. Digital Content is not part of this model since WLS IT does not administer this service. In June, PLDA voted to approve the PLDA Finance Committee's recommendation to use Option B, which used the current model with the base membership and ILS maintenance factors combined, for the ILS Maintenance portion of the IT invoices for FY 2022. Information sessions were also held regarding the 2022 IT invoices. In the summer of 2021, the final version of the SLA was completed and presented to all libraries. WLS IT held multiple information sessions for library board members to
review and provide feedback on the new SLA. A total of 24 individuals attended representing 14 libraries and 10 staff members and 2 trustees representing WLS. Each library received a unique version of the SLA which covers their contracted services from WLS IT in 2022.

Upgrade to Windows 10: The IT Department began swapping out old Windows 7 computers with new Windows 10 computers in libraries. This process encountered different states of COVID in libraries—with some being closed and others open to patrons, and some with areas cordoned off to minimize contact with IT staff. The first phase of replacement focused on the reservation software computers at each library. Public computers were replaced in the first weeks of 2021. Virtual Desktop Infrastructure (VDI): The capital project to upgrade the VDI environment was completed. This new hardware will enable the installation of a newer version of VMware Horizon, which will allow for better performance and the installation of Windows 10 on virtual machines.

2021 Capital Fund Projects: The following projects were planned: replacement of WLS network equipment, replacement of the WLS vehicle for IT staff use in the field and replacement of aging hardware at the libraries. A new wireless system was installed in two-thirds of the libraries who are subscribing to the WLS IT Managed Wireless Service in 2022. However, the pandemic caused supply shortages, and the wireless networking equipment did not come in
until the end of the year. Therefore, the remainder of the main network redesign will take place in 2022 to allow the networking staff to dedicate all their attention to the project.

Library Data Specialist: This position went through two rounds of interviews, but unfortunately, a viable candidate was not found. The post is still. In the interim, WLS IT contracted with a development company for a trial period to try develop the library data dashboard—work duties which would have been part of the role of the Library Data Specialist. This project is not scheduled to launch until 2022.

Part-Time Support Technician: Recruitment and interviews took place in April, and Jorry Dorelian was hired and started working in mid-May on the evening and weekend shift.

IT Operations Manager: One key recommendation from the Operations Audit was the hiring of an IT Operations Manager to focus on the monitoring of the helpdesk system, to improve customer service performance with the member libraries and to expand and enhance the support documentation that will be created to help IT staff and member library staff in performing their daily activities. The job advertisement was posted in numerous online locations to maximize awareness of this employment opportunity to a diverse audience. Sites used to promote this job advertisement included the WLS website, NYLINE listserv, METRO Job Bank, Diversityjobs.com, Indeed.com, Nonprofit Westchester (NPW) Job Board, Facebook, Twitter and
LinkedIn. Numerous applications were received, and first round interviews began in mid-July. In early November, WLS welcomed Marcus Byers as our IT Operations Manager. Mr. Byers has over 12 years of experience in IT leadership roles and in fostering and sustaining change within an organization. New Helpdesk: The helpdesk system was deployed in early January 2021. Below are the current numbers of opened and closed work orders since using the new system.
Element 7: Awareness and Advocacy - Results

In support of New York Library Association's (NYLA) traditional Library Advocacy Day, a virtual Library Advocacy Visit was held on 2/26 for library trustees, directors and staff. Due to COVID-19, the meeting went virtual. Over 40 people in attendance met with their local State representatives. The meeting began with an overview of WLS system and member library services. Following the introduction, the meeting broke into two groups. NYS Legislators present included: Andrea Stewart-Cousins (35th Senate District); Jamaal Bailey (36th Senate District); Shelley Mayer (37th Senate District); Elijah Reichlin-Melnick (38th Senate District); Peter Harckham (40th Senate District); Nader Sayegh (90th Assembly District); Steven Otis (91st Assembly District); Thomas Abinanti (92nd Assembly District); Chris Burdick (93rd Assembly District); Kevin Byrne (94th Assembly District). Libraries shared specific stories (in some cases via video) of the creative solutions they found for providing their communities with what they needed to survive during COVID. A video recording of the event was posted to the WLS website. Those who could not attend were encouraged to use NYLA's Online Advocacy Center to send email messages and to share postings on social media in support of library aid. WLS Trustee Institute: WLS hosted a virtual Trustee Institute on 3/3 via Zoom with over 65 people joining in. Gerald (Jerry) Nichols of Library Consulting Services discussed
Trustee Roles & Responsibilities including the following topics: the job as a trustee and the obligations of the duty of care, loyalty & obedience; the roles of the director and the trustees; basics of library law and structure; and best practices for effective meetings. The video of Mr. Nichols' presentation and the slides that he followed were posted to the WLS website.

14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results

WLS's 62st Annual Meeting was held virtually for the second time via Zoom prior to our regular board meeting on 11/30. A recap of WLS services was given, and all were thanked for their continued support of WLS and the member libraries. Internally, WLS and the Public Library Directors Association (PLDA) worked together to complete the SLA. WLS promoted the Handbook for Library Trustees of New York State Bookclub with coauthors Jerry Nichols and Rebekkah Smith Aldrich. Program details were shared via the WLS Executive Director Report and all trustees were encouraged to join in.
14.9 Element 9: Cooperative Efforts with Other Library Systems - Results

WLS, the Mid-Hudson Library System (MHLS) and the Palmer School of Library & Information Science at Long Island University partnered to bring back the Advanced Certificate in Public Library Administration courses to the Hudson Valley. MHLS is serving as the host site for the 2021-2023 program. WLS had served as a host site for the program from 2016-2020. The Public Library Administrator's Certificate program consists of five courses that carry graduate academic credit and culminate in an Advanced Certificate in Public Library Administration recognized by the New York State Education Department. The New York Library Association (NYLA) held its first virtual Annual Conference from 11/5-6, with the theme of Strengthening Our Core. The conference was well attended, and a number of WLS Trustees participated.

Jennifer Brown, Executive Director of The Field Library in Peekskill, and Terry Kirchner, WLS Executive Director, gave a presentation on Leading the Library through Turbulent Times. The key objectives covered the following: help attendees better understand how work style influences reactions to change; identify typical responses to change; encourage use of bridges' transitions model to frame conversations about change; and explore strategies to help oneself and others better manage the change process. The presentation slides were posted to the WLS website as part of the online WLS Trustee Manual that was organized.
14.10 Element 10: Construction - Results

For the FY2021-2022 of NYS Public Library Construction Aid, the PLDA Grants Committee consisted of Chair Angela Groth, Director of the Ardsley Public Library, and committee members Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem); Beth Bermel, Director of Scarsdale Public Library; Cindy Rubino, Director of Lewisboro Library; Jennifer Daddio, Director of Somers Library; Andrew Farber, PLDA President and Director of Chappaqua Library. The Committee, along with Dr. Kirchner of WLS, met to review the 15 applications received. This year's allocation for WLS totaled $1,590,468, and the application request amounts totaled $1,267,269; therefore, all requests could be met and the request for Warner Library was increased, bringing the total of the recommended award amounts submitted to Albany as $1,292,269. Due to COVID-19, a number of Public Library Construction Aid projects from previous fiscal year cycles faced challenges with delays. WLS supplied assistance to those libraries with questions from Albany on how to move their projects forward to completion.
14.11 Element 11: Central Library - Results  
The WLS Central Library, Mount Vernon Public Library, was required by the NYS Library Division of Library Development (DLD) to complete its registration application, which was never completed after their budget went to a public vote. WLS assisted the library with initial and secondary reviews to help the library structure what it is that they needed to work on. The library needed to submit their materials to DLD to allow for State library staff to complete their review by March 31st. The library also needed to re-submit the financial sections of their NYS 2020 Annual Report because these sections were not accepted by DLD as originally submitted.

14.12 Element 12: Direct Access - Results  
The WLS Free Direct Access Plan approved in 2016 remains active. As part of the 2022-2026 WLS Plan of Service, a revised Free Direct Access Plan was approved by a majority of member libraries as of 7/8/21 and approved by the WLS Board on 9/28/21. The revised version will become effective as of 1/1/2022.
14.13 Element 13: Other Goal(s) - Results

"""In 2021, the WLS Headquarters did not officially close due to the Coronavirus (COVID-19) pandemic. However, WLS staff worked remotely from their homes, with a few staff members reporting to our Headquarters for brief periods of time to complete tasks that need to be done at the office. Weekly manager and staff meetings were scheduled and were a good way to connect with each other. WLS continued to assist with disseminating information about the various directives being received from NYS and how libraries fit, which was not always clear, especially at the beginning. The effects of the pandemic exposed Westchester's digital divide and emphasized the public library as a driving force in fostering digital equity and digital literacy. A grant for $158,700 from the Westchester Community Foundation's Covid-19 Relief Fund helped WLS to connect some of Westchester's neediest families with a Chromebook and an internet connection, provide basic training on how to use the device (following COVID-19 safety protocols) and support to access online information and resources with their library card. Westchester County Social Services/Department of Temporary Housing, Westchester County Head Start, and the Westchester County Reentry Task Force, all important WLS community outreach partners, assisted in identifying individuals and families to participate in this project. Needs ranged from a lack of a device in the household or inadequate devices for a family, poor or
no internet connection, and little or no technology skills. In fact, the majority of people served had no experience using a mouse or a keyboard—let alone the intricacies of using a browser, creating documents or even accessing an email account. Participating in the training sessions was a criterion for receiving the Chromebook and therefore required focused small group training. Presenting training in small groups, and using links for how-to videos and printed directions, addressed various learning styles. Where possible, trained agency partners were trained to work directly with clients. Many clients were not native English speakers. Recognizing that bilingual trainers were not available at the agencies, a team of TD Bank bilingual volunteers was enlisted to assist when possible, which eased the burden on an already overwhelmed staff at shelters and Head Starts. All participants were given a temporary library card, if needed, and were shown how to access online resources as part of the training. Overall, through this initiative, WLS distributed 268 Chromebooks with mice and cases and 200 WiFi devices with one-year subscription. Families in Temporary Housing: Activities took place at three Westchester Shelters located in Mount Vernon and White Plains. Job loss and housing issues exacerbated by the pandemic added families to Westchester's limited temporary housing. The Department of Social Services/Temporary Housing (DSS) facilitated connecting WLS staff with the shelters.
Although there were challenges - such as finding available community space at the shelter, shelter staff availability, and continued COVID restrictions - a series of small group training sessions was set up at the shelters at times that were convenient for the individuals receiving the devices. Most shelter families had a cell phone - which had been their only device for email, job, and housing search and to communicate with their counselors. Receiving a Chromebook provided a sense of personal agency, opened the door for new opportunities, easier access to tools and information they needed to meet their goals. Head Start Families: Training and Chromebook distributions took place at six member libraries in Ossining, Yonkers, Mamaroneck, Port Chester - Rye Brook, Mount Vernon, Peekskill (Field Library). The delay in procurement of Chromebooks and Wi-Fi connections due to the supply chain challenges early in the project gave this phase of the project a slow and often frustrating start. Our original plan to meet with families in their Head Start Center with their family advocate was no longer possible due to organizational transitions within the Head Start Centers, and Covid shutdowns. Without Head Start facilities open, it was challenging to update the list of families in need, locate a communal location for training and distribution, find Spanish translators, and make the connection to the families. These challenges did not deter; we pivoted to offer training at centrally located libraries.
coordinating with member library staff and Head Start staff. For example, at Yonkers Riverfront Library we arranged to meet with families prior to the Head Start Story Hour (a temporary Head Start program while they awaited re-opening). We continued to work closely with the Family Services of Westchester and their Community Engagement Manager. Reentry Individuals: In partnership with Westchester Reentry Task Force (WCRTF), WLS provided Chromebooks and training to WCRTF staff working directly with formerly incarcerated individuals. Battle of the Books competition was cancelled again in 2021 due to COVID-19. The decision was driven by restrictions of hosting a large gathering of over 300 individuals. The competition is expected to resume in 2022. 

15. Current system URL's

15.1 System Home Page URL  
https://www.westchesterlibraries.org/

15.2 URL of Current List of Members  
https://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/

15.3 URL of Current Governing Bylaws  

15.4 URL of Evaluation Form  
N/A

15.5 URL of Evaluation Results  
N/A
15.6 URL of Central Library Plan  

15.7 URL of Direct Access Plan  

16. Assurance and Contact Information  
CONTACT INFORMATION

16.1 Contact name (person completing report)  
Elise Burke

16.2 Contact telephone number (enter 10 digits only and hit the Tab key)  
(914) 231-3225

16.3 Contact e-mail address  
eburke@wlsmail.org

ASSURANCE

16.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)  
04/26/2022

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

16.5 The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).  
8/10/2022

Suggested Improvements

Library System  
Westchester Library System

Name of Person Completing Form  
Elise Burke
Phone Number and Extension (enter area code, telephone number and extension only):

9142313225

Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!