APPROVED 8/1/2019

Westchester Library System
Annual Report for Library Systems - 2018 (Public Library Systems 2018)

1. General System 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 Collect, 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 Collect 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.

1.1	SEDCODE	660409700029
1.2	Institution ID	800000035474
1.3	System Name	Westchester Library System
1.4	Beginning Reporting Year	01/01/2018
1.5	Ending Reporting Year	12/31/2018
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_2017-2021-Final-Resub03062017.pdf
1.18	Population Chartered to Serve (2010 Census)	949,113
1.19	Area Chartered to Serve (square miles)	431
1.20	Federal Employer Identification Number	131882114
1.21	County	Westchester
1.22	County (Counties) Served	Westchester
1.23	School District	Elmsford Union Free School District
1.24	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Dr.
1.25	First Name of System Director	Terry L
1.26	Last Name of System Director	Kirchner
1.27	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	24140
1.32	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(914) 231-3223
1.33	E-Mail Address of the System Director	tkirchner@wlsmail.org
1.34	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(914) 674-4185
1.35	Name of Outreach Coordinator	Elena Falcone
1.48	Is the library system a member of the New York State and Local Retirement System?	Y
1.49	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes,	N

> please complete one repeating
> group for each contract. If no,
> enter N/A on questions 1
> through 5 of one repeating
> group.

1. Name of Contracting Municipality or District — N/A

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

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

4. Dollar amount of contract — N/A

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

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

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

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

1.52 President/CEO Phone Number

1.53 President/CEO Email

2. Personnel Information

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

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

2.4 Public Library System Director per CR 90.3(f) - Filled Position FTE — 1

2.5 — 0

	Public Library System Director per CR 90.3(f) - Vacant Position FTE	
2.10	Librarians - Filled Position(s) FTE	6.29
2.11	Librarians - Vacant Position (s) FTE	1
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	8.29
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	1.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	4.48
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	13.43
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	26.20
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	1.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	$195,764

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

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

3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	N/A
3.17	Indicate the year the system building underwent a major renovation costing $25,000 or more	N/A
3.18	Square footage of the system building	14,316
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	1
3.24	Name of Central Library/Co-Central Libraries	Mount Vernon Public Library

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	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.	5

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

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

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2019, through December 31, 2019.

President/Council Chair

3.29	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
3.30	First Name	Sean
3.31	Last Name	Ryan
3.32	Institutional Affiliation	Retired
3.33	Professional Title	N/A
3.34	Mailing Address	18 Bayberry Road
3.35	City	Armonk
3.36	Zip Code (enter five digits only)	10502
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	9142735172
3.38	E-mail Address	wlsdistrict05@wlsmail.org
3.39	Term Begins - Month	January
3.40	Term Begins - Year (yyyy)	2016
3.41	Term Expires - Month or N/A	December
3.42	Term Expires - Year (YYYY) or N/A	2020
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	01/26/2016
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/27/2016
3.46	Is this a brand new trustee?	N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in 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 Collect. 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 bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.
2.	First Name	Susan
3.	Last Name	Morduch
4.	Institutional Affiliation	CHE Senior Psychological Services
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)	2017
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2021
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/31/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2018
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Bernie
3.	Last Name	Seiler
4.	Institutional Affiliation	HW Wilson
5.	Professional Title	Retired
6.	Mailing Address	44 Mountain Avenue
7.	City	Mount Kisco

8.	Zip Code (enter five digits only)	10549
9.	Term Begins - Month	May
10.	Term Begins - Year (yyyy)	2017
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2021
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	05/30/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/08/2017
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Edris
3.	Last Name	Scherer
4.	Institutional Affiliation	Scherer TV & AV
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)	01/29/2019

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.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Catherine
3.	Last Name	Draper
4.	Institutional Affiliation	NYS Assembly, Amy Paulin, 88th District
5.	Professional Title	Legislative Aide, part-time
6.	Mailing Address	1385 Roosevelt Avenue
7.	City	Pelham
8.	Zip Code (enter five digits only)	10803
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2018
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2022
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
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
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
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?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Maureen
3.	Last Name	LeBlanc
4.	Institutional Affiliation	LeBlanc Orthodontics
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?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Dave
3.	Last Name	Donelson
4.	Institutional Affiliation	N/A
5.	Professional Title	Writer
6.	Mailing Address	44 Park Lane
7.	City	West Harrison
8.	Zip Code (enter five digits only)	10604
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2015
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2019
13.	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)	02/24/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2015
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Julie
3.	Last Name	Mills-Worthey
4.	Institutional Affiliation	N/A
5.	Professional Title	Attorney
6.	Mailing Address	151 Prospect Avenue
7.	City	Mount Vernon

8.	Zip Code (enter five digits only)	10550
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2020
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/27/2016
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.
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.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2018
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2022
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
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
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
8.	Zip Code (enter five digits only)	10591
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2018
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2022
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
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	N/A
7.	City	N/A

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

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Joseph
3.	Last Name	Puglia
4.	Institutional Affiliation	Retired
5.	Professional Title	N/A
6.	Mailing Address	59 Avondale Road
7.	City	Yonkers
8.	Zip Code (enter five digits only)	10710
9.	Term Begins - Month	April
10.	Term Begins - Year (yyyy)	2018
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2019
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	05/29/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/30/2018
16.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Karen
3.	Last Name	Zevin
4.	Institutional Affiliation	N/A
5.	Professional Title	Market Researcher
6.	Mailing Address	176 Cleveland Drive
7.	City	Croton-on-Hudson

8.	Zip Code (enter five digits only)	10520
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2017
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2021
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/31/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2017
16.	Is this a brand new trustee?	N

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2019, through December 31, 2019. 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 Collect. 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 bibliostat@btol.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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Tamaris
3.	Last Name	Princi
4.	Institutional Affiliation	Urban Resource Institute

5.	Professional Title	Abusive Partner Intervention Coordinator
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Janet
3.	Last Name	Donat
4.	Institutional Affiliation	Family Services of Westchester
5.	Professional Title	Coordinator of Early Childhood Parenting Programs
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Steve
3.	Last Name	Schirkman
4.	Institutional Affiliation	Keane & Beane
5.	Professional Title	Principal Member
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Gina
3.	Last Name	Bell
4.	Institutional Affiliation	Yonkers Public School
5.	Professional Title	Head of Library Services
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.
2.	First Name	Brian
3.	Last Name	Kenney
4.	Institutional Affiliation	White Plains Public Library
5.	Professional Title	Director

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	51
4.2	System Visits	894

CIRCULATION

4.3	Total Cataloged Book Circulation	18

4.4	Total Circulation of Other Materials	74
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	92
4.6	Use of Electronic Material	975
4.7	Successful Retrieval of Electronic Information	591
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	1,566
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	1,067
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	1,658

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	46
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)	46
4.16	Electronic Books	25,143
4.17	Local Electronic Collections	16
4.18	Total Number of NOVELNY Databases	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	25,159
4.20	Audio - Downloadable Units	4,526
4.21	Video - Downloadable Units	19
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.)	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	29,720

Non-Electronic Materials

| 4.24 | Audio - Physical Units | 0 |
| 4.25 | Video - Physical Units | 0 |

4.26	Other Non-Electronic Materials	15
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	15
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	29,781

ROTATING COLLECTIONS/BOOK LOANS

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

5. System Services
TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

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

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	No
g.	Media Booking	No
h.	Community Information	Yes
i.	Electronic Resource Management	No
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	Sirsi Dynix
5.4	How many member libraries fully participate in the ILS?	38
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	38

5.7 Indicate features of the system's ILS (check all that apply):

a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	947,901
5.9	Number of new titles added by the system in the reporting year	0
5.10	Number of Central Library Aid titles added in the reporting year	69
5.11	Number of new titles added by the members in the reporting year	41,185
5.12	Total new titles (total questions 5.9 through 5.11)	41,254

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	947,901
5.17	Number of holdings in the system's union catalog	3,649,658
5.18	Number of new titles added in the last year	41,185
5.19	Number of holdings added in the last year	240,935

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

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

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

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   Y
       zero (0) on question 5.22.)

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VISITS TO THE SYSTEM'S WEB SITE

5.24   Annual number of visits to the 1,150,020
       system's web site

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25   Total items provided (loaned) 3,725
5.26   Total items received   6,205
       (borrowed)
5.27   Total requests provided   7,794
       (loaned) unfilled
5.28   Total requests received   653
       (borrowed) unfilled
5.29   Total interlibrary loan activity
       (total questions 5.25 through 18,377
       5.28)

DELIVERY

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

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

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

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

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	10
5.33	Number of participants	225

Technology

5.34	Number of sessions	104
5.35	Number of participants	551

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	4
5.39	Number of participants	47

Management & Supervisory

5.40	Number of sessions	12
5.41	Number of participants	111

Planning and Evaluation

5.42	Number of sessions	0
5.43	Number of participants	0

Awareness and Advocacy

5.44	Number of sessions	2
5.45	Number of participants	169

Trustee/Council Training

5.46	Number of sessions	3
5.47	Number of participants	70

Special Client Populations

5.48	Number of sessions	21
5.49	Number of participants	377

Children's Services/Birth to Kindergarten

5.50	Number of sessions	14
5.51	Number of participants	70

Children's Services/Elementary Grade Levels

5.52	Number of sessions	3

| 5.53 | Number of participants | 125 |

Young Adult Services/Middle and High School Grade Levels

| 5.54 | Number of sessions | 3 |
| 5.55 | Number of participants | 58 |

General Adult Services

| 5.56 | Number of sessions | 12 |
| 5.57 | Number of participants | 69 |

5.58	**Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.	Y
1.	Topic	Annual Report Workshops
2.	Number of sessions	2
3.	Number of participants	13
1.	Topic	Construction Aide Applications Workshops
2.	Number of sessions	3
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)	193
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)	1,897
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y

COORDINATED SERVICES

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

Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also 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 State note)	No
j.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	368
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	78
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	36
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	2,440
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	104
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	408

5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	24
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	87
5.71	Number of contacts - Consulting with state and county correctional facilities	80
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	41
5.73	Number of contacts - Providing system and member library information to the media	205
5.74	Number of contacts - Providing website development and maintenance for member libraries	255
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)	275
1.	Topic	Westchester One Stop Employment
2.	Number of contacts (all types)	2
5.76	**Total other contacts** (total of question #2 of Repeating Group #6)	277
5.77	**Total number of contacts** (total of questions 5.63 through 5.74 and 5.76)	4,403

REFERENCE SERVICES

5.78	Total Reference Transactions	0

SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)

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

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	No
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.80	Number of BOOKS BY MAIL loans	N/A
5.81	Number of member libraries with Job/Education Information Centers or collections	14
5.82	Number of State Correctional Facilities libraries served	3
5.83	Number of County Jails libraries served	1
5.84	Number of institutions served other than jails or correctional facilities	0
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	Y
1.	Service provided	Early Learning Outreach
2.	Number of facilities/institutions served	13
1.	Service provided	Medicare Education & Counseling
2.	Number of facilities/institutions served	61
1.	Service provided	Health Resource Education
2.		38

	Number of facilities/institutions served	
1.	Service provided	High School Equivalency Tutoring
2.	Number of facilities/institutions served	38
1.	Service provided	Adult Literacy Tutoring
2.	Number of facilities/institutions served	38
1.	Service provided	Re-entry Outreach
2.	Number of facilities/institutions served	4
1.	Service provided	Community Conversations: Resilience Coalition
2.	Number of facilities/institutions served	71
1.	Service provided	WEBS Individual Career Counseling
2.	Number of facilities/institutions served	2
1.	Service provided	WEBS 10-week Career Seminars
2.	Number of facilities/institutions served	7
1.	Service provided	WEBS Career Workshops
2.	Number of facilities/institutions served	18
1.	Service provided	WEBS Distance Counseling Service
2.	Number of facilities/institutions served	1
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	N
5.87	Description of fees	N/A

6. Operating Funds Receipts
LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y
1.	County Name	Westchester
2.	Amount	$1,000,000
3.		N

	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y
6.2	Total County Funding	$1,000,000
6.3	All Other Local Public Funds	$0
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$1,000,000

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$8,501
6.6	Central Library Development Aid	$287,147
6.7	Central Book Aid	$67,599
6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$0
6.10	Coordinated Outreach Services Aid	$157,308
6.11	Correctional Facilities Library Aid	$31,413
6.12	County Jails Library Aid	$8,022
6.14	Family Literacy Grants	$13,223
6.18	Local Library Services Aid - Kept at System	$0
6.19	Local Library Services Aid - Distributed to Members	$282,464
6.20	Total LLSA (total questions 6.18 and 6.19)	$282,464
6.21	Local Services Support Aid	$194,871
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$1,566,205
6.27	Public Library System Supplementary Operational Aid	$208,204
6.36	Special Legislative Grants and Member Items	$120,000
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	$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N

Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one 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)	$2,944,957

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	N/A
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 Y
libraries, library systems or
other institutions in New York
State? Enter Y for Yes, N for
No.

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

1.	Contracting Agency	WLS Member Libraries
2.	Contracted Service	System Services
3.	Total Contract Amount	$3,194,500

6.50   **Total Contracts** (total
question #3 of Repeating $3,194,500
Group #11 above)

MISCELLANEOUS RECEIPTS

6.51   Gifts, Endowments,
Fundraising, Foundations
(include Gates Grants here; $84,838
specify project number(s) and
dollar amount using the state
note)

6.53   Income from Investments $9,954

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   Y
questions 6.51 through 6.55?
Enter Y for Yes, N for No.

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

1.	Receipt category	Non-Resident Cards
2.	Amount	$1,950
1.	Receipt category	Movie Licensing-Other
2.	Amount	$17,245
1.	Receipt category	WSOS
2.	Amount	$13,006
1.	Receipt category	LIU Palmer School
2.	Amount	$37,050
1.	Receipt category	WEBS
2.	Amount	$19,705
1.	Receipt category	Insurance-Other Reimbursements
2.	Amount	$35,716
1.	Receipt category	IT Fines & Fees pass-thru
2.	Amount	$21,360
1.	Receipt category	WCC pass-thru

2.	Amount	$1,308
1.	Receipt category	BTOP Subcontract=New Rochelle PL
2.	Amount	$52,874
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$200,214
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$295,006
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)	$7,434,463
6.60	**BUDGET LOANS TRANSFERS**	$0
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, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	$2,325,187
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)	$9,759,650

7. Operating Fund Disbursements
STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$948,690
7.2	Other Staff	$1,387,613
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$2,336,303
7.4	Employee Benefits Expenditures	$930,850
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$3,267,153

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$47,859
7.7	Electronic Materials Expenditures	$762,909
7.8	Other Materials Expenditures	$0
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$810,768

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$282,464
7.11	Central Library Aid (CLDA/CBA)	$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$75,000
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$33,342
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$390,806
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)	$390,806

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$225,594
7.25	Furniture/Furnishings	$3,053
7.26	Other Capital Expenditures	$0
7.27		$228,647

Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0
7.29	From Other Funds (71OF)	$228,647
7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$228,647

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	$353,114
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$353,114

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$3,659
7.37	Office and Library Supplies	$32,211
7.38	Equipment	$0
7.39	Telecommunications	$337,510
7.40	Binding Expenses	$0
7.41	Postage and Freight	$17,082
7.42	Publicity and Printing	$42,375
7.43	Travel	$57,392
7.44	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$200,107
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$11,438

7.46   Does the system have other   Y
       miscellaneous expenses in
       categories not listed in
       questions 7.36 through 7.45?
       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 Hlth Ins
2.	Amount	$239,999
1.	Expense category	Events
2.	Amount	$10,418
1.	Expense category	Sftwre Maint
2.	Amount	$386,341
1.	Expense category	Meeting Exp
2.	Amount	$8,580
1.	Expense category	Misc
2.	Amount	$3,217
1.	Expense category	OCLC Chrgs
2.	Amount	$69,532
1.	Expense category	Payroll Prc
2.	Amount	$9,305
1.	Expense category	Delivery
2.	Amount	$388,044
1.	Expense category	Equipment
2.	Amount	$21,855
1.	Expense category	LIU Palmer
2.	Amount	$49,650
1.	Expense category	Misc Exp
2.	Amount	$17,372

7.47   Total Other Miscellaneous
       Expenses (total question #2 of $1,204,313
       Repeating Group #13)

7.48   **Total Miscellaneous
       Expenses** (total questions $1,906,087
       7.36 through 7.45 and 7.47)

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

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

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

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

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

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	$0
7.52	From Other Funds (73OF)	$0
7.53	**Total Capital Purposes Loans** (total questions 7.51 and 7.52)	$0
7.54	Other Loans	$0
7.55	**Total Debt Service** (total questions 7.53 and 7.54)	$0
7.56	**TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)**	$6,956,575

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	$0
7.58	From Other Funds (76OF)	$200,000
7.59	**Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)	$200,000
7.60	**Total Transfers to Other Funds**	$0
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$200,000
7.62		$7,156,575

	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	
7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For Public Library Systems - December 31, 2018)	$2,603,075
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63)	$9,759,650

FISCAL AUDIT

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

7.84	Last audit performed (mm/dd/yyyy)	04/01/2018
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2017-12/31/2017
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	$2,603,075
7.87	**Total Bank Balance** (total question #2 of Repeating Group #15)	$2,603,075
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	Y

8. Capital Fund Receipts

8.1	**Total Revenue From Local Sources**	$0
8.2		$200,000

Transfer From Operating Fund
(same as question 7.59)

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4	Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	N
1.	Contracting Agency	N/A
2.	Amount	N/A
8.5	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0
8.6	**TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5)	$200,000
8.7	**NONREVENUE RECEIPTS**	$0
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$200,000
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	$1,469,316
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$1,669,316

9. Capital Fund Disbursements
PROJECT EXPENDITURES

9.1	Total Construction	$0
9.2	Incidental Construction	$0
9.3	Books and Library Materials	$0
9.4	Total Other Disbursements	$0
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$0
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$0
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2018, for Public Library Systems)**	$1,669,316
9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$1,669,316

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2019 - December 31, 2019

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$6,997,500
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	$2,603,075

(For Public Library Systems, opening balance on January 1, 2019, must be the same as the December 31, 2018, closing balance reported on Q7.63 of the 2018 annual report)

12.5   Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance $9,600,575 (total questions 12.1 through 12.4)

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) $7,099,700

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, 2019) $2,500,875

12.9   Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8) $9,600,575

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, $1,669,316

2019, must be the same as the December 31, 2018, closing balance reported on Q9.9 of the 2018 annual report)

12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$1,669,316

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$335,000
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2019)	$1,334,316
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$1,669,316

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.
	Education Law § 272, 273(1)(f) (6)

Statutory Reference (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 (LCSA):	Education Law § 272, 273 (1)(f)(7) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(12) (a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of $350,000 for business library. (Included in Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(1)(m)

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

13.1.1	Total Full-Time Equivalents (FTE)	5.3
13.1.2	Total Expenditure for Professional Salaries	$524,320

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)	4
13.1.4	Total Expenditure for Other Staff Salaries	$292,930
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$590,912
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	570 Taxter
3.	Expenditure	$230,919

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Various
3.	Expenditure	$822

1.	Expenditure Category	Other (specify using the State note) *Equipment Maint. & Lease*
2.	Provider of Services	Various
3.	Expenditure	$11,402

1.	Expenditure Category	Other (specify using the State note) *Software Maintenance*
2.	Provider of Services	Various
3.	Expenditure	$11,198

1.	Expenditure Category	Printing
2.	Provider of Services	Various
3.	Expenditure	$11,736

1.	Expenditure Category	Other (specify using the State note) *Staff Training & Development*
2.	Provider of Services	Various
3.	Expenditure	$11,220

1.	Expenditure Category	Institutional membership dues

2.	Provider of Services	Various
3.	Expenditure	$10,729

1.	Expenditure Category	Other (specify using the State note) *Trustee Activities*
2.	Provider of Services	Various
3.	Expenditure	$5,188

1.	Expenditure Category	Other (specify using the State note) *Miscellaneous*
2.	Provider of Services	Various
3.	Expenditure	$1,660

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$19,382

1.	Expenditure Category	Other (specify using the State note) *Contractual Services*
2.	Provider of Services	Various
3.	Expenditure	$135

1.	Expenditure Category	Other (specify using the State note) *Payroll Fees*
2.	Provider of Services	ADP
3.	Expenditure	$6,132

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	OCLC
3.	Expenditure	$69,795

1.	Expenditure Category	Other (specify using the State note) *Insurance*
2.	Provider of Services	Various
3.	Expenditure	$728

13.1.7	**Total Expenditure - Purchased Services**	$391,046
13.1.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

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

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

| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $3,193 |

| 1. | Expenditure Category | Other (specify using the State note)   *Furniture/Fixtures under $5000/unit* |
| 2. | Expenditure | $2,555 |

| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $12,905 |

| 1. | Expenditure Category | Other (specify using the State note)   *Office + Computer Supplies under $5000* |
| 2. | Expenditure | $394 |

| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | $4,767 |

| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | $38,570 |

13.1.9 **Total Expenditure - Supplies and Materials** $62,384

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 | $8,586 |

13.1.11 **Total Expenditures - Travel** $8,586

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

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

1.	Type of Item	N/A
2.	Quantity	N/A
3.	Unit Cost	N/A

| 4. | Expenditure | N/A |

| 13.1.13 | Total Expenditure - Equipment and Furnishings | $0 |

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. $282,463

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	Various Member Libraries
2.	Allocation	$32,358
3.	Project Description (no more than 300 words)	For Debit/Credit program for the member libraries. WLS reimburses member libraries with Interlibrary Loan [ILL] Net Lender activity.

| 13.1.16 | Total Expenditures - Grants for Member Libraries | $32,358 |

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) $2,184,999

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

13.1.19 **Total Allocation from 2018 - 2019 State Aid:** $2,251,744

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) $2,251,744

13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** $66,745

13.1.22 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities   """"""""""Westchester Library System NYS General Library Aid Budget Application Narrative 2018 Resource Sharing - NYS Element #1 To help reach the goal to facilitate & encourage member

carried out with these State Aid Funds.

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: $208,026; 13.1.5-Benefits: $88,571 OCLC and other software 13.1.7-Purchased Services: $70,103 Contract with Queens Library for foreign language cataloging 13.1.7-Purchased Services: $19,382 Portion of office rent 13.1.7-Purchased Services: $40,221 Office & computer supplies 13.1.9-Supplies & Materials: $923 Travel reimbursement 13.1.11-Travel: $3,881 Special Client Groups - NYS Element #3 For WLS to achieve its goal to assist member libraries & external partners to serve diverse constituencies, the following was expended: WEBS: For the support of the WEBS Educational & Career Counseling program that helps the un- and under-employed: Portion of staff salaries and benefits: 13.1.4-Other Salaries: $48,948; 13.1.5-Benefits: $20,840 Computer software for skill testing 13.1.7-Purchased Services: $1,391 Printing/publications 13.1.7-Purchased Services: $2,825 Portion of office rent 13.1.7-Purchased Services: $13,407 Postage 13.1.9-Supplies & Materials: $3,193 Office supplies 13.1.9-Supplies & Materials: $2,368 Travel reimbursement for staff 13.1.11: $69 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: Portion of staff salaries and benefits: 13.1.2-Professional Salaries: $35,994; 13.1.5-Benefits: $15,325 Printing of handouts 13.1.7-Purchased Services: $10,952 Professional development 13.1.7-Purchased Services: $11,220 Trustee training program expense 13.1.7-Purchased Services: $5,188 Portion of office rent 13.1.7-Purchased Services: $37,539 Travel reimbursement for staff 13.1.11: $318 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: Telecommunications 13.1.7-Purchased Services: $822 Portion of office rent 13.1.7-Purchased Services: $37,538 Coordinated Services - NYS Element #6 To achieve the goal of providing technology to enhance library services, expenses included: Portion of books & library materials 13.1.9 Supplies & Materials: $37,124 Portion of audio-book & e-materials 13.1.9 Supplies & Materials: $4,767 Office supplies 13.1.9 Supplies & Materials: $344 Awareness & Advocacy - NYS Element #7 To help WLS achieve the goal of maintaining support for & increasing awareness of libraries, raising the profile of WLS advocacy on the website and via our Facebook account; expanding upon partnerships; continuing and providing social networking opportunities & special events, the following administrative costs were expended: Publicity/recruitment 13.1.7-Purchased Services: $8,912 Printing 13.1.7-Purchased Services: $450 Software maintenance 13.1.7-Purchased Services: $9,499 Memberships to professional organizations 13.1.7-Purchased Services: $10,729 Portion of office rent 13.1.7-Purchased Services: $25,736 Computer equipment 13.1.9-Supplies & Materials: $108 Computer maintenance 13.1.9-Supplies & Materials: $2,340 Travel reimbursement for staff 13.1.11-Travel: $4,318 Communication & Cooperative Efforts - NYS Elements #8 & 9 WLS encouraged learning about library issues & services by supporting communications. Expenses support a distribution service offered to local non-profits funded by the State or County: Portion of staff salaries and benefits: 13.1.4-Other Salaries: $13,484; 13.1.5-Benefits: $5,741 Publicity/recruitment 13.1.7-Purchased Services: $137 Other - NYS Element #13 Remaining administrative costs and other operating expenses encompass all of the above goals/intended results as follows: Portion of salaries & benefits for administrative staff: 13.1.2-Professional Salaries: $280,300; 13.1.4-Other: $230,498; 13.1.5-Benefits: $217,482; 13.1.5-Benefits (Retiree health benefits): $242,953 Building maintenance expenses-insurance 13.1.7-Purchased

Services: $13,407 Professional fees accounting
and legal services 13.1.7-Purchased Services:
$6,859 Portion of rent 13.1.7-Purchased Services:
$63,069 Miscellaneous supplies 13.1.7-Purchased
Services: $1,660 Furnishings under unit cost of
$5,000 13.1.9-Supplies & Materials: $2,555 Office
supplies 13.1.9-Supplies & Materials: $7,214
100% payout of Local Library Services Aid funds
13.1.14-LLSA Expenditures: $282,463 Grants to
member libraries for debit/credit program 13.1.16-
Grants to member libraries: $32,358 """"""""""

Central Book Aid

CENTRAL BOOK AID (CBA)

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

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

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

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	LinkedIn
3.	Expenditure	$27,500

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

2.	Provider of Services	Mango
3.	Expenditure	$17,000

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Midwest
3.	Expenditure	$24,453

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	University of Fashion
3.	Expenditure	$16,000

13.2.2	Total Expenditure - Purchased Services	84,953
13.2.3	**Supplies and Materials**: Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print
2.	Quantity	$69
3.	Unit Cost	$6
4.	Expenditure	$391

13.2.4	Total Expenditure - Supplies and Materials	$391
13.2.5	**Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	N

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

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

13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$0
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$85,344
13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$18,712
13.2.9	**Total Allocation from 2018 - 2019 State Aid**	$67,599
13.2.10	Total Available Before Expenditures (total 13.2.8 + 13.2.9)	86,311.00
13.2.11	**Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)**	$967
13.2.12	**Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	WLS CENTRAL BOOK AID [$67,599]: Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2018: Goal Statement - Resource Sharing/Collection Development: To support and provide access to online and print content for all Westchester residents. Intended Result: Use support provided to the Central Library via Central Library Development and Central Library Book Aid to acquire on-line databases and other electronic resources and online content to be made available to all WLS member libraries for both onsite and remote access by patrons and library staff and provision of training on these materials. Resources were purchased to enhance the bilingual collection ($391 - CBA Question 13.2.4-Supplies & Materials) as well as online learning and other electronic resources ($84,953 - CBA Question 13.2.2-Purchased Services).

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Reference: Education Law § 272, 273(1)(b)(1)
Commissioners Regulations 90.4

The formula is $0.32 per capita or $105,000 whichever is greater. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.
Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

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

13.3.1	Total Full-Time Equivalents (FTE)	N/A
13.3.2	Total Expenditure for Professional Salaries	N/A

13.3.3-13.3.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

13.3.3	Total Full-Time Equivalents (FTE)	N/A
13.3.4	Total Expenditures for Other Staff Salaries	N/A
13.3.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds).	N/A
13.3.6	**Purchased Services**: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Midwest
3.	Expenditure	$24,452

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Press Reader
3.	Expenditure	$30,000

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	EBSCO
3.	Expenditure	$186,004

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Patient Education
3.	Expenditure	$5,000

13.3.7 Total Expenditure - Purchased Services $245,456

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

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

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

| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure | $6,575 |

13.3.9 **Total Expenditure - Supplies and Materials** $6,575

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

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

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

13.3.11 **Total Expenditures - Travel** $0

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

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

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

13.3.13 **Total Expenditure - Equipment and Furnishings** $0

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

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

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

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

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** $252,031

13.3.17 **Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year. $121,363

13.3.18 **Total Allocation from 2018 - 2019 State Aid:** $287,147

13.3.19 Total Available Before Expenditures (total 13.3.17 + 13.3.18) $408,510

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** 156,479.00

13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities   WLS CENTRAL LIBRARY DEVELOPMENT AID [$287,147]: Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its

carried out with these State Aid Funds.

member libraries in 2018: Goal Statement - Resource Sharing/Collection Development: To support and provide access to online and print content for all Westchester residents. Intended Result: Use support provided to the Central Library via Central Library Development and Central Library Book Aid to acquire on-line databases and other electronic resources and online content to be made available to all WLS member libraries for both onsite and remote access by patrons and library staff and provision of training on these materials. Resources were purchased for online learning and other electronic resources ($245,456 - CLDA Question 13.3.7-Purchased Services) and training ($6,575 - CLDA Question 13.3.7-Purchased Services).

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)	.7
13.4.2	Total Expenditure for Professional Salaries	$72,059

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)	0.8
13.4.4	Total Expenditure for Other Staff Salaries	$26,079
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$26,410
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

1.   Expenditure Category   Consultant fees/professional fees   *Professional Dev. Expense*
2.   Provider of Services   Various
3.   Expenditure $435

1.   Expenditure Category   Other (specify using the State note)   *Software - HSE Connect*
2.   Provider of Services   GovConnection
3.   Expenditure $131

1.   Expenditure Category   Other (specify using the State note) · *Contracts*
2.   Provider of Services   Various
3.   Expenditure $157

1.   Expenditure Category   Printing
2.   Provider of Services   Various
3.   Expenditure $3,733

1.   Expenditure Category   Other (specify using the State note)   *Recruitment*
2.   Provider of Services   Various
3.   Expenditure $478

1.   Expenditure Category   Institutional membership dues
2.   Provider of Services   Various
3.   Expenditure $339

13.4.7 **Total Expenditure -
        Purchased Services** $5,273

13.4.8 **Supplies and Materials:** Did
        the system expend funds for
        supply items, postage, library
        materials, or equipment and   Y
        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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.   Expenditure Category   Office/library supplies and postage
2.   Expenditure $422

| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $1,281 |

| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | $62 |

| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | $1,310 |

| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | $236 |

13.4.9 Total Expenditure - Supplies and Materials   3,311

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category.   Y

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

| 1. | Type of Travel | System staff |
| 2. | Expenditure | $4,336 |

13.4.11 **Total Expenditure - Travel** $4,336

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

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

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

13.4.13 **Total Expenditure - Equipment and Furnishings** $0

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

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

1.	Recipient	N/A
2.	Allocation	N/A
3.	Description of Project	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) — $137,468

13.4.17 **Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year. — $0

13.4.18 **Total Allocation from 2018 - 2019 State Aid:** — $157,308

13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18) — $157,308

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** — $19,840

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.

WLS Coordinated Outreach Services, 2018 Program Year [Total: $157,308] Consultant and staff services comprise the largest portion of the outreach budget. WLS personnel create and execute numerous outreach projects and activities in member libraries. Programming for older adults and ethnic minorities of all ages is a vital part of the library services offered in Westchester County. Programming was continued with the Medicare Rights Center, Westchester Independent Living Center, Great Potentials of SUNY Purchase College, Family Services of Westchester, and other community organizations. Personnel expenses included salary and benefits for library and other staff totaling $124,548 ($96,974 - Question 13.4.2-Professional Salaries; $1,164 - Question 13.4.4-Other Salaries; $26,410 - Question 13.4.5-Benefits). WLS worked with library professionals to provide innovative training opportunities for member library administrators and staff to help them incorporate outreach

policies and practices in their regular service delivery plans ($566 - Question 13.4.7-Purchased Services; $3,075 - Question 13.4.9-Supplies & Materials). WLS produced flyers, notices, announcements and other materials to alert member libraries and the public to the availability of programs and services. Expenses included printing & publicity and related office expenses ($4,368 - Question 13.4.7-Purchased Services) and office supplies ($236 - Question 13.4.9-Supplies & Materials). Other expenses included reimbursement of system staff travel to various conferences and meetings ($4,336 - Question 13.4.11-Travel) and organizational membership dues ($339 - Question 13.4.7-Purchased Services).

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference:	Education Law § 285 (2)

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

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

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

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

1.	Expenditure Category	Printing
2.	Provider of Services	Mines
3.	Expenditure	$120

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Mazin
3.	Expenditure	$300

13.5.2	**Total Expenditure - Purchased Services**	$420
13.5.3	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Non-print resources (electronic content) *Professional Dev. Training*
2.	Expenditure	$1,092

13.5.4	**Total Expenditure - Supplies and Materials**	$1,092
13.5.5	**Total Expenditure (total 13.5.2, and 13.5.4)**	1,512.00
13.5.6	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance from the previous year.	$0
13.5.7	**Total Allocation from 2018 - 2019 State Aid**	$8,022
13.5.8	Total Available Before Expenditures (total 13.5.6 + 13.5.7)	$8,022
13.5.9	**Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)**	$6,510
13.5.10	**Final Narrative:**Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	WLS County Jails: 2017 Program Year [Total: $8,022] WLS provided continuing collection development support to Westchester County Department of Corrections inmates through development of Westchester Connections, a re-entry guide and virtual reference tool to support those formerly incarcerated, families and service providers [$120 - Question 13.5.2-Purchased Services; $300 - Question 13.5.2-Purchased

Services; $1,092 - Question 13.5.4-Supplies & Materials].

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

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

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

13.6.1	Total Full-Time Equivalents (FTE)	.3
13.6.2	Total Expenditure for Professional Salaries	$15,088

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)	.15
13.6.4	Total Expenditure for Other Staff Salaries	$2,572
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$4,269
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

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

| 3. | Expenditure | $772 |

| 13.6.7 | **Total Expenditure - Purchased Services** | 772 |

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

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

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

| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | $8,712 |

| 13.6.9 | **Total Expenditure - Supplies and Materials** | $8,712 |

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

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

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

| 13.6.11 | **Total Expenditure - Travel** | $0 |

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

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

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

13.6.13	**Total Expenditure - Equipment and Furnishings**	0.00
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)	$31,413
13.6.15	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
13.6.16	**Total Allocation from 2018 - 2019 State Aid:**	$31,413
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$31,413
13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$0
13.6.19	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	WLS State Correction Aid, 2018 Program Year [Total $31,413] WLS continued to provide collection development support to the general inmate libraries at all three State facilities through the purchase of library materials and delivery of selected donated items, and exploration of new access services ($8,712-Question 13.6.9-Supplies & Materials). Both Department of Corrections (DOC) supervisory staff and Ossining Correctional Facilities (CF) and Taconic CF needed professional assistance with aspects of ILL, circulation, collection management operations ($15,088 - Question 13.6.2-Professional Salaries; $2,572 - Question 13.6.4-Other Salaries; $4,269 - Question 13.6.5-Benefits). WLS collaborates with neighboring library systems to create professional development opportunities for CF library staff ($772 - Question 13.6.7-Purchased Services).

14. Summary of Library System Accomplishments

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

14.1	Element 1: Resource Sharing - Results	To meet the goal to make the libraries' holdings more easily and quickly accessible, Manager of Cataloging Services Douglas Wray and Coordinator of Multi-language Collections and Services Nancy Coradin held a workshop

Cataloging @ WLS 2018 in June and continued to work with the member libraries throughout the year to streamline process and work more effectively together. Another goal is to improve the public's experience when searching the online catalog. In 2018, Mr. Wray worked with the WLS IT Department to enhance features, specifically those which will allow patrons to more easily specify format (e.g. large print, book, CD, DVD, CD audiobook, score, etc.) when using the catalog. WLS Cataloging Services continued to strive for the goal of serving Westchester County by cataloging local history materials, local authors' works and items in any language. Providing access to these often requires expert original cataloging and must be created in-house. Cataloging staff continued to fill requests for non-traditional items. Examples of these creative materials include: a popcorn maker (Hendrick Hudson Free Library in Montrose); a collection of lawn games, including bocce, croquet, kubb and others (Yonkers Public Library); and a half size classical guitar (Katonah Village Library). Mr. Wray worked with Jason Goodson of Equinox in order to learn about Evergreen, the proposed ILS for 2019. Topics addressed included: batch loading bibliographic records supplied by vendors; reviewing and editing; indicating individual member libraries' holdings of a given title; transferring items from one bibliographic record to another; authority control (work done to maintain the consistency of name and subject headings); utilizing cross-references; reporting WLS holdings to OCLC WorldCat; and displaying titles in the public and staff sides of the catalog. Coordinator, Multi-Language Collections and Services Nancy Coradin retired in November. In addition to her primary focus on cataloging Spanish language materials (including personally maintaining Spanish subject headings, which facilitated access), and contributing a significant amount of English language cataloging, she also consulted with member libraries on Spanish language collection development and programming (particularly children's story times) and organized our annual Multi-language book fair. The WLS Interlibrary Loan (ILL) services continued to extend County residents' reach for print materials that are not owned by WLS member libraries. ILL played an

		integral role in resource sharing, not just among member libraries, but with external partners. ILL addressed major staff changes in 2018, following Anne Marie Perdichizzi's retirement after nearly 22 years with the Department.
14.2	Element 2: Special Client Groups - Results	""""""""The Public Innovation and Engagement (PIE) Department continued toward its goal to inform member libraries of resources, programs, services trends to attract and connect with outreach target populations and to form relevant and sustainable community partnerships through the following: Library Service Reviews: Done for County agencies and non-profits, these customized reviews highlight the services of local libraries as well as the resources available through the library system to new audiences. Attendees are encouraged not just to use the library for themselves, but to be library advocates for their clients. Use of library services has the best traction when the value is mentioned in the context of meeting a specific need (e.g., getting a resume reviewed, applying for a job online, helping a child with their homework). New York School for the Deaf: Elena Falcone, along with Greenburgh Public Library's Christina Linder, provided a review of system and local library services at the New York School for the Deaf's Professional Development Day in December. The school, which serves students ranging from pre-K to age 21, recently revamped its library and is active in working to reconnect its professionals and students to public library services. Promoting Early Literacy- Francine Vernon leads WLS's outreach to youth. Her focus in 2018 targeted Head Start Centers to make the case for early literacy to parents and foster a connection with neighborhood libraries. The program has increased awareness of early literacy practices and library services, especially among the largely Hispanic populations served by the County's Head Start Centers. (With thanks to private consultant Tamaris Princi and WLS staff member Ms. Coradin for translation efforts and program partnership.) Scores of parents and children have been engaged in a "site visit" to the local library where they participate in programs that model early literacy engagement practices and—for parents—provide a review of services for all family members. Many library cards have been registered as a result of these

efforts. Other highlights in the year included: An evening "Welcome to the Library" program piloted by the John C. Hart Memorial Library for parents and their children from the Yorktown Head Start Center that included stories, a puppet show and movie for the children and a library tour for the parents; a presentation at a Head Start Policy Council meeting on the importance of healthy eating habits for the family and children; and Nancy Coradin tagged the bibliographic record of close to 200 titles as "Preschool books" to increase access for those searching the WLS catalog for early literacy titles. WLS Battle of the Books 2018 The fifth Annual Battle of the Books took was held at the Hendrick Hudson High School. A total of 33 teams from 20 member libraries competed in this year's competition. There were 17 teams competing in the Children's Division (Grades 4-6 category) and 16 teams in the Teen Division (Grades 6-10) category. The 2018 winners were the Eastchester Library Warriors (Eastchester Public Library) for the Children's Division and the Rye Buzzer Beaters (Rye Free Reading Room) for the Teen Division. Special congratulations goes to this year's Planning Committee comprised of staff from the member libraries and WLS led by President Kathlyn Carroll of White Plains Public Library and Vice President Suzy Zavarella of Ossining Public Library. Great Potential College for a Day Program for middle schoolers: The event was held at Purchase College to a total of 40 students from middle schools in New Rochelle, Peekskill, and White Plains and provided early exposure to a college campus, a chance to explore themes related to thinking about pursuing higher education after graduating from high school with the highlight being a series of interactive exercises led by members of CoolSpeak, a youth engagement company, which addressed getting to know yourself, defining your purpose and passions, and why college. An outcome of working with Great Potentials Youth Workforce Readiness effort is the "Youth Job Readiness Toolkit" - based on content developed by consultant Roseanne Amoils and Francine Vernon - that was posted in early March on firstfind.info and has been a valuable tool for Guidance Center. The WLS Youth Services Advisory Group continued a calendar of programs in 2018 that

included events discussing: programming opportunities (escape rooms, Performers Showcase, summer reading planning); technology training (2D design and coding hosted at the White Plains Public Library); and (YSAG) current topics of relevance to youth services (Adverse Childhood Events Study and early literacy spaces). The full roster of YSAG members and its charter are posted on the YS wiki. Correctional Facility (CF) Outreach: Human Resources (HR) Consultant, Rebecca Mazin, along with Elena Falcone, offered Re-entry Job Search Roadmap, a two-session program (12/4 & 8) for inmates at the Sing Sing CF. Leveraging the content in the Job Search Tool Kit and Westchester Connections Guide, the series emphasized communicating a realistic understanding of the employment landscape, offering strategies to address obstacles to employment and reviewing preparation and presentation basics. The series was targeted toward those within 1-3 years of release. =A quarterly series of programs on folk literature was held at the Taconic CF General Library. =In partnership with staff from Legal Aid Society of Westchester, a review of the new sealing laws and re-entry information and services was presented at Mount Vernon Public Library for the Coming Home Program of United Methodist Church in White Plains; attendees included mentors, mentees (those in re-entry), and staff from the LOFT and the Greenburgh Human Rights Coalition. =Collaboration: PIE hosted a meeting of agencies seeking to discuss service needs and opportunities for coordinated re-entry services. = Member libraries donated gently used (discarded) children's books to a program at Sing Sing CF designed to allow fathers to give books to their children during visits; the General Librarian noted that this had the strongest response in their program's history. =Working with the Westchester Reentry Task Force, a version of the online Westchester Connections reentry resource and information service was developed for printing and distribution. This print guide—Westchester Reentry Essentials—will support the efforts of the Reentry Task Force to connect with inmates and reentry coordinators in NY State correctional facilities, respond to direct inquiries from inmates (received by both the Task Force and WLS), and

support those returning from the County jail. The labor to create this guide offered the added benefit of providing an update to the Westchester Connections online content. While HSE Connect! continued to provide valuable information and support to adults seeking a high school equivalency (HSE) diploma, but sustainable funding was not identified and the program ended as of June 30. Up to that date, information sessions and tutoring continued for current adult students. In lieu of this service, the following will continue: the website, FirstFind.org, will offer the latest information on HSE options, classes, and study resources and an email/telephone helpline will remain available from the site; Elena Falcone will continue quarterly information sessions for library staff to understand HSE options and how to guide patrons in the use of learning resources such as those identified on First Find, particularly Learning Express; Yonkers Public Library has agreed to take-over direction of the Yonkers Resource Center, providing walk-in service several days each week. An updated guide—Getting Your High School Equivalency (HSE) Diploma—was written over the summer and made available for print distribution. =FirstFind.org was updated to fully match the content of the new HSE guide and to expand and refresh content related to job search and college readiness. Links to Learning Express resources such as ACCUPLACER (college placement tests) and Job & Career Accelerator (interactive job assistance programs) are now included. =An outgrowth of our work to support adults working towards an HSE diploma was a deeper understanding of the need for more resources in Westchester County to support low-literate adults. Specifically, there is a need for individualized tutoring that can fit the adult student's schedule and ability to travel. (The two programs currently in the County focus locally in Tarrytown and Yonkers.) In response, a pilot program started in September with Hadassah Westchester—Read Better—will provide literacy tutors to adult students throughout the County. More than a dozen volunteers have committed to this pilot. They will be trained and managed by Hadassah Westchester. WLS will provide technical support, training in the use of online resources and student

referrals. Read Better will also be promoted via FirstFind. Bilingual Story Times: Nancy Coradin continued to assist with bilingual story times for the Bedford Hills Free Library with the library's storyteller, Rachel Izes at Neighbor's Link in Mount Kisco. Cinco de Mayo, a bilingual story time, was conducted at the Tuckahoe Public Library by Elaine Provenzano, who recruited a local mother (both pictured at right) to co-facilitate the bilingual story times that Ms. Coradin conducted late last year. In Sleepy Hollow, Ms. Coradin gave a motivational workshop to a group of young girls preparing for their quinceañera celebration. A quinceañera is a celebration, similar to a sweet sixteen party, that marks a teenage girl's passage to young adulthood. She spoke about being a first generation graduate, her decision to become a librarian and how one's voice reflects one's identity, which is shaped by who you are and by the mentors in your life. Donated by WLS, every girl received the book De Niña a Mujer (From Girl to Woman) by Mayim Bialik. Westchester Librarians Serving Latinos (WLSL): Meetings were held throughout the year to pool the skills and experiences of librarians and other professionals to better serve our Latino communities in a combined effort. Issues discussed included: services for immigrants with Marcia Guevara, Attorney at Law; financial literacy with Ana Gonzalez Ribeiro, MBA, who works with @ W!SE program in New York City; how to market library collections and services to Latino and their immigrant communities with a focus on e-resources with Joe Kutchera, Digital Marketing Advisor and author of Latino Link: Building Brands Online with Hispanic Communities and Content; how to create dynamic, bilingual story times with Susie Jaramillo, children's author and co-founder of Canticos. Collection Development: Ms. Coradin visited the Bilingual Publications' Pop-up Book Fair, where the distributor displayed Spanish language titles from international book fairs of Spain and Mexico, and selected material to build up the collection at the Bedford Hills Free Library and the Central Library collection housed at the Mount Vernon Public Library. Two books selected were: a translation of Hidden Figures and an ESOL book that breaks down learning English into 4 basic

phases: Speaking and expressing oneself in English; Listening and understanding; Reading and comprehending; and Writing with ease and no errors. 8th Annual Multi-language Book Fair: Hosted by the White Plains Public Library, the WLS Multi language Book Fair had twelve language publishers/ distributors showcasing more than 40 languages—at all levels in multiple formats, including ESOL material, e-books, movies and comics. There were 104 attendees who perused the language material and networked with librarians from Westchester, Ramapo, Long Island, New York City and New Jersey. A 90-minute seminar, Essential Online Health Information for Older Adults, was launched in October at the annual Senior Law Day held at Westchester County Center. The program is a review of key sites that can assist in researching health topics (e.g., drugs, supplements, diseases, conditions), evaluating service providers and managing services. The program includes a review of internet safety and further assistance available from local libraries. The more than 50 participants gave the program high marks. The program pamphlet detailing the sites will be distributed to senior centers via the Medicare Minute program. The seminar will also be made available to member libraries and partner agencies. Westchester Seniors Out Speaking (WSOS) engages more than 70 volunteers throughout the year to deliver education and counseling related to Medicare and senior-directed benefits. The program operates monthly in senior/community centers and in 8 libraries: Greenburgh, Mount Kisco, New Rochelle, Ossining, The Field Library (Peekskill), John C. Hart Memorial Library (Shrub Oak/Yorktown), The Warner Library (Tarrytown), and Yonkers. Medicare Open Enrollment is also the busiest period for the Senior Benefits Information Centers (SBICs). This 7- to 8-week period can account for as much as 50% of SBIC counseling activity. Volunteer Education: The education meetings of our volunteer team continued in 2018 at the WLS Headquarters. Topics covered: Medicare coverage of preventive services with information on vaccines for adults; how Medicare works with Federal or military benefits and Understanding Medicare Documents: MSNs [Medicare Summary Notices], EOBs

[Explanation of Benefits], and the New Medicare Card. Senior Benefit Individual Counseling (SBIC) slight name change - EB-ADD STATS here, too WEBS: The WEBS program continued to offer a comprehensive selection of career counseling services to help adults manage their careers. One of the most popular offerings is the nine-week "group" career development seminar that allows adults to gain a clearer sense of self and an understanding of how they relate to others and the world of work. It encourages self-disclosure in a safe environment composed of peers with the same career concerns, and it facilitates the processing of vital occupational information relevant to a career choice. In group career counseling, part of the leader's role is to help participants by providing information, but more importantly, by facilitating thought and introspection. Group counseling is an exciting and interactive process where people from different backgrounds and interests can come together. When it is skillfully facilitated, it can produce remarkable strides in client self-confidence and forward momentum. Five career seminars were conducted at the John C. Hart Memorial Library in Yorktown, the White Plains Public Library, the New Rochelle Public Library, the Yonkers Public Library and the Chappaqua Library. All programs were almost fully subscribed, and some had wait lists. A primary focus in 2018 was to target older adults and long-term unemployed workers who need to upgrade their technical skills and consider retraining for a second career. This is an important initiative since these two groups represent a "lost population" that is getting left behind. =The eight-week seminars continued to emphasize the use of technology and social networking to advance one's career, and new handouts were developed with relevant information. =The individual counseling program at the Yonkers Public Library continues to flourish with a full roster of appointments every other week; and 22 workshops were held in 2018 on a variety of career-related topics. =Counselors also introduced clients to the concept of the Gig Economy in all of the WEBS programs. Gig Economy focuses on temporary contracts, self-employment and freelance work and is becoming more mainstream. People need to be prepared to lose certain protections offered in traditional jobs,

and it has not yet been determined if this new way of working offers more risk than benefit. =WEBS Director Elaine Sozzi held training sessions with the counselors to review the newly revised seminar curriculum and future initiatives and provided ongoing supervision of the counselors, and conducted over 100 distance/telephone counseling sessions with clients who were unable to attend programs. =The WEBS program developed a multipage handout called Career Links to the Web to guide people to well-regarded websites that have been reviewed by the staff and includes a section on free education and research tools available to library cardholders (Learning Express Library, Lynda.com, University of Fashion) and several business-related databases. =Ms. Sozzi continued to meet with staff at the One Stop to review programming ideas for the fall. Since there is a great deal of cross-referral between WEBS and the One Stop, it helps to be cognizant of their needs when planning. """"""""

| 14.3 | Element 3: Professional Development and Continuing Education - Results | """"""""""""WLS continued toward its goal to provide opportunities to build the skills and knowledge needed to provide effective and efficient programs and services. Below are highlights from 2018: =Attended by WLS Staff: As Chapter President for Association of Fundraising Professionals (AFP) NY Westchester, Ms. Brigham planned and presided over the Annual National Philanthropy Day Conference held in November; 100 development professionals gathered for this nonprofit educational conference that focused on building a culture of philanthropy through the process of storytelling. Workshops led by professionals in their fields highlighted strategies and tools for gathering, telling and sharing compelling stories. Rob Caluori attended the Tech Supports for Cognition and Learning Conference sponsored by The Arc Westchester, whose mission is to empower children, teens and adults with intellectual and developmental disabilities (ID/DD). The focus of the conference was on pragmatic applications of technology for learning and cognition to helping individuals with ID/DD lead a more independent life. WLS co-hosted the event along with several other organizations, and Mr. Caluori has been an active member of the Conference planning committee since 2016. One outcome from this collaboration |

was an opportunity for WLS to host a resource website to promote assistive technologies to library staff as well as users. This site will offer curated lists of apps, links to best practices and instructional videos and articles from local experts on the use of technology to support cognition, learning and independence for those with ID/DD, and the joint effort was announced at the Conference. Mr. Caluori, Wilson Arana and Chris Hernandez attended the .NEXT conference. This conference is focused on maximizing the value of WLS's investment in Nutanix hardware and software, which structures our server, virtual desktop and network architecture and creates sustainability. Informative presentations on public and private cloud computing, disaster recovery, backup, virtual desktops and software-defined networking were given by service providers as well as industry experts and power users from public, private and government customers. Mr. Arana and Allison Midgley attended the Customers of SirsiDynix Users Group (COSUGI) conference. This conference, which prides itself on being for users and by users, is an opportunity to see how other libraries and library systems are using the tools from SirsiDynix and how those practices could be applied to improving service here in Westchester. Mr. Caluori was accepted to and attended the first of 10 sessions for the Leadership Westchester program hosted by Volunteer NY. Leadership Westchester is a rigorous, nine-month curriculum that is designed to sharpen leadership skills and provide an in-depth understanding of how non-profits work. Rob is a member of the 22nd cohort of the program. Nancy Coradin attended Mini Conference at Bank Street: A celebration of bilingual books and Latinx Communities. The conference explored the importance of having literature that reflects the diverse voices, accents and ethnicities in Latinx literature. It included authors, illustrators, librarians, teachers and students. Ms. Coradin was able to secure two authors to speak at the WLS Multi language Book Fair. Nancy Coradin attended the REFORMA second annual Book Buzz. REFORMA is a national organization that promotes library and information services to Latinos and the Spanish speaking. Book Buzz highlights what is new in Spanish literature with

authors who speak about their works and publishers and distributors who showcase their books. Elaine Sozzi attended a program called, Recruiters - Can't live with 'em, Can't live without 'em"-conducted by Linda Van Volkenburgh, an executive career coach with broad business experience in marketing, advertising, entrepreneurial partnerships as well as career development practice. She explained how to define career goals, plan and manage one's career and advance to the next level by using strong job search and research skills. She stressed the importance of attracting the attention of recruiters through an effective LinkedIn profile and the development of "validation stories" that prove one has the skills for the job. The program concluded with a review of resume, cover letter and salary negotiation strategies, and a reminder about maintaining a positive attitude. =Provided for Library Staff: Guiding Patrons to Legal Resources was offered to library staff in March. Presenters were Diane Kronstadt, Executive Director of The Fund for Modern Courts, and Quesquilla Addison, Program Director of LawHelpNY.org. A workshop entitled, Strengthening Library Support through the Annual Appeal - Tips on Crafting the Letter, Getting it Read, and Tracking the Results, was presented by Ms. Brigham in August. Twenty-one participants registered; participants included library directors and staff, trustees, and volunteers from Library Friends and Foundations. Topics included the basic components of a successful annual appeal and using critiqued annual appeal letters. Joining Ms. Brigham were two professional colleagues Andrew Dieckman of Executive Printing, who spoke about non-profit bulk mail, and Cindy Gittleman of ELEO, who spoke about the importance of tracking your donors and donations. WLS offered an interactive 5-week online course - Supercharging Your Storytimes Spring 2018: Using Interactivity, Intentionality, and Community of Practice to Help Children Learn with Joy. The course was led by Saroj Ghoting, a noted early literacy consultant and author, whose experience as a librarian and educator make her especially effective in this field. The course was offered on Moodle, an online learning platform that WLS is assessing for providing future instructional opportunities. A key

benefit of Moodle is the ability to offer asynchronous learning opportunities that can meet the needs of time constrained full and part-time staff. The goals of the course were to engage professional staff in new evidence-based instructional and programming approaches that are recognized as increasing the effectiveness of libraries in fostering early literacy. WEBS counselor Marie Riffel presented a professional development program on Managing Your Library Career: Networking with LinkedIn at WLS headquarters. It introduced LinkedIn's benefits and provided information on building a profile, creating an online brand image and expanding one's professional network. The program was co-sponsored by the Westchester Library Association and Westchester Library System. Allison Midgley continues to provide library staff with a wide variety of high quality training sessions on a variety of topics. Makerspace training continues to be popular. New workshops included Physics Fun! and Experience VR (Virtual Reality) that are based on WLS LEADER LAB kits that libraries can borrow to offer new or enhanced programs to their patrons; attendees learn science and technology hands-on and most reserve a kit within days of their attendance. Workshops on preventing harassment in the work environment were held at WLS. The primary emphasis of the workshops is on how to identify and respond to, and ideally prevent, sexual harassment situations at work. =Provided for Library Trustees: WLS was a sponsor of the The Library Trustees Association of New York State (LTA) annual Trustee Institute in April. The two-day event included a Library Features & Future Fair, workshops and a Welcome Dinner with Kick-off Speaker Nate Hill, Executive Director of the Metropolitan New York Library Council (METRO). WLS Trustee Institutes 2018 =Budget with a Mission with Robert Cordero and Susan Barossi, Partners at PKF O'Connor Davies, who led the conversation regarding strategic planning, meaningful financial reporting, board interaction and involvement, and successful budgeting tips. =The Next Stage of Community Support--Getting the Most out of Advocacy & Fund Raising with Libby Post, President/Strategist-in-Chief, Communication Services, who spoke about why we should

advocate for libraries as an essential service and how to turn your advocates into donors. Roles and Responsibilities of Library Trustees: Trustees & Directors with Lauren Moore, Executive Director of the Pioneer Library System (PLS), who led an interactive discussion on topics including: the 3 duties of library trustees, the roles of the trustee and the director, strategies for a good board meeting, and helpful resources. Slides from all Institutes were posted to the WLS website.
""""""""""""""

| 14.5 | Element 5: Consulting and Development Services - Results | =In 2018, Scarsdale Public Library is operating from a temporary space, The Library Loft at Supply Field in Scarsdale, which will be home to the library for the next two years while the main library undergoes a complete renovation and expansion. IT staff were on-hand throughout the process to provide support for everything from wiring consultation and networking to PC installation. =WLS worked with the Mamaroneck Public Library on the purchase and installation of digital signage throughout the library building. The signage runs on a new system that utilizes off-the-shelf hardware and a web-based content management service. This has proven to be a more sustainable and lower cost solution than previous installations that used proprietary solutions. This solution is currently in use at Greenburgh Public Library, Hendrick Hudson Free Library (Montrose) and Lewisboro Library. =Terry Kirchner and Rob Caluori met with the Dobbs Ferry Public Library Board of Trustees and Director Elizabeth Hobson to discuss best practices when defining trustee/director roles and responsibilities and facilitated a strategic discussion on current and potential users of the library. Mr. Caluori has continued to assist the library by facilitating staff discussions on potential strategic directions for the library. |
| 14.6 | Element 6: Coordinated Services - Results | E-Rate: The IT Department began the process of applying for E-Rate funds. Form 471, the first stage of soliciting quotations for service from interested vendors, was filed in accordance with the E-Rate program's schedule and rules. Child protection measures required by this program were implemented and revisions were made to WLS Internet Use Policy. WLS Mobile App: The shared WLS Member Library mobile app was launched. Services available through the app include: |

searching the catalog; access to electronic resources; management of library users' account; and use of a digital library card. The app is available on iPhone and iPad via the Apple App Store and Android devices via the Google Play App Store. WLS Website: Michael Jones completed the conversion of WLS websites and wikis to HTTPS, the secure protocol for websites. All the communication between users and the server on these sites is now encrypted. This is helpful in that web browsers now give strong warnings to users when entering an unsecured site. Network: After suffering back-to-back storms in March 2018, many libraries suffered outages of power and Internet connectivity. Joe Maurantonio sent daily, and sometimes twice daily, updates including on weekends to library directors and department heads on the status of the recovery effort. While it took more than a week for every site to be fully restored, many were brought back quickly. WLS Phones: WLS switched phone carriers from Vonage Business to Spectrotel in April. The switch to the new carrier will bring slightly reduced costs and a more responsive support group and resolved one of the major issue with our previous carrier that caused incoming calls to drop off at 45 minutes, preventing WLS from hosting a conference call. ILS: WLS's ILS contract with SirsiDynix ends on March 31, 2019. Preparations were for made for an open RFP for which responses were due in June 2018. Rob Caluori and Melanie Carnes worked with the Public Library Directors Association (PLDA) Integrated Library System (ILS) Committee on the Request for Proposal process. In September, the WLS Board approved the Public Library Directors Association (PLDA)'s recommendation to change the Integrated Library System (ILS) to Evergreen, an open-source software, with support and hosting from the Equinox Open Library Initiative. Contract negotiations began with Equinox for the migration to Evergreen. WLS staff helped libraries clean up item and patron databases, and training dates were scheduled in order to be ready when the migration process begins.

14.7   Element 7: Awareness and Advocacy - Results

The 2018 Annual Meeting celebrated the 60th Anniversary of the incorporation of WLS in November 1958. Over 65 library directors, trustees, staff, government officials, and friends

attended WLS's 59th Annual Meeting held in our Headquarters in Elmsford. Special guest speaker Hon. Rossana Rosado, New York Secretary of State, spoke of her role as the first woman to serve as Editor & Publisher of El Diario and how she sees the library's mission as a gateway to knowledge closely aligned to the journey of re-entry into society that can build a stronger society. WLS's many accomplishments from the year were reviewed. The Annual Celebrating Westchester Libraries Breakfast took place in April at the Doral Arrowwood in Rye Brook. Keynote Speaker Nancy Silberkleit, Co-Chief Executive Officer (CEO) of Archie Comics, spoke about the importance of early literacy and how the graphic novel and comics can inspire reading. Westchester County Executive George Latimer was also in attendance and congratulated the libraries on the work they all do and acknowledged their importance. Library Directors Jill Davis (Hendrick Hudson Free Library) and Cindy Rubino (Lewisboro Library) shared how each of their libraries are impacting their communities in unique ways.

14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	Automatic Renewal: The Public Library Directors Association (PLDA) approved the implementation of Automatic Renewals along with parameters for use for libraries that opt-in to this service. When a library elects to use this service, eligible checkouts from that library will automatically renew three days prior to the due date. Most libraries have also opted-in to sending email notices about upcoming items due, which are also sent three days prior to the due date. In effect, patrons of participating libraries receive an email about their checkouts either informing them they have been renewed or that they are due in three days. OverDrive Advantage: In April, PLDA voted to approve a recommendation by the eContent/Central Library Committee to turn on a feature of OverDrive called Advantage Plus. Advantage Plus allows downloadable e-Books and e-Audiobooks owned by the member libraries via their OverDrive Advantage accounts to be accessible to all WLS patrons for use. Previously such content could only be used by the patrons of the owning library. This new model more closely resembles how physical content is shared within WLS. Patrons from the owning library have first priority to

access materials; remaining materials may be shared by everyone. This feature was activated in May and has been a great success--the month of May showed a 48% increase in circulation countywide. ILS: In September, the WLS Board approved the Public Library Directors Association (PLDA)'s recommendation to change the Integrated Library System (ILS) to Evergreen, an open-source software, with support and hosting from the Equinox Open Library Initiative. In preparation for migration, Melanie Carnes and Allison Midgely have been preparing data clean-up reports for the member libraries and are working with them to clean up the various data collections that comprise the current system. Assuming the timeline suggested by the vendor is maintained, the anticipated date to go live on the new software is April 1, 2019. To expedite process, PLDA formed a committee to provide input for issues arising during the ILS migration that would have a direct effect on libraries.

| 14.9 | Element 9: Cooperative Efforts with Other Library Systems - Results | Allison Midgley hosted an Open House for staff from the member libraries of the Ramapo-Catskill Library System (RCLS). WLS partnered with RCLS to allow their member library staff to attend training sessions at WLS in exchange for direct reimbursement by RCLS. Many of the RCLS member libraries are located in the river towns on the other side of the Hudson and are closer to the WLS Headquarters than the RCLS Headquarters. Terry Kirchner participated in North Country Library System's Annual Meeting as a guest speaker on the topic of How to be a Visionary Board that discussed the three main roles of a visionary board: Oversight: Creates the overall tone & organizational culture of the library; Foresight: Developing the capacity to anticipate and act in the present in order to meet future needs; and Insight: Understands how to best utilize the available resources and identifies gaps to be filled. This presentation served as a reminder of the many visionary activities being incorporated at libraries throughout New York—and especially here in Westchester. |
| 14.10 | Element 10: Construction - Results | A total of 22 applications were received from 20 libraries for the 2018-2021 grant cycle in August. All of the applications were found to meet the criteria established for the Construction Grants as required by NYS Commissioner's Regulations. |

The PLDA Grants Committee made up of Chair Karen LaRocca-Fels, Director of Ossining Public Library; Angela Groth, Director of Ardsley Public Library; Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem); and Robin Lettieri, Director of Port Chester-Rye Brook Public Library, along with Elise Burke and Terry Kirchner from WLS reviewed the applications and submitted award recommendations. This year's allotment to WLS=$1,590,468; Total Project Cost for all applications=$8,715,859; the Cost of the Submitted Projects= $4,303,949; and the Total Requested Award Amounts= $2,634,409. The WLS Board approved the recommendations in September and all applications were submitted to Albany for their October deadline.

14.11	Element 11: Central Library - Results	Central Library Program At the January WLS Board meeting, WLS Trustee Julie Mills-Worthy introduced a letter from New York State Assemblyman J. Gary Pretlow dated 1/29/2018 expressing concerns that no Central Library funds were allocated for the purchase of print materials by the Mount Vernon Public Library, WLS's Central Library. Terry Kirchner provided a written response dated 2/9/18 on behalf of the Board of Trustees, and a copy of this response was emailed to each WLS Trustee and shared with NYS Librarian Bernie Margolis. A brief update on activities related to the recommendations of the 2017 Central Library Study Committee was presented at the February Board Meeting.
14.12	Element 12: Direct Access - Results	The current WLS Free Direct Access Plan approved in 2016 remains active.
14.13	Element 13: Other Goal(s) - Results	""""2020 CENSUS: At the New York Library Association's (NYLA) Annual Conference held in Rochester, NY, a trending topic was the role of libraries and library systems in the 2020 Census. While libraries have always played an important role in promoting and supporting the efforts to obtain full participation within a community, the expectation is that there will be greater demands placed upon libraries in the upcoming census due to the transition to a primarily digital survey process - especially in those communities that face digital inclusion challenges. As trusted sources of information, digital literacy support and community engagement, libraries play a vital role in ensuring that all individuals residing in a

community are counted in the 2020 Census. The New York State 2020 Complete Count Commission has been created; and it does include a representative from the library community: Lauren Moore, Executive Director of the Pioneer Library System and Past President of PULISDO (Public Library Systems Directors Organization). Dr. Kirchner worked with the appropriate parties to keep up on how WLS can be involved in this important initiative. COMMUNITY CONVERSATIONS - ADVERSE CHILDHOOD EVENTS (ACES): A group was formed of social service organizations working to support children, families, and those in reentry to foster discussion and use of research and insights related to Adverse Childhood Events (ACEs). This "Resilience Coalition" planned a series of screenings of the documentary film Resilience as a launch point for community dialog on this topic to improve community services. WLS's support of this effort mirrors the Community Conversation model piloted in 2017. The Resilience Coalition, launched in February 2018 as a part of our Community Conversation program, has been successful in activating dialog among multiple audiences on the topic of adverse childhood events and resilience. In 2018, more than 71 public and private (small group, organizational) screenings took place reaching close to 3,000 individuals. Content on the website has been expanded (see conversations.westchesterlibraries.org) as awareness building moves toward serving Spanish-speaking audiences. Entergy renewed its support of the WLS Minigrants program with a $25,000 grant that will support professional development, minigrants and library marketing and promotion. WLS Mini-grants were awarded to the following member libraries in January: =Ruth Keeler Memorial Library (North Salem): $1,000 - Landscape Painting in Acrylics - adult creative art program - 8 two-hour sessions with a teaching artist Sheryl Levine. This project will provide adults an opportunity for meaningful active learning, developing new skills and meeting other adults in the community. =Lewisboro Library: $1,000 - 3D Animation - Teen Programming - Four 90-minute sessions with Digital Arts Experience. This project introduces teens to some of the basic skills required to make 3D animated

films and will be held during the summer in partnership with Digital Arts Experience's mobile lab for a positive, fun learning experience. Harrison Public Library: $600 - Learn to Fly a Drone - ages 10 and up - Six 90-minute sessions. This program will further the library's commitment to community engagement around maker technology. =Eastchester Public Library: $1,200 - Reading Shakespeare with teaching instructor Frances Gilmore - Five two-hour sessions. Building on the Library's active learning initiatives for adults, this experience will take the group on a journey that looks closely at character, theme and oratory skills with a final public performance of selected scenes by the participants. =Bedford Free Library: $1,200 - Awesome Robots - Grades 3 and up - Summer Program. This program builds on the Library's commitment to informal STEM learning for youth. Working with a skilled instructor, participants will create their own robot over the four-week session in this Mini-STEM Camp. In addition to these mini-grants, WLS launched Marketing Consultation Minigrants in May. Four libraries (Bedford Free Library, Eastchester Public Library, Irvington Public Library and White Plains Public Library) successfully met their goals. The work they did with the consultant Molly Ahern of Full Deck Design led to new action-based strategies. Building Bridges Not Walls: The Library's Role in Supporting Multicultural Communities-REFORMA Conference-June 2018 Nancy Coradin and Diana Lennon, Librarian II at the Greenburgh Public Library, presented, Our Librarian in Havana at the 2018 REFORMA Conference at the Bronx Library Center. REFORMA is the national association to promote library and information services to Latinos and the Spanish Speaking. Their presentation spoke on the barriers crossed in visiting Cuba, and they related the importance of forming alliances with Cuban librarians and fostering relationships to promote library services across the two countries. WLS identified three strategic priorities in 2018 that were the basis for the 2019 budget: =Expand WLS's competency as an incubator of solutions and services: WLS will build on opportunities that allow the member libraries to share and cooperate with programs such as the Resilience Coalition, the migration to a new open source Integrated

Library System (ILS), preparation for the 2020 Census and expanded growth in downloadable content and online services and the launch of Tutor.com. =Encourage and promote best practices across the member libraries: Showing how to effectively tell success stories, the impact of libraries and the lessons learned. =Provide additional support for professional development for library staff and trustees: With a focus on technology, people skills and board governance. Public Library Administration Program: The 2016-2018 cohort of the Public Library Administration Program, offered through Long Island University and hosted by WLS in partnership with the Palmer Institute of Public Library Organization and Management, was completed in May. This post-Master's Advanced Certificate program is designed to develop and enhance the management skills and credentials of professional librarians working within the public library sector and to train the leaders of tomorrow. There were a total of 19 students, with 13 from WLS and WLS member libraries and 6 from nearby counties. Due to the tremendous success of the program, WLS decided to host another round, which started in the Fall of 2018 and will go through the Fall of 2020. This five-course, fifteen-credit graduate-level public library management training program is recognized by the New York State Education Department. Terry Kirchner and Rebekkah Smith Aldrich, Coordinator for Library Sustainability, Mid-Hudson Library System, are the primary instructors for the courses. """"

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_Apprvd20190129.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_2017-2021_Final.pdf
15.7	URL of Direct Access Plan	

https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Free_Direct_Access_Plan_2016.pdf

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)	9142313225
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)	04/30/2019

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).	04/30/2019

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!	When you click from question to question, the $0 remains -- it would be easier if it could be like when you tab and the whole thing is highlighted. For financial sections, when you click off an entry, the sum does not automatically refresh, you need to hit "SAVE" -- but that button is some times way too far down on the page. Also the previous/next buttons would be nice to have on the top of each page, especially since when you save, it always

goes back to the top. Under the Other Miscellaneous Expenses (Q7.46), can the Expense Category field be widened. It's too short to fit in a good description and requires that all groups have a note entered.

Westchester Library System
Annual Report for Library Systems - 2018 (Public Library Systems 2018)

1. General System Information

No Notes

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

Repeating Group 2   (Bernie Seiler)

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).   **Note:** Filing an unexpired term.

Repeating Group 13   (Joseph Puglia)

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).   **Note:** Filling unexpired term

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	**Note:** No active recruiting done in 2018 for non-resident system cards.
4.3	Total Cataloged Book Circulation	**Note:** WLS started tracking circulation of system-owned materials in 2018.
4.4	Total Circulation of Other Materials	**Note:** WLS started tracking circulation of system-owned materials in 2018.
4.5		**Note:**

	Physical Item Circulation (Total questions 4.3 & 4.4)	WLS started tracking circulation of system-owned materials in 2018.
4.6	Use of Electronic Material	**Note:** WLS added Hoopla in 2018.
4.7	Successful Retrieval of Electronic Information	**Note:** WLS added Kanopy in 2018.
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:** Usage fluctuates from year to year.
4.26	Other Non-Electronic Materials	**Note:** Sewing machines that can be circulated to libraries.
4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	**Note:** Sewing Machines for Makerspaces, etc.

5. System Services

5.31	Number of stops (pick-up and delivery sites per week)	**Note:** A total of 2,149,534 items were routed system-wide via the delivery service in 2018, with 935,663 of them from holds placed online.
5.35	Number of participants	**Note:** WLS provides access to Lynda.com, a video library of engaging, top-quality courses taught by recognized industry experts. In 2018, there was a total of 7,952 hours viewed; 2,229 courses completed; 4,175 users.
5.74	Number of contacts - Providing website development and maintenance for member libraries	**Note:** WLS offered website hosting and maintenance to member libraries in 2018.

Repeating Group 2 — Q.5.75   *Other Consulting & Technical Assistance*

1.	Topic *Westchester One Stop Employment*	**Note:** WLS WEBS director consults with Assistant Director of Westchester One Stop Employment Center.
5.78	Total Reference Transactions	**Note:** Many of WLS programs offer reference services; however, they are reported as part of Special Services.

Repeating Group 1 — Q 5.85   *Other Special Client Services*

1.	Service provided *Early Learning Outreach*	**Note:** Outreach to Head Starts and Early Childhood Centers to present information to parents on the importance of engaging children

in early literacy activities, reviewing basic skills, and then directing these parents to the library. System staff worked with local libraries to arrange family visits to the library to engage in early literacy program and review resources available for other family members. In 2018, a total of 43 programs were held with 1,180 children & parents in attendance and 89 library card applications were processed and 348 children were given books as take home gifts as a result of this outreach.

Repeating Group 2

Medicare Education & Counseling

1. Service provided   **Note:** Volunteers with Westchester Seniors Out Speaking (WSOS) provide education and counseling throughout the year at libraries and other venues. In 2018, 246 educational presentations were given with 9,061 in attendance. A total of 1,197 hours were hosted at 10 sites with 1,207 counseling interactions (inclusive of Helpline support).

Repeating Group 3

Health Resource Education

1. Service provided   **Note:** Essential Online Health Information for Older Adults provides education on authoritative resources for health research, as well as strategies for evaluating services and managing health insurance needs. In 2018, a total of 5 programs for 110 people.

Repeating Group 4

High School Equivalency Tutoring

1. Service provided   **Note:** In 2018, a total of 15 High School Equivalency (HSE) information sessions were held with 33 people in attendance; 27 HSE students attended 269 tutoring sessions; with 40 active volunteers.

Repeating Group 5

Adult Literacy Training

1. Service provided   **Note:** Launched in 2018, this program is a partnership with Hadassah Westchester; tutors meet with clients at the library of their choice. There are 24 active volunteers and 14 students were served.

Repeating Group 6

Re-Entry Outreach

1. Service provided   **Note:** Reentry outreach included regular presentations at community-based mentorship programs (Coming Home), participation in reentry/employment fairs, and resource reviews at the County jail. In 2018, a total of 7 programs were held with 147 in attendance.

Repeating Group 7

Community Conversations
Resilience Coalition

1. Service provided   **Note:** Broad-based community education and dialog on a critical public health topic impacting children, families, and adults. The film Resilience was screened about the topic of Adverse Childhood Events (ACEs). A total of 71 events were held (12 at WLS member libraries including WLS HQ & 59 at other venues) with 2,197 in attendance at the private screenings and 851 in attendance at public screenings.

Repeating Group 1 *– Q5.85   Other Special Client Services*

2. Number of facilities/institutions served   **Note:** WLS Member Libraries: The Field Library (Peekskill), Mamaroneck Public Library, Mount Kisco Public Library, Port Chester-Rye Brook Public Library, Yonkers Public Library

Early Learning Outreach

Agencies: (Peekskill) Aunt Bessie's Open Door Center, Mamaroneck Child Development Center, Mount Kisco Head Start Center, Peekskill Head Start / Day Care Center, Port Chester Children's Place Center, Port Chester Head Start & Therapeutic Nursery, Yonkers Children's Place / Day Care Center, Yorktown Heights Head Start Center

Repeating Group 2

Medicare Education & Counseling

2. Number of facilities/institutions served

Note: Libraries hosting Medicare Minutes & Senior Benefits Individual Counseling (SBIC) sites: Town of Pelham Public Library, Yonkers Public Library-Grinton I. Will Branch, Hendrick Hudson Free Library (Montrose), Lewisboro Library (South Salem), Croton Free Library, White Plains Public Library, Ossining Public Library, Irvington Public Library, John C. Hart Memorial Library (Yorktown), Eastchester Public Library, Mount Pleasant Public Library, Harrison Public Library & North White Plains Branch, Katonah Village Library, North Castle Public Library, Greenburgh Public Library, Somers Library, Warner Library (Tarrytown), Field Library (Peekskill), Port Chester-Rye Brook Public Library, New Rochelle Public Library Other facilities hosting Medicare Minutes: Phelps Memorial Hospital Center (Sleepy Hollow), Greenburgh Multipurpose Center (Ardsley), Mount Pleasant Community Center (Valhalla), Fox Center (Mount Kisco), Municipal Building Community Room (Croton), 46 Jackson, AARP, Ardsley Senior Center, Armory Senior Citizens, Bronx River Scott Center, Bryn Mawr, Butler Memorial United Methodist Women, Clinton Street Center, Coyne Center, Crestwood-Our Lady of Fatima, Dehaven on the Hudson, Doles Center, Doyle Center, Garth Road Senior Center, Golden Eagles, Harrison Community Center, Lake Isle Senior Center, Larchmont Senior Center, Lewisboro Seniors (Heritage Hills), Mount Pleasant, Mount Olivet, New Castle Seniors, Nodine Center, North Castle Seniors, Ossining Senior Center, Pelham Seniors, Phelps Memorial Hospital Breakfast Club, Rye Brook Seniors, Rye Senior Center, Westchester Jewish Community Services (WJCS), St. Mark's, Tarrytown Senior Center, Tuckahoe Senior Center, W. Harrison Senior Center, Yorktown Senior Center

Repeating Group 3 – *Health Resource Education*

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

Repeating Group 4 – *High School Equivalency Tutoring*

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

Repeating Group 5 – *Adult Literacy Tutoring*

2.   **Note:** available to all WLS member libraries

Number of
facilities/institutions
served

Repeating Group 6 – Re-Entry Outreach

2.	Number of facilities/institutions served	**Note:** Libraries: Rye Free Reading Room, White Plains Public Library, Mount Vernon Public Library, Bronxville Public Library

Repeating Group 8 – WEBS Individual Career Counseling

2.	Number of facilities/institutions served	**Note:** Mount Vernon Public Library, Yonkers Public Library

Repeating Group 9 – WEBS 10-week Career Seminars

2.	Number of facilities/institutions served	**Note:** Libraries who hosted a career seminar: White Plains Public Library (2), Yonkers Public Library (2), Chappaqua Library (2), New Rochelle Public Library, Town of Pelham Public Library, John C. Hart Memorial Library (Yorktown), Somers Libary

Repeating Group 10 – WEBS Career Workshops

2.	Number of facilities/institutions served	**Note:** A total of 22 workshops were held at the following libraries: Purchase Library, Lewisboro Library, Tuckahoe Public Library, Mount Vernon Public Library (3), Rye Free Reading Room, John C. Hart Memorial Library (Yorktown-2), Eastchester Public Library, Warner Library (Tarrytown), Briarcliff Manor (2), Greenburgh Public Library, New Rochelle Public Library, Dobbs Ferry Public Library, Hastings-on-Hudson Public Library, Katonah Village Library, White Plains Public Library, Port Chester-Rye Brook Public Library, Mount Pleasant Public Library, Town of Pelham Public Library

Repeating Group 11 – WEBS Distance Counseling

2.	Number of facilities/institutions served	**Note:** service provided by counselor over phone

6. Operating Funds Receipts

Repeating Group 4 – Q6.56 – Other Miscellaneous Receipts
– LIU Palmer School

1.	Receipt category	**Note:** Public Library Administration Certificate Program

Repeating Group 3 – WSOS

2.	Amount	**Note:** Westchester Seniors out Speaking (WSOS)

7. Operating Fund Disbursements

7.6	Print Materials Expenditures	**Note:** This amount includes $391 toward the Central Library program.
7.7	Electronic Materials Expenditures	**Note:** This amount includes $330,409 toward the Central Library program.
7.11		**Note:**

	Central Library Aid (CLDA/CBA)		WLS does not distribute Central Library Aid directly to the member libraries as grants, they support the Central Library activities directed by the Public Library Directors Associations (PLDA) eContent & Central Library Committee and approved by the WLS Board. The majority of funds goes toward non-fiction and foreign language materials (books & electronic content) available to and used by all of the member libraries toward the Central Library's Plan of Service goals. (More information is detailed in Part 13.2 & 13.3 in this Report.)
7.42	Publicity and Printing	**Note:**	Publicity and printing increased in 2018 due to new campaign for WLS 60th Anniversary and increased marketing for other programs.
7.43	Travel	**Note:**	In 2017, expenses for WLS hosting of the LIU Palmer School Public Administration Certification Program was included in Travel. It has been corrected in 2018.
7.44	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	**Note:**	Attorney for Equinox contract: 3,856 Audit Fees-OPEB analysis: $6,500 Filing Fees-CHAR500: $50 Audit Fees: $15,092 Background Checks: $512 Fair vendor booth: $135 Adult Literacy-Handout Printing: $3,884 Battle of the Books Expenses: $500 Multi-Language Book Fair Expenses: $50 BTOP: $32,112 Cataloging Services contract with Queens Library: $232 County Corrections consultant: $300 Early Literacy Event Expenses: $8,130 Marketing Program Expense: $3,000 Minigrants: $563 WEBS Counselors: $32,758 WLS Offsite Server: $22,243 Equinox: $62,215 Learning Ambassadors: $1,400 Central Library Training Presentor-L. Cudlitz: $575 Central Library Training Presentor-HRG: $6,000 TOTAL: $200,107

Repeating Group 1 — 7.46   *Other Miscellaneous Expenses*

| 1. | Expense category | **Note:** | Retiree Health Insurance |

Repeating Group 3

| 1. | Expense category | **Note:** | Software Maintenance & Support |

Repeating Group 4

| 1. | Expense category | **Note:** | Meetings In-House |

Repeating Group 7

| 1. | Expense category | **Note:** | Payroll Processing Fees |

Repeating Group 10

| 1. | Expense category | **Note:** | WLS hosted the LIU Palmer School Public Administration Certification Program in 2018. This is a professional development program for library staff with a Master's Degree to get a certificate in public library administration. |

Repeating Group 11

| 1. | Expense category | **Note:** | For Interlibrary Loan (ILL) net lending activity program. |

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

12. Projected Annual Budget For Library Systems

No Notes

13. State Formula Aid Disbursements

Repeating Group 3 — Q13.1.6 – Purchased Services
1. Expenditure Category *~other*   **Note:** Equipment Maintenance (450) & Lease (10952)
Repeating Group 4
1. Expenditure Category *other*   **Note:** Software Maintenance
Repeating Group 6
1. Expenditure Category *other*   **Note:** Staff Training & Development
Repeating Group 8
1. Expenditure Category *Other*   **Note:** Trustee Activities
Repeating Group 9
1. Expenditure Category *Other*   **Note:** Miscellaneous
Repeating Group 10
1. Expenditure Category *other*   **Note:** Contractual Services
Repeating Group 12
1. Expenditure Category *other*   **Note:** Payroll Fees
Repeating Group 14 *other*
1. Expenditure Category *other*   **Note:** Insurance
Repeating Group 1 _ ② 13.1.8 – Supplies & Materials
1. Expenditure Category   **Note:** Postage
Repeating Group 2
1. Expenditure Category *other*   **Note:** Furniture/Fixtures under $5,000 per unit
Repeating Group 3
1. Expenditure Category *(other*   **Note:** Office-computer supplies & equipment under unit cost of $5,000
Repeating Group 4
1. Expenditure Category *other*   **Note:** Miscellaneous
Repeating Group 3 · Q13.2.1 Purchased Services
1. Expenditure Category   **Note:** half of Hoopla
Repeating Group 1 *Midwest* Q13.3.6 Purchased Services
                                      For access to Lynda.com, an online learning tool for training.
2. Provider of Services   **Note:** Lynda.com provides online video training on a number of topics
    L EBSCO   for employee training, etc.
Repeating Group 1 Q13.3.6 Purchased Services
2. Provider of Services   **Note:** half of Hoopla
    L Midwest
Repeating Group 4

2.   Provider of Services   **Note:** X-Plain Health Info
(Patient Ed.
Repeating Group 1 *Q 13. 3. 8 - Supplies & Materials*

1.   Expenditure Category   **Note:** Training Expenses: Lyndon Cudlitz and Hospitality Resource
(Other   Group were paid as presenters for training programs.
Repeating Group 1 *Q 13.4.6 Purchased Services*

1.   Expenditure Category   **Note:** professional development expenses
(Cons. Fees
Repeating Group 2

1.   Expenditure Category   **Note:** Software-HSE Connect
(other
Repeating Group 3

1.   Expenditure Category   **Note:** Contracts
(other
Repeating Group 5

1.   Expenditure Category   **Note:** Recruitment
(other
Repeating Group 1 *Q 13.4.8 Supplies & Materials*

1.   Expenditure Category   **Note:** Meeting Expense (in-house)
(off. supplies & Postage
Repeating Group 5

1.   Expenditure Category   **Note:** Postage
(Office Supplies + Postage
Repeating Group 1 *Q 13.5.1 Purchased Services*

1.   Expenditure Category   **Note:** LibAnswers
(printing
Repeating Group 1 *Q 13.5.3 Supplies & Materials*

1.   Expenditure Category   **Note:** professional development training
Non-print resources

14. Summary of Library System Accomplishments

No Notes

15. Current system URL's

15.4 URL of Evaluation Form **Note:** WLS does not use formal evaluation forms but gathers feedback from monthly meetings of the Public Library Directors Association [PLDA] as well as visits to the member libraries by the Executive Director.

15.5 URL of Evaluation Results **Note:** WLS does not use formal evaluation forms but gathers feedback from monthly meetings of the Public Library Directors Association [PLDA] as well as visits to the member libraries by the Executive Director. Results are shared with the WLS Board and are part of the Board Meeting minutes.

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes