

Westchester Library System

Annual Report for Library Systems - 2023 (Public Library Systems 2023)

1. General System Information

System / Director Information

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](#) 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	01/01/2023
1.5	Ending Reporting Year	12/31/2023
1.6	Street Address	570 Taxter Road - Ste 400
1.7	City	Elmsford
1.8	Zip Code	10523
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	2337
1.10	Mailing Address	570 Taxter Road - Ste 400
1.11	City	Elmsford
1.12	Zip Code	10523
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	2337

1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(914) 674-3600
1.15	Fax Number (enter 10 digits only)	(914) 674-4185
1.16	System Home Page URL	www.westchesterlibraries.org
1.17	URL of the system's complete Plan of Service	https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLApprvd-2021-1022.pdf
1.18	Population Chartered to Serve (2020 Census)	1,004,457
1.19	Area Chartered to Serve (square miles)	431
1.20	Federal Employer Identification Number	131882114
1.21	County	Westchester
1.22	County (Counties) Served	Westchester
1.23	School District	Elmsford Union Free School District
1.24	First Name of System Director	Terry L
1.25	Last Name of System Director	Kirchner
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	24140
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(914) 231-3223
1.32	E-Mail Address of the System Director	tkirchner@wlsmail.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(914) 674-4185
1.34	Name of Outreach Coordinator	Krishna Brodigan

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. N

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 1
90.3(f) - Filled Position FTE

2.5	Public Library System Director per CR	0
90.3(f)	- Vacant Position FTE	
2.10	Certified Librarians - Filled Position(s)	8
FTE		
2.11	Certified Librarians - Vacant Position(s)	0
FTE		
2.12	Outreach Coordinator (certified) per CR	1
90.3 (1)(2)(iii)	- Filled Position FTE	
2.13	Outreach Coordinator (certified) per CR	0
90.3 (1)(2)(iii)	- Vacant Position FTE	
2.14	Total Certified Librarians - Filled	10.00
Position(s) FTE	(total questions 2.4 + 2.10 + 2.12)	
2.15	Total Certified Librarians - Vacant	0.00
Position(s) FTE	(total questions 2.5 + 2.11 + 2.13)	
2.16	Total Other Professional Staff - Filled	15.5
Position(s) FTE		
2.17	Total Other Professional Staff - Vacant	0
Position(s) FTE		
2.18	Total Other Staff - Filled Position(s) FTE	2.25
2.19	Total Other Staff - Vacant Position(s)	0
FTE		
2.20	Total Paid Staff - Filled Position(s) FTE	27.75
(total questions 2.14 + 2.16 + 2.18)		
2.21	Total Paid Staff - Vacant Position(s) FTE	0.00
(total questions 2.15 + 2.17 + 2.19)		

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current	\$55,000
Annual Salary		
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$217,335

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, 3.19 through 3.22)	1
3.24	Name of Central Library/Co-Central Libraries	Field Library

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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.	E
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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 2-17 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](#). Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. If you use the spreadsheet option the president will need to be added as it was in a separate group in the previous year reports. 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 | Karen |
| 3. | Last Name | Zevin |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | 176 Cleveland Drive |
| 7. | City | Croton-on-Hudson |
| 8. | Zip Code (enter five digits only) | 10520 |
| 9. | Office Held or Trustee | President |
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2022 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2026 |
| 14. | 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 |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/29/2022 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/03/2022 |
| 17. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Alice |
| 3. | Last Name | Joselow |

4.	Institutional Affiliation	Open Door Family Medical Center
5.	Professional Title	Behavioral Health Community Programs Coordinator and Coordinator of Ossining Communities That Care (OCTC)
6.	Mailing Address	38 Sunset Drive
7.	City	Ossining
8.	Zip Code (enter five digits only)	10562
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2023
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2027
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/31/2023
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/01/2023
17.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name	Robert
3.	Last Name	Cartolano
4.	Institutional Affiliation	Columbia University
5.	Professional Title	Associate Vice President, Technology and Preservation
6.	Mailing Address	40 Hickory Hill Rd
7.	City	Eastchester
8.	Zip Code (enter five digits only)	10709
9.	Office Held or Trustee	Trustee

10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2023
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2027
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/31/2023
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/01/2023
17.	Is this a brand new trustee?	Y

1.	Status	Filled
2.	First Name	Karen
3.	Last Name	Kelley
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired
6.	Mailing Address	46 Roma Orchard Road
7.	City	Peekskill
8.	Zip Code (enter five digits only)	10566
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2023
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2027
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/31/2023
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/01/2027

17.	Is this a brand new trustee?	N
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.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2019
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2023
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2019
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2019
17.	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.	Office Held or Trustee	Trustee

10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2019
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2023
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2019
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2019
17.	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.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2019
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2023
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2019
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2019

17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Wes
3.	Last Name	Iwanski
4.	Institutional Affiliation	Downtown Travel
5.	Professional Title	Vice President of Technology
6.	Mailing Address	9 Genessee Trail
7.	City	Harrison
8.	Zip Code (enter five digits only)	10528
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2020
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2024
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2020
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/30/2020
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Joseph
3.	Last Name	Puglia
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired
6.	Mailing Address	59 Avondale Road
7.	City	Yonkers
8.	Zip Code (enter five digits only)	10710
9.	Office Held or Trustee	Trustee

10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2020
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2024
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2020
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/30/2020
17.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name	Andrea
3.	Last Name	Zuckerman Bober
4.	Institutional Affiliation	CITI
5.	Professional Title	Contractor through Insys, Branded Cards Marketing Control
6.	Mailing Address	8 Old Oak Road
7.	City	Rye Brook
8.	Zip Code (enter five digits only)	10573
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2021
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2025
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2021

16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/25/2021
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Julie
3.	Last Name	Mills-Worthey
4.	Institutional Affiliation	N/A
5.	Professional Title	Attorney
6.	Mailing Address	151 Prospect Avenue
7.	City	Mount Vernon
8.	Zip Code (enter five digits only)	10550
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2021
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2025
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2021
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/07/2021
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Anthony
3.	Last Name	Amiano
4.	Institutional Affiliation	Wiley
5.	Professional Title	Manager, Global Communications
6.	Mailing Address	45 Entrance Way

- | | | |
|-----|--|------------|
| 7. | City | Valhalla |
| 8. | Zip Code (enter five digits only) | 10595 |
| 9. | Office Held or Trustee | Trustee |
| 10. | Term Begins - Month | May |
| 11. | Term Begins - Year (yyyy) | 2023 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2025 |
| 14. | 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). | No |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 05/30/2023 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/31/2023 |
| 17. | Is this a brand new trustee? | Y |

- | | | |
|-----|--|------------------|
| 1. | Status | Filled |
| 2. | First Name | Nishat |
| 3. | Last Name | Hydari |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | 14 Barron Circle |
| 7. | City | Chappaqua |
| 8. | Zip Code (enter five digits only) | 10514 |
| 9. | Office Held or Trustee | Trustee |
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2022 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2026 |
| 14. | 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 |

15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2022
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/03/2022
17.	Is this a brand new trustee?	N
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.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2022
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2026
14.	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
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2022
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/11/2022
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Diane
3.	Last Name	Tabakman
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A

6.	Mailing Address	3 Chadwick Road
7.	City	White Plains
8.	Zip Code (enter five digits only)	10604
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	September
11.	Term Begins - Year (yyyy)	2022
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2024
14.	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).	No
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	09/27/2022
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/21/2022
17.	Is this a brand new trustee?	Y

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

3.29 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, 2024, through December 31, 2024. 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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. 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.

1.	Status	Filled
2.	First Name	Andrew

3.	Last Name	Bell
4.	Institutional Affiliation	Westchester County Department of Mental Health
5.	Professional Title	Program Director, Community Support Services
1.	Status	Filled
2.	First Name	Barbara
3.	Last Name	Lambros
4.	Institutional Affiliation	Westchester County Reentry Task Force
5.	Professional Title	Westchester County Reentry Coordinator, Department of Community Mental Health
1.	Status	Filled
2.	First Name	Wendy
3.	Last Name	Armstrong
4.	Institutional Affiliation	VolunteerNY
5.	Professional Title	Director, RSVP of Westchester
1.	Status	Filled
2.	First Name	Diane
3.	Last Name	Poonai
4.	Institutional Affiliation	Westchester County Department of Senior Programs & Services
5.	Professional Title	HIICAP Coordinator / NYConnects
1.	Status	Filled
2.	First Name	Jennifer
3.	Last Name	Dadio
4.	Institutional Affiliation	Somers Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Sarah

3.	Last Name	Steckler
4.	Institutional Affiliation	Keane & Beane LTD
5.	Professional Title	Partner
1.	Status	Filled
2.	First Name	Nory
3.	Last Name	Padilla
4.	Institutional Affiliation	Westchester County Jail
5.	Professional Title	First Deputy Commissioner, Westchesster Department of Corrections
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 and Parenting Programs

4. Public Library System Transactions and Collections

Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	140
4.2	System Visits	3,000

CIRCULATION

4.3	Total Cataloged Book Circulation	4,824
4.4	Total Circulation of Other Materials	40
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	4,864
4.6	Use of Electronic Material	6,467
4.7	Successful Retrieval of Electronic Information	23

4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	6,490
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	11,331
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	11,354

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	129
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	129
4.16	Electronic Books	32,317
4.17	Local Electronic Collections	8
4.18	Total Number of NOVELny Databases	15
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	32,325
4.20	Audio - Downloadable Units	4,158
4.21	Video - Downloadable Units	1,441
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.)	5,383
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	43,322

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	11
4.25	Video - Physical Units	0
4.26	Other Non-Electronic Materials	51

4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	62
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	43,513

ROTATING COLLECTIONS/BOOK LOANS

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

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

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	No
g.	Media Booking	No
h.	Community Information	Yes
i.	Electronic Resource Management	No
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	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	939,276
5.9	Number of new titles added by the system in the reporting year	5,315
5.10	Number of Central Library Aid titles added in the reporting year	231
5.11	Number of new titles added by the members in the reporting year	37,968
5.12	Total new titles (total questions 5.9 through 5.11)	43,514

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) N

5.16 Number of titles in the system's union catalog 939,276

5.17	Number of holdings in the system's union catalog	3,271,726
5.18	Number of new titles added in the last year	43,514
5.19	Number of holdings added in the last year	236,619

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
------	---	---

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	902,867
------	--	---------

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	2,832
5.26	Total items received (borrowed)	4,603
5.27	Total requests provided (loaned) unfilled	1,118

5.28	Total requests received (borrowed unfilled	1,817
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	10,370

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)	264
------	---	-----

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	1
5.33	Number of participants	12

Continuing Education Cont.

Technology

5.34	Number of sessions	92
5.35	Number of participants	586

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	0
5.39	Number of participants	0

Management & Supervisory

5.40	Number of sessions	2
5.41	Number of participants	20

Planning and Evaluation

5.42	Number of sessions	0
5.43	Number of participants	0

Awareness and Advocacy

5.44	Number of sessions	6
5.45	Number of participants	124

Trustee/Council Training

5.46	Number of sessions	2
5.47	Number of participants	63

Special Client Populations

5.48	Number of sessions	2
5.49	Number of participants	54

Children's Services/Birth to Kindergarten

5.50	Number of sessions	0
5.51	Number of participants	0

Children's Services/Elementary Grade Levels

5.52	Number of sessions	8
5.53	Number of participants	145

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	7
5.55	Number of participants	105

General Adult Services

5.56	Number of sessions	222
5.57	Number of participants	535

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

1. Topic Annual reports

2. Number of sessions 2

3. Number of participants 15

1. Topic Public library construction aid

2. Number of sessions 2

3. Number of participants 12

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) 346

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) 1,671

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

Indicate which consulting and technical assistance services the system provides (check all that apply).

Note: If "Other" is selected, please add a Note of explanation.

5.63	Consulting with member libraries and/or branches on grants, and state and federal funding	Y
5.64	Consulting with member libraries and/or branches on funding and governance	Y
5.65	Consulting with member libraries and/or branches on charter and registration work	Y
5.66	Consulting with member libraries and/or branches on automation and technology	Y
5.67	Consulting with member libraries and/or branches on youth services	Y
5.68	Consulting with member libraries and/or branches on adult services	Y
5.69	Consulting with member libraries and/or branches on physical plant needs	Y
5.70	Consulting with member libraries and/or branches on personnel and management issues	Y
5.71	Consulting with state and county correctional facilities	Y

5.72	Providing information to local, county, and state legislators and their staffs	Y
5.73	Providing system and member library information to the media	Y
5.74	Providing website development and maintenance for member libraries	Y
5.75	Other Consulting and Technical Assistance Services not listed above - Add Note	Y

REFERENCE SERVICES

5.76	Total Reference Transactions	0
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Special Clients / Fees

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.77 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

5.78	Number of BOOKS BY MAIL loans	0
5.79	Number of member libraries with Job/Education Information Centers or collections	14
5.80	Number of State Correctional Facilities libraries served	3
5.81	Number of County Jails libraries served	1

5.82	Number of institutions served other than jails or correctional facilities	0
5.83	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	Community Outreach Partner updates and consultations
2.	Number of facilities/institutions served	15
5.84	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 5.85.	N
5.85	Description of fees	N/A

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y
1.	County Name	Westchester
2.	Amount	\$1,282,677
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y
6.2	Total County Funding	\$1,282,677
6.3	All Other Local Public Funds	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$1,282,677

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$376,382
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6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$188,302
6.11	Correctional Facilities Library Aid	\$31,827
6.12	County Jails Library Aid	\$8,754
6.18	Local Library Services Aid - Kept at System	\$43
6.19	Local Library Services Aid - Distributed to Members	\$277,979
6.20 6.19)	Total LLSA (total questions 6.18 and 6.19)	\$278,022
6.21	Local Services Support Aid	\$207,111
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,672,710
6.27	Public Library System Supplementary Operational Aid	\$220,341

State Aid

6.36	Special Legislative Grants and Member Items	\$0
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0

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

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	Love Your Library
2.	Amount	\$7,111

6.43 Total Other State Aid (total question #2 of Repeating Group #9 above) \$7,111

6.44 **Total State Aid Receipts** (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43) \$2,990,560

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. N

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

1.	Funding Source	N/A
2.	Amount	\$0

Federal Aid / Contracts

6.47 Total Other Federal Aid (total questions #2 of Repeating Group #10 above) \$0

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$0

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	Member libraries
2.	Contracted Service	Technology-related services
3.	Total Contract Amount	\$2,684,088

6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$2,684,088
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MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$56,328
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6.53	Income from Investments	\$43,624
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Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	\$0
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6.55	Equipment	\$0
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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
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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	Movie licensing
----	------------------	-----------------

2.	Amount	\$12,284
----	--------	----------

1.	Receipt category	Connect Westchester
----	------------------	---------------------

2.	Amount	\$3,000
----	--------	---------

1.	Receipt category	Cataloging services for National Maritime Historical Society
----	------------------	--

2.	Amount	\$3,005
----	--------	---------

1.	Receipt category	Insurance reimbursements
----	------------------	--------------------------

2.	Amount	\$2,473
----	--------	---------

1.	Receipt category	Long Island University - Palmer School
2.	Amount	\$29,150
1.	Receipt category	Fines and fees for member libraries
2.	Amount	\$11,719
1.	Receipt category	New Rochelle Public Library - Job Skills Program
2.	Amount	\$21,840
1.	Receipt category	Erate
2.	Amount	\$131,043

6.57 Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) \$214,514

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$314,466

6.59 **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58) \$7,271,791

6.60 **BUDGET LOANS** \$0

Transfers / Grand Total

TRANSFERS

6.61 Transfers from Capital Fund (Same as question 9.6) \$0

6.62 Transfers from Other Funds \$0

6.63 **Total Transfers** (total questions 6.61 and 6.62) \$0

6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.) \$2,261,708

6.67 GRAND TOTAL RECEIPTS, BUDGET \$9,533,499
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 Certified Librarians	\$940,708
7.2	Other Staff	\$1,258,779
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$2,199,487
7.4	Employee Benefits Expenditures	\$975,701
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$3,175,188

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$19,774
7.7	Electronic Materials Expenditures	\$998,867
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$1,018,641

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$277,979
7.11	Central Library Services Aid (CLSA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$7,111
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$0

7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$285,090
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$0
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$285,090

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$159,707
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$159,707

Capital Cont. / Operation and Maintenance / Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$98,603
7.29	From Other Funds (71OF)	\$61,104
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$159,707

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$0
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$386,094
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$386,094

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$1,646
7.37	Office and Library Supplies	\$8,045
7.38	Equipment	\$0
7.39	Telecommunications	\$479,637
7.40	Publicity and Printing	\$49,113
7.41	Travel	\$91,590
7.42	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$439,911
7.43	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$18,361
7.44	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? Enter Y for Yes, N for No.	Y

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

1.	Expense category	Retirees
2.	Amount	\$361,014
1.	Expense category	Equipment re
2.	Amount	\$3,348
1.	Expense category	Software mai
2.	Amount	\$647,511
1.	Expense category	Meetings Inh
2.	Amount	\$5,964
1.	Expense category	Misc
2.	Amount	\$2,584
1.	Expense category	Bank fees
2.	Amount	\$2,571
1.	Expense category	OCLC charges

2.	Amount	\$106,872
1.	Expense category	Payroll proc
2.	Amount	\$12,630
1.	Expense category	Delivery ser
2.	Amount	\$444,813
1.	Expense category	Copier lease
2.	Amount	\$10,366

Miscellaneous Cont. / Contracts / Debt Service

7.45	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$1,597,673
7.46	Total Miscellaneous Expenses (total questions 7.36 through 7.44 and 7.46)	\$2,685,976

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

7.47 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

7.48	Total Contracts (total question #3 of Repeating Group #14 above)	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.49	From Local Public Funds (73PF)	\$0
7.50	From Other Funds (73OF)	\$0
7.51	Total Capital Purposes Loans (total questions 7.49 and 7.50)	\$0

Transfers

Other Loans

7.52 Other Loans \$0

7.53 **Total Debt Service** (total questions 7.51 and 7.52) \$0

7.54 **TOTAL DISBURSEMENTS - Total** \$7,710,696
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, 7.46, 7.48, and 7.53)

TRANSFERS

Transfers to the Capital Fund

7.55 From Local Public Funds (76PF) \$0

7.56 From Other Funds (76OF) \$0

7.57 **Total Transfers to Capital Fund** (total questions 7.55 and 7.56; same as question 8.2) \$0

7.58 **Total Transfers to Other Funds** \$0

7.59 **Total Transfers** (total questions 7.57 and 7.58) \$0

7.60 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.54 and 7.59) \$7,710,696

Cash Balance / Grand Total / Audit / Bank Balance

7.61 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2023)** \$1,822,803

7.82 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.60 and 7.61) \$9,533,499

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)	05/05/2023
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/02/2022-12/31/2022
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	\$2,100,507
1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	\$100,851

7.86	Total Bank Balance (total question #2 of Repeating Group #15)	\$2,201,358
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7.87	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	Y
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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 7.57)	\$0

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	\$0
-----	-------------------------------------	-----

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4	Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	N
-----	--	---

1.	Contracting Agency	N/A
2.	Amount	N/A

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** \$45,461

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$45,461

8.9 **CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2023.** (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.) \$1,711,108

Grand Total

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$1,756,569

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 (Same as question 6.61)	\$0
9.7	TOTAL NONPROJECT EXPENDITURES	\$0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$0
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2023, for Public Library Systems)	\$1,756,569
Grand Total		
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$1,756,569

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2024 - December 31, 2024

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$7,341,000
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, 2024 must be the same as the December 31, 2023, closing balance reported on Q7.61 of the 2023 annual report)	\$1,822,803
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$9,163,803

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements	\$7,909,500
	(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)	
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year	\$1,254,303
	(For Public Library Systems, balance as of December 31, 2024)	
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance	\$9,163,803
	(total questions 12.6 through 12.8)	

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	\$1,756,569
	(For Public Library Systems, opening balance on January 1, 2024, must be the same as the December 31, 2023, closing balance reported on Q9.9 of the 2023 annual report)	
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$1,756,569

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	\$1,756,569
	(For Public Library Systems, December 31, 2024)	

12.16 Grand Total Capital Fund \$1,756,569
Disbursement, Transfers, and Balance (Sum of
questions 12.14 and 12.15)

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

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

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

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

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

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

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

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

13.1.1 Total Full-Time Equivalents (FTE) 4

13.1.2 Total Expenditure for Professional Salaries \$510,522

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

13.1.4 Total Expenditure for Other Staff Salaries \$289,374

13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits. \$780,012

13.1.6 Purchased Services: Did the system expend funds for purchased services? Y
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, 2 and 3 of one repeating group.

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Madison Properties - 570 Taxter Rd, Elmsford, NY 10523

3. Expenditure \$225,267

1. Expenditure Category Telecommunications

2. Provider of Services Verizon Wireless

3. Expenditure \$4,518

1. Expenditure Category Other (specify using Note field)

2. Provider of Services Quadient

3. Expenditure \$8,578

1. Expenditure Category Other (specify using Note field)

2. Provider of Services Multiple software subscriptions - see notes

3.	Expenditure	\$71,380
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Multiple publicity & awareness related service providers - see notes
3.	Expenditure	\$11,827
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Multiple staff and member library training service providers - see notes
3.	Expenditure	\$5,993
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Multiple service providers - see notes
3.	Expenditure	\$15,429
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Clancy
3.	Expenditure	\$720
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Dorilynn Ferrara / Francine Feuerman
3.	Expenditure	\$24,980
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Queens Library
3.	Expenditure	\$340
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Shred-It
3.	Expenditure	\$573

1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Multiple service providers - see notes
3.	Expenditure	\$25,619
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	ADP
3.	Expenditure	\$9,328
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	JMT
3.	Expenditure	\$41,828
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	TD Bank
3.	Expenditure	\$150
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Multiple service providers - see notes
3.	Expenditure	\$14,372

13.1.7 Total Expenditure - Purchased Services **\$460,902**

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? **Y**
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	Books and other print materials
----	----------------------	---------------------------------

2.	Expenditure	\$1,501
1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$11,694

13.1.9 Total Expenditure - Supplies and Materials \$13,195

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	\$21,141

13.1.11 Total Expenditures - Travel \$21,141

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	Laptops
2.	Quantity	12
3.	Unit Cost	\$1,442
4.	Expenditure	\$17,304

1.	Type of Item	Carpet cleaner
2.	Quantity	1
3.	Unit Cost	\$275
4.	Expenditure	\$275

1.	Type of Item	Coffee machine
2.	Quantity	1
3.	Unit Cost	\$486
4.	Expenditure	\$486

1.	Type of Item	Tablet
2.	Quantity	1
3.	Unit Cost	\$717
4.	Expenditure	\$717
1.	Type of Item	Postage machine
2.	Quantity	1
3.	Unit Cost	\$470
4.	Expenditure	\$470
1.	Type of Item	Copier
2.	Quantity	1
3.	Unit Cost	\$10,366
4.	Expenditure	\$10,366

13.1.13 Total Expenditure - Equipment and Furnishings **\$29,618**

13.1.14 Local Library Services Aid **\$277,961**
Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.

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

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

1.	Recipient	Love Your Library
2.	Allocation	\$7,111
3.	Project Description (no more than 300 words)	

13.1.16 Total Expenditures - Grants for Member Libraries **\$7,111**

13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16) **\$2,389,836**

13.1.18 Cash Balance at the Opening of the Fiscal Year \$417,626

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

13.1.19 Total Allocation from 2023 - 2024 State Aid: \$2,378,184

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) \$2,795,810

13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) \$405,974

13.1.22 Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.

Most critical - employment of 7 key staff members including members of administrative, cataloging and outreach teams. In Admin, the employees whose positions are funded by these funds carry out all the duties required to operate the library system including, but not limited to managing staff and facilities, paying bills, receiving revenues, interfacing with system Board, library Boards and Directors, and setting strategic directions for the organization. In Outreach, these funds support working with the member libraries and the public on services targeted to at-risk youth populations as well as working directly with Library Directors on Construction Aid grant applications. In Cataloging, the staff employed with these funds play critical roles in loading and enhancing catalog records to establish and improve the discoverability of the collections held at the member libraries. Also funded through these funds:

- o Rent o Office Maintenance**
- o Laptops for Admin, CCS and Cataloging o Basic office supplies, photocopier, professional printing o**
- Publicity and sponsorship of community events o Staff attendance at library industry trade shows (NYLA, ALA) o Staff training (HIIPA, trustee training) o Memberships in professional organizations (METRO, ALA, AFP, PULISDO, West. Womens Agd, HVGCC, SHRM, NYLA, WC Hist. Soc.) o**
- Staff Uniforms o Finance**

management software o
 Financial audit services o
 Communications - Patron
 Point, Constant Contact and
 Zoom o Benefits
 management services o
 Payroll processing o
 Insurance (General, D&O,
 Cyber, Prof. Liab)

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: 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) 0

13.2.2 Total Expenditure for Professional Salaries \$0

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) 0

13.2.4 Total Expenditures for Other Staff Salaries \$0

13.2.5 Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds). \$0

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 |
| 2. | Provider of Services | Multiple service providers - see notes |
| 3. | Expenditure | \$412,865 |

13.2.7	Total Expenditure - Purchased Services	\$412,865
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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.	Y
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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 | Other (specify using Note field) |
| 2. | Expenditure | \$3,150 |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Expenditure | \$169 |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Expenditure | \$298 |

13.2.9	Total Expenditure - Supplies and Materials	\$3,617
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13.2.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	N
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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. N

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

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

13.2.13 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. N

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

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

13.2.15 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) \$416,482

13.2.17 Cash Balance at the Opening of the Fiscal Year 285,035.00

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

13.2.18 Total Allocation from 2023 - 2024 State Aid: \$376,382

13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18) \$661,417

13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16) 244,935.00

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

Online Content o X-Plain
Patient Portal (medical) o
LinkedIN Learning o
Proquest Syndetics Unbound
(Catalog reviews and cover
art) o Tutor.com (to support
adult learning) o Overdrive
Magazines o Eligible titles
from Hoopla and Kanopy
Resources and services
brochures

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1 Total Full-Time Equivalents (FTE) 1.5

13.4.2 Total Expenditure for Professional Salaries \$137,887

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) 0

13.4.4 Total Expenditure for Other Staff Salaries \$0

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$45,582

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
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2.	Provider of Services	Rebecca Mazin; Full Deck Design
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3.	Expenditure	\$6,941
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1.	Expenditure Category	Other (specify using Note field)
----	----------------------	----------------------------------

2.	Provider of Services	
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3.	Expenditure	\$862
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1.	Expenditure Category	Telecommunications
----	----------------------	--------------------

2.	Provider of Services	Verizon Wireless
----	----------------------	------------------

3.	Expenditure	\$9,199
----	-------------	---------

1.	Expenditure Category	Other (specify using Note field)
----	----------------------	----------------------------------

2.	Provider of Services	
----	----------------------	--

3.	Expenditure	\$1,381
----	-------------	---------

1.	Expenditure Category	Other (specify using Note field)
----	----------------------	----------------------------------

2.	Provider of Services	
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3.	Expenditure	\$120
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1.	Expenditure Category	Other (specify using Note field)
----	----------------------	----------------------------------

2.	Provider of Services	
----	----------------------	--

3.	Expenditure	\$99
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1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	
3.	Expenditure	\$70

13.4.7	Total Expenditure - Purchased Services	\$18,672
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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.

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	\$391
----	-------------	-------

1.	Expenditure Category	Books and other print materials
----	----------------------	---------------------------------

2.	Expenditure	\$929
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13.4.9	Total Expenditure - Supplies and Materials	1,320
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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	System staff
----	----------------	--------------

2.	Expenditure	\$2,099
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13.4.11	Total Expenditure - Travel	\$2,099
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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	Laptops
2.	Quantity	\$6
3.	Unit Cost	\$1,533
4.	Expenditure	\$9,198

13.4.13 Total Expenditure - Equipment and Furnishings \$9,198

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. N

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

1.	Recipient	N/A
2.	Allocation	N/A
3.	Description of Project	

13.4.15 Total Expenditure - Grants to Member Libraries \$0

13.4.16 Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15) \$214,758

13.4.17 Cash Balance at the Opening of the Fiscal Year \$26,528

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

13.4.18 Total Allocation from 2023 - 2024 State Aid: \$188,302

13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18) \$214,830

13.4.20 Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16) \$72

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.

- Employment of Outreach staff - critical roles in the coordination and execution of outreach programs designed to engage at-risk populations including, but not limited to: youth, justice-impacted, homebound, elderly, low/no-literacy, GED-seeking, job-seeking individuals.
- Essential Ed Software
- Laptops for Outreach staff
- Cell phone / data service for outreach staff
- Zoom for outreach staff
- Springshare Libanswers
- FindFind Hosting and Maint
- Attendance at ALA and NYLA
- Membership to ProLiteracy
- Contractors for BBM
- Background checks for volunteers

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference:	Education Law § 285(2)
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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)	0
13.5.2	Total Expenditure for Professional Salaries	\$0

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)	0
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13.5.4 Total Expenditures for Other Staff Salaries \$0

13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits \$0

13.5.6 **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 Commercial electronic content vendor contracts

2. Provider of Services Supersummary

3. Expenditure \$36

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3. Expenditure \$2,011

1. Expenditure Category Printing

2. Provider of Services

3. Expenditure \$497

13.5.7 **Total Expenditure - Purchased Services** \$2,544

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. 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 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 | \$6,210 |

13.5.9	Total Expenditure - Supplies and Materials	\$6,210
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13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 8,754.00

13.5.11	Cash Balance at the Opening of the Fiscal Year:	\$0
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NOTE: The opening balance must be the same as the closing balance from the previous year.

13.5.12	Total Allocation from 2023 - 2024 State Aid	\$8,754
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13.5.13	Total Available Before Expenditures (total 13.5.11 + 13.5.12)	\$8,754
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13.5.14	Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)	\$0
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13.5.15	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	<ul style="list-style-type: none"> • Books for county correctional facilities • Book reviews subscription for CF librarians • ComicsPlus • LibAnswers • Connections Guide printing • Connections site maint
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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 for more information.

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

13.6.1	Total Full-Time Equivalents (FTE)	0.75
13.6.2	Total Expenditure for Professional Salaries	\$14,490

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3	Total Full-Time Equivalents (FTE)	0
13.6.4	Total Expenditure for Other Staff Salaries	\$0

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,921

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	Buetti
3.	Expenditure	\$40
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Baker & Taylor
3.	Expenditure	\$81
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Springshare
3.	Expenditure	\$494
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Ramapo Catskill Library System

3.	Expenditure	\$74
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13.6.7	Total Expenditure - Purchased Services	689
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13.6.8 **Supplies and Materials:** Did the system Y
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
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2.	Expenditure	\$5,771
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1.	Expenditure Category	Other (specify using Note field)
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2.	Expenditure	\$1,799
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13.6.9	Total Expenditure - Supplies and Materials	\$7,570
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13.6.10 **Travel Expenditures:** Did the system N
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
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2.	Expenditure	N/A
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13.6.11	Total Expenditure - Travel	\$0
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13.6.12 **Equipment and Furnishings:** Did the N
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

13.6.13 Total Expenditure - Equipment and Furnishings 0.00

13.6.14 Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13) \$28,670

13.6.15 Cash Balance at the Opening of the Fiscal Year: \$9,709

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

13.6.16 Total Allocation from 2023 - 2024 State Aid: \$31,827

13.6.17 Total Available Before Expenditures (total 13.6.15 + 13.6.16) \$41,536

13.6.18 Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14) \$12,866

<p>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</p>	<ul style="list-style-type: none"> • Portions of system staff that support state corrections operations • Books for state correctional facilities • Re-entry brochures • Staff training
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14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 2 (2023).

<p>14.1 Element 1: Resource Sharing - Results</p>	<p>Systemwide Teen Job Search workshop facilitated by WLS Career Coaching Services in cooperation with 19 member libraries WLS Cataloging staff noted expanded activities related library of things cataloging for items such as musical instruments, nature backpacks, and take home learning kits</p>
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14.2 Element 2: Special Client Groups -
Results

Expanded tabling activities at events frequently attended by Spanish speaking families
Expanded college guidance programming, especially focused on 1st generation students of Spanish speaking families
Senior Law Day Collaborative through WLS
Outreach staff was able to deliver a six-program series in Spanish Reconnect with Tech digital skills program for formerly incarcerated individuals was hosted at six locations including several member libraries
WLS worked with the Great Potentials program to host New Rochelle Public Library site visit and to host the Annual Great Potentials College for a Day event at SUNY Purchase. Over 120 youth participated in these events.
WLS Career Coaching Services facilitated a Teen Job Fair workshop for the White Plains Youth Bureau
WLS Outreach redesigned and updated the Senior Law Day Collaborative website
WLS Outreach participated in the redesign of the Elder Law Q & A website and print brochures
WLS Outreach hosted a book donation drive to support "free libraries" at adult and family shelters, Westchester County Jail, and Westchester County Department of Social Services offices and waiting rooms

14.3 Element 3: Professional Development
and Training - Results

Job Skills Toolkit workshops held for member library staff to increase awareness of the career coaching and job skills resources available WLS Outreach hosted library staff workshop focused on local services available to patrons experiencing homelessness WLS hosted presenter David Vinjamuri, author of Library Space Planning: A PLA Guide. Presentation encouraged libraries to discover the "hidden needs" of their community and adjust library spaces accordingly WLS Trustee Institute on Understanding Mass Communication and Today's Challenges explored ways to prepare and activate a crisis communications plan

14.4 Element 4: Consulting and Development
Services - Results

WLS Career Coaching Services expands the individual assessment option as a standard service WLS Career Coaching Services launched new workshops: Latest Trends in Resumes; Fighting Ageism; Unleashing Career Opportunities Through Networking; and Creating a LinkedIn Profile with Impact WLS Career Coaching Services hosted 3 Speakers Series events: The Hiring Process from Job Development to Placement; Projecting Power and Presence; and Using AI for Career Search Resources

14.5 Element 5: Coordinated Services for Members - Results

All WLS supported member library staff workstations updated to include Office365 Aspen Discovery layer added to the online catalog/ILS with a unique instance for each member library, allowing for more user enhanced search and retrieval experience of physical and digital content WLS sponsored 2 LinkedIn Bootcamps to help individuals develop a stronger online professional profile and network WLS IT completed a systemwide network and hardware upgrade

14.6 Element 6: Awareness and Advocacy - Results

WLS Outreach staff provided library services and resources review sessions for staff of Westchester County's Department of Social Services WLS was a sponsor of the Westchester Women's Summit Redesign and update of the Westchester Connections website <https://connections.westchesterlibraries.org> and the Welcome Back brochure focused on supporting justice-impaired individuals WLS Outreach staff tabled at the Northern and Southern BOCES Joint Annual School Library Systems Conference to foster greater awareness of public libraries and the ways that public libraries support school libraries WLS was a sponsor of the 2023 Nonprofit Leadership Summit WLS Career Coaching Services website is redesigned and updated

14.7	Element 7: Communication Among Member Libraries and/or Branch Libraries - Results	WLS begins a member library survey to collect information about systemwide programming and collection challenges - both formal and informal challenges
14.8	Element 8: Collaborative Efforts with Other Library Systems - Results	Partnered with Ramapo Catskill Library System, Mid-Hudson Library System, and Southeastern New York Library Resource Council to promote the regional ConnectALL listening sessions WLS, Ramapo Catskill Library System and Mid-Hudson Library System collaborated to host the Southern Regional Correctional Facility Conference Partnered with Ramapo Catskill Library System, Mid-Hudson Library System, and Southeastern New York Library Resource Council to promote the regional Digital Navigators of the Hudson Valley
14.9	Element 9: Other - Results	WLS served as a founding organization of the Westchester Digital Inclusion Coalition WLS Employee Handbook is updated and revised using a DEI framework/approach
14.10	Element 10: Construction - Results	Supported member libraries in initiating \$1.6 million in new projects and completing existing projects supported by Public Library Construction Aid funding.

14.11	Element 11: Direct Access - Results	WLS has noted an increase in nonresident card requests from individuals who have moved out of Westchester County but would like to retain access to the library services and resources. Comments received have praised the digital resources that are available, and frequently individuals note that these resources allow them to remain engaged with their "hometown" book group.
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14.12	Element 12: Other Goal(s) - Results	N/A
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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	https://www.westchesterlibraries.org/wp-content/files/wls-board/WLS_Bylaws_Apprvd20220426.pdf
15.4	URL of Evaluation Form	N/A
15.5	URL of Evaluation Results	N/A
15.6	URL of Central Library Plan	https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central_Library_Plan_of_Service_2022-2026-WLSBrdApprvd20210928.pdf
15.7	URL of Direct Access Plan	https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Free_Direct_Access_Plan-BrdApprvd2021-09-28.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Terry Kirchner
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(914) 231-3223
16.3	Contact e-mail address	tkirchner@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) 04/30/2024

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).

Suggested Improvements

Library System

Westchester Library System

Name of Person Completing Form

Terry Kirchner

Phone Number and Extension (enter area code, telephone number and extension only): 9142313223

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!