

# Westchester Library System

## Annual Report for Library Systems - 2019 (Public Library Systems 2019)

### 1. General System Information

#### System/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat CollectConnect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat CollectConnect before you begin your survey.

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

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

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

1.1	SEDCODE	660409700029
1.2	Institution ID	800000035474
1.3	System Name	Westchester Library System
1.4	Beginning Reporting Year	01/01/2019
1.5	Ending Reporting Year	12/31/2019
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](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 First Name of System Director Terry L
- 1.25 Last Name of System Director Kirchner
- 1.26 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. 24140
- 1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (914) 231-3223
- 1.32 E-Mail Address of the System Director tkirchner@wlsmail.org
- 1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (914) 674-4185
- 1.34 Name of Outreach Coordinator Elena Falcone
- 1.47 Is the library system a member of the New York State and Local Retirement System? Y
- 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N

#### Contracts/Unusual Circumstances

1. N/A

- Name of Contracting Municipality or District
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A
- 1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.

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

- 1.50 President/CEO Name. If there is no President/CEO please enter "N/A"
- 1.51 President/CEO Phone Number
- 1.52 President/CEO Email

## 2. Personnel Information

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

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

- 2.4 Public Library System  
Director per CR 90.3(f) - 1  
Filled Position FTE
- 2.5 Public Library System  
Director per CR 90.3(f) - 0  
Vacant Position FTE
- 2.10 Librarians - Filled Position(s) FTE 6.29
- 2.11 Librarians - Vacant Position(s) FTE 0
- 2.12 1

	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	<b>Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b>	8.29
2.15	<b>Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b>	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	3.34
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	14
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	25.63
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	0.00
<b>SALARY INFORMATION</b>		
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	\$190,626

### 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		14,237

	Square footage of the system building	
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	0
3.23	<b>Total Public Service Outlets (total questions 3.15 through 3.19)</b>	<b>1</b>
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 <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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.	
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#### SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2020, through December 31, 2020.

#### President/Council Chair

3.29	Status	Filled
3.30	First Name	Susan
3.31	Last Name	Morduch
3.32	Institutional Affiliation	N/A
3.33	Professional Title	Psychologist
3.34	Mailing Address	11 Riverview Avenue
3.35	City	Ardsley

- 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) (914) 666-8207
- 3.38 E-mail Address wlsdistrict06@wlsmail.org
- 3.39 Term Begins - Month January
- 3.40 Term Begins - Year (yyyy) 2017
- 3.41 Term Expires - Month or N/A December
- 3.42 Term Expires - Year (YYYY) or N/A 2021
- 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) 01/31/2017
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/08/2017
- 3.46 Is this a brand new trustee? N

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

1. Status Filled
2. First Name 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 No

- appointed to complete the remainder of a term of a trustee who resigned their position).
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. Status Filled
2. First Name Karen
3. Last Name Zevin
4. Institutional Affiliation N/A
5. Professional Title Market Researcher & Analyst
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
1. Status Filled
2. First Name Karen
3. Last Name Kelley
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 46 Roma Orchard Road
7. City Peekskill
8. Zip Code (enter five digits only) 10566
9. 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. Status Filled
2. First Name Jonathan
3. Last Name Marshall
4. Institutional Affiliation JM Media Sales
5. Professional Title Owner
6. Mailing Address 289 South Broadway #C
7. City Tarrytown
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. Status Filled
2. First Name Sean
3. Last Name Ryan
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 18 Bayberry Road
7. City Armonk



- |     |  |                 |
|-----|--|-----------------|
| 8.  | Zip Code (enter five digits only)  | 10502           |
| 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.  | Status   | Filled          |
| 2.  | First Name   | Francis         |
| 3.  | Last Name  | Okelo           |
| 4.  | Institutional Affiliation  | United Nations  |
| 5.  | Professional Title   | Retired         |
| 6.  | Mailing Address  | 17 Barnard Road |
| 7.  | City   | New Rochelle    |
| 8.  | Zip Code (enter five digits only)  | 10801           |
| 9.  | Term Begins - Month  | January         |
| 10. | Term Begins - Year (yyyy)  | 2019            |
| 11. | Term Expires - Month or N/A  | December        |
| 12. | Term Expires - Year (YYYY) or N/A  | 2023            |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes             |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 01/29/2019      |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 01/31/2019      |
| 16. | Is this a brand new trustee?   | N               |
| 1.  | Status   | Filled          |
| 2.  | First Name   | Maureen         |

- |     |  |                      |
|-----|--|----------------------|
| 3.  | Last Name  | LeBlanc              |
| 4.  | Institutional Affiliation  | LaBlanc 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?   | N                    |
- 
- |     |  |                      |
|-----|--|----------------------|
| 1.  | Status   | Filled               |
| 2.  | First Name   | Edris                |
| 3.  | Last Name  | Scherer              |
| 4.  | Institutional Affiliation  | Scherer TV & AC      |
| 5.  | Professional Title   | Vice President & CFO |
| 6.  | Mailing Address  | 7 Great Oaks Lane    |
| 7.  | City   | North Salem          |
| 8.  | Zip Code (enter five digits only)  | 10560                |
| 9.  | 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. |  | 01/31/2019           |

- The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Joseph
3. Last Name Puglia
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 59 Avondale Road
7. City Yonkers
8. Zip Code (enter five digits only) 10710
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
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) 01/28/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/30/2020
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Denise
3. Last Name Matthews-Serra
4. Institutional Affiliation Mutual of America Life Insurance Company
5. Professional Title Certified Pension Consultant
6. Mailing Address 12 Richbell Road
7. City White Plains
8. Zip Code (enter five digits only) 10605
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
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).
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/25/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/26/2020
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name Wes
3. Last Name Iwanski
4. Institutional Affiliation Downtown Travel
5. Professional Title Vice President of Technology
6. Mailing Address 9 Genessee Trail
7. City Harrison
8. Zip Code (enter five digits only) 10528
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
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) 01/28/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/30/2020
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name Andrea
3. Last Name Bober
4. Institutional Affiliation CITI
5. Professional Title Contractor through Insys, Branded Cards Marketing Control
6. Mailing Address 8 Old Oak Road
7. City Rye Brook
8. Zip Code (enter five digits only) 10573
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. 2020

- Term Expires - Year (YYYY)  
or 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). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/28/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/30/2020
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name Julie
3. Last Name Mills-Worthey
4. Institutional Affiliation N/A
5. Professional Title Attorney
6. Mailing Address 151 Prospect Avenue
7. City Mount Vernon
8. Zip Code (enter five digits only) 10550
9. 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. Status Filled
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

### **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, 2020, through December 31, 2020. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto: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. | Status                    | Filled  |
| 2. | First Name                | Barbara   |
| 3. | Last Name                 | Lambros   |
| 4. | Institutional Affiliation | Westchester County Reentry Task Force             |
| 5. | Professional Title        | Westchester County Reentry Coordinator            |
| 1. | Status                    | Filled  |
| 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. | Status                    | Filled  |

2.	First Name	Steve
3.	Last Name	Schurkman
4.	Institutional Affiliation	Keane & Beane
5.	Professional Title	Principal Member
1.	Status	Filled
2.	First Name	Gina
3.	Last Name	Bell
4.	Institutional Affiliation	Yonkers Public School
5.	Professional Title	Head of Library Services
1.	Status	Filled
2.	First Name	Karen
3.	Last Name	LaRocca-Fels
4.	Institutional Affiliation	Ossining Public Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Andrew
3.	Last Name	Bell
4.	Institutional Affiliation	Westchester County Department of Community Mental Health
5.	Professional Title	Program Director, Children's Mental Health
1.	Status	Filled
2.	First Name	Wendy
3.	Last Name	Armstrong
4.	Institutional Affiliation	RSVP of Westchester at VolunteerNY
5.	Professional Title	Director

#### 4. Public Library System Transactions and Collections

##### Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	58
4.2	System Visits	1,030
<b>CIRCULATION</b>		
4.3	Total Cataloged Book Circulation	1,692
4.4	Total Circulation of Other Materials	139
4.5	<b>Physical Item Circulation (Total questions 4.3 &amp; 4.4)</b>	1,831
4.6	Use of Electronic Material	5,090
4.7	Successful Retrieval of Electronic Information	2,563
4.8	<b>Electronic Content Use (Total Questions 4.6 &amp; 4.7)</b>	7,653
4.9	<b>Total Circulation of Materials (Total Questions 4.5 &amp; 4.6)</b>	6,921
4.10	<b>Total Collection Use (Total Questions 4.7 &amp; 4.9)</b>	9,484

**GENERAL SYSTEM HOLDINGS**

4.11	Total Cataloged Book Holdings	51
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0
4.15	<b>Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)</b>	51
4.16	Electronic Books	23,766
4.17	Local Electronic Collections	15
4.18	Total Number of NOVELNY Databases	16
4.19	<b>Total Electronic Collections ( Total questions 4.16 + 4.17 )</b>	23,781
4.20	Audio - Downloadable Units	5,646
4.21	Video - Downloadable Units	153
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	<b>Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)</b>	29,596

**Holdings Continued**

## Non-Electronic Materials

4.24	Audio - Physical Units	0
4.25	Video - Physical Units	0
4.26	Other Non-Electronic Materials	19
4.27	<b>Total Other Materials Holdings (Total questions 4.24 through 4.26)</b>	19
4.28	<b>Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)</b>	29,666

**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		8



Average number of items per collection

## 5. System Services

ILS

### TECHNOLOGY AND RESOURCE SHARING

#### INTEGRATED LIBRARY SYSTEM (ILS)

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

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

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	No
g.	Media Booking	No
h.	Community Information	Yes
i.	Electronic Resource Management	No
j.	Digital Collections Management	No

5.3 Identify ILS system vendor Evergreen

5.4 How many member libraries fully participate in the ILS? 38

5.5 % of member libraries participating (calculated field) 100.00%

5.6 How many member libraries participate in some ILS modules? 38

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

a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes

5.8 Number of titles in the ILS bibliographic database 941,692

5.9 Number of new titles added by the system in the reporting year 0

5.10 147

	Number of Central Library Aid titles added in the reporting year	
5.11	Number of new titles added by the members in the reporting year	41,120
5.12	<b>Total new titles (total questions 5.9 through 5.11)</b>	41,267

### Catalog

## UNION CATALOG OF RESOURCES

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

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

- |    |                          |     |
|----|--------------------------|-----|
| a. | Print                    | No  |
| b. | Disc                     | No  |
| c. | Online (virtual catalog) | Yes |

5.14 How many libraries participate  
in (or submit records for) the  
union catalog? 38

5.15 Is the system's union catalog  
shared with any other library  
system(s)? (Enter Y for Yes, N  
for No) N

5.16 Number of titles in the  
system's union catalog 941,692

5.17 Number of holdings in the  
system's union catalog 3,613,744

5.18 Number of new titles added in  
the last year 41,120

5.19 Number of holdings added in  
the last year 153,185

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<br>included (if checked, please<br>name non-member catalogs<br>using the State note)   | No  |
| b. | Non-library catalogs are<br>included (if checked, please<br>name non-library catalogs<br>using the State note) | No  |
| c. | Patron-initiated ILL available<br>and used through this catalog  | Yes |

## UNION LIST OF SERIALS

5.21 Y

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

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

### COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

### Website/Interlibrary Loan/Delivery/Continuing Education

#### VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 1,095,582

#### SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 642
- 5.26 Total items received (borrowed) 5,587
- 5.27 Total requests provided (loaned) unfilled 541
- 5.28 Total requests received (borrowed) unfilled 1,319
- 5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 8,089

#### DELIVERY

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

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

- a. System courier (on the System's payroll) No
- b. Other system's courier No
- d. Contracted service (paid by System - not on payroll) Yes
- e. U.S. Mail 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	0
5.33	Number of participants	0

**Continuing Education Cont.****Technology**

5.34	Number of sessions	201
5.35	Number of participants	1,895

**Digitization**

5.36	Number of sessions	0
5.37	Number of participants	0

**Leadership**

5.38	Number of sessions	14
5.39	Number of participants	126

**Management & Supervisory**

5.40	Number of sessions	19
5.41	Number of participants	203

**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	165

**Trustee/Council Training**

5.46	Number of sessions	2
5.47	Number of participants	30

**Special Client Populations**

5.48	Number of sessions	14
5.49	Number of participants	267

**Children's Services/Birth to Kindergarten**

5.50	Number of sessions	0
5.51	Number of participants	0

**Children's Services/Elementary Grade Levels**

5.52	Number of sessions	0
5.53	Number of participants	0

**Young Adult Services/Middle and High School Grade Levels**

5.54	Number of sessions	7
5.55	Number of participants	68

**General Adult Services**

5.56	Number of sessions	9
5.57	Number of participants	69

5.58	<b>Other:</b> Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If	Y
------	--	---

Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- |      |   |   |
|------|---|---|
| 1.   | Topic   | Annual Report Workshops                   |
| 2.   | Number of sessions  | 3   |
| 3.   | Number of participants  | 13  |
|      |   |   |
| 1.   | Topic   | NYS Construction Aid Application Workshop |
| 2.   | Number of sessions  | 1   |
| 3.   | Number of participants  | 4   |
|      |   |   |
| 5.59 | <b>Grand Total Sessions</b> (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)   | 272                                       |
| 5.60 | <b>Grand Total Participants</b> (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)   | 2,840                                     |
| 5.61 | Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? | Y   |

#### Coordinated Services/Consulting/Reference

#### COORDINATED SERVICES

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

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

- |    |   |     |
|----|---|-----|
| a. | Coordinated purchase of print materials     | Yes |
| b. | Coordinated purchase of non-print materials | Yes |
| c. |   | Yes |

	Negotiated pricing for licensed electronic collection purchases (not purchasing)	
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	352
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	79
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	6
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	5,304
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	100
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	495
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	0
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	69
5.71		94

	Number of contacts - Consulting with state and county correctional facilities	
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	22
5.73	Number of contacts - Providing system and member library information to the media	195
5.74	Number of contacts - Providing website development and maintenance for member libraries	2
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	Workforce Development
2.	Number of contacts (all types)	2
1.	Topic	NYS Annual Report Assistance
2.	Number of contacts (all types)	337
5.76	<b>Total other contacts</b> (total of question #2 of Repeating Group #6)	339
5.77	<b>Total number of contacts</b> (total of questions 5.63 through 5.74 and 5.76)	7,057

#### REFERENCE SERVICES

5.78	Total Reference Transactions	0
------	------------------------------	---

#### Special Clients/Fees

#### SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes

d.	Services for patrons who are geographically isolated	No
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.80	Number of BOOKS BY MAIL loans	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	WEBS Individual Career Counseling Program
2.	Number of facilities/institutions served	1
1.	Service provided	WEBS Career Seminars
2.	Number of facilities/institutions served	7
1.	Service provided	WEBS Career Workshops
2.	Number of facilities/institutions served	14
1.	Service provided	WEBS Distance Counseling Service
2.	Number of facilities/institutions served	1
1.	Service provided	Youth Development Outreach
2.		12



	Number of facilities/institutions served	
1.	Service provided	Community Conversations: Westchester Resilience Coalition
2.	Number of facilities/institutions served	98
1.	Service provided	Essential Online Health Information for Older Adults
2.	Number of facilities/institutions served	10
1.	Service provided	Westchester Senior Out Speaking - Senior Benefits Individual Counseling Services (SBIC)
2.	Number of facilities/institutions served	9
1.	Service provided	Westchester Seniors Out Speaking (WSOS)
2.	Number of facilities/institutions served	73
1.	Service provided	Senior Law Day Collaborative
2.	Number of facilities/institutions served	10
1.	Service provided	Read Better Adult Literacy Tutoring
2.	Number of facilities/institutions served	38
1.	Service provided	High School Equivalency (HSE) Connect!
2.	Number of facilities/institutions served	38
1.	Service provided	DSS Book Cart Program
2.	Number of facilities/institutions served	4
1.	Service provided	Learning Resources Outreach
2.	Number of facilities/institutions served	25
1.	Service provided	Reentry Collaborations
2.	Number of facilities/institutions served	15
1.	Service provided	Westchester Connections
2.	Number of facilities/institutions served	38

- |      |  |  |
|------|--|--|
| 1.   | Service provided   | Reentry Outreach - Coming Home   |
| 2.   | Number of facilities/institutions served   | 3  |
| 1.   | Service provided   | Music & Memory at the Library  |
| 2.   | Number of facilities/institutions served   | 2  |
| 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. | Y  |
| 5.87 | Description of fees  | The 2-day training program for Breath Body Mind Training held in October 2019 was subsidized by a private family foundation grant. Costs for continuing education credits were also subsidized by the agencies providing credit. |

## 6. Operating Funds Receipts

### Local Public Funds

#### LOCAL PUBLIC FUNDS

- |     |  |                    |
|-----|--|--------------------|
| 6.1 | Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group. | Y                  |
| 1.  | County Name  | Westchester County |
| 2.  | Amount   | \$1,000,000        |
| 3.  | Subject to Public Vote (Enter Y for Yes, N for No, or N/A)   | N                  |
| 4.  | Written Contract (Enter Y for Yes, N for No, or N/A)   | Y                  |
| 6.2 | <b>Total County Funding</b>  | \$1,000,000        |
| 6.3 | All Other Local Public Funds   | \$0                |
| 6.4 | <b>Total Local Public Funds</b><br>(total questions 6.2 and 6.3)   | \$1,000,000        |

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

- |     |  |           |
|-----|--|-----------|
| 6.5 | Adult Literacy Library Services Grants | \$8,513   |
| 6.6 | Central Library Development Aid        | \$287,291 |
| 6.7 | Central Book Aid                       | \$67,633  |
| 6.8 |  | \$0       |

	Conservation/Preservation Grants	
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$157,387
6.11	Correctional Facilities Library Aid	\$31,429
6.12	County Jails Library Aid	\$8,026
6.14	Family Literacy Grants	\$13,243
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$254,345
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$254,345
6.21	Local Services Support Aid	\$175,471
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,566,991
6.27	Public Library System Supplementary Operational Aid	\$208,309

#### State Aid

6.36	Special Legislative Grants and Member Items	\$271,668
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)** \$3,050,306

#### FEDERAL AID

6.45 Library Services and Technology Act (LSTA) \$0

6.46 Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No. Y

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

- |    |                |         |
|----|----------------|---------|
| 1. | Funding Source | NLM     |
| 2. | Amount         | \$5,000 |

#### Federal Aid/Contracts

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$5,000

6.48 **Total Federal Aid (total questions 6.45 and 6.47)** \$5,000

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

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

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

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Contracting Agency    | Member Libraries |
| 2. | Contracted Service    | WLS Services     |
| 3. | Total Contract Amount | \$2,476,661      |

6.50 \$2,476,661

**Total Contracts** (total  
question #3 of Repeating  
Group #11 above)

**MISCELLANEOUS RECEIPTS**

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$144,845
6.53	Income from Investments	\$11,650

**Miscellaneous**

Proceeds from Sale of Property

6.54	Real Property	\$0
6.55	Equipment	\$0
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y

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

1.	Receipt category	WEBS
2.	Amount	\$19,036
1.	Receipt category	Non-Resident Cards
2.	Amount	\$2,540
1.	Receipt category	Movie Licensing
2.	Amount	\$11,569
1.	Receipt category	IT Services to non-WLS members (League of Women Voters, The Loft)
2.	Amount	\$1,709
1.	Receipt category	WSOS
2.	Amount	\$9,077
1.	Receipt category	Palmer School-LIU
2.	Amount	\$22,300
1.	Receipt category	Insurance Reimbursements
2.	Amount	\$26,260
1.	Receipt category	Other Reimbursements
2.	Amount	\$9,642

1.	Receipt category	IT Fines & Fees
2.	Amount	\$9,107
1.	Receipt category	WCC Pass Thru
2.	Amount	\$654
1.	Receipt category	BTOP Subcontract with New Rochelle PL
2.	Amount	\$15,334
1.	Receipt category	e-Rate
2.	Amount	\$156,174
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$283,402
6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	\$439,897
6.59	<b>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$6,971,864
6.60	<b>BUDGET LOANS</b>	\$0

#### Transfers/Grand Total

#### TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$2,500
6.62	Transfers from Other Funds	\$0
6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$2,500
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)	\$2,603,075
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND	\$9,577,439

BALANCE/ROLLOVER  
(Public Library Systems - total  
questions 6.59, 6.60, 6.63 and  
6.64 - must agree with  
question 7.83)

## 7. Operating Fund Disbursements

### Staff/Collection/Grants/Capital

#### STAFF EXPENDITURES

##### Salaries

7.1	System Director and Librarians	\$1,066,326
7.2	Other Staff	\$1,174,043
7.3	<b>Total Salary and Wages Expenditures</b> (total questions 7.1 and 7.2)	\$2,240,369
7.4	Employee Benefits Expenditures	\$873,087
7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	\$3,113,456

#### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$19,164
7.7	Electronic Materials Expenditures	\$820,024
7.8	Other Materials Expenditures	\$0
7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	\$839,188

#### GRANTS TO MEMBER LIBRARIES

##### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$254,345
7.11	Central Library Aid (CLDA/CBA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$286,668
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$24,241
7.18	<b>Total Cash Grants</b> (total questions 7.10 through 7.17)	\$565,254
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$0
7.21	<b>Total Grants to Member Libraries</b> (total questions 7.18 through 7.20)	\$565,254

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$260,187
7.25	Furniture/Furnishings	\$6,977
7.26	Other Capital Expenditures	\$0
7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$267,164

**Capital Cont./Operation and Maintenance/Miscellaneous****TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$267,164
7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$267,164

**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	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$355,347
7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$355,347

**MISCELLANEOUS EXPENSES**

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$1,129
7.37	Office and Library Supplies	\$46,016
7.38	Equipment	\$177,074
7.39	Telecommunications	\$350,161
7.40	Binding Expenses	\$0
7.41	Postage and Freight	\$11,280
7.42	Publicity and Printing	\$56,537
7.43	Travel	\$90,204
7.44	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names	\$262,440



and a brief description of the service(s) provided.

- 7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$11,928
- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. Y

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

- |    |                  |              |
|----|------------------|--------------|
| 1. | Expense category | Ret Hlt Ins  |
| 2. | Amount           | \$294,247    |
| 1. | Expense category | Events       |
| 2. | Amount           | \$4,734      |
| 1. | Expense category | Mtgs InHouse |
| 2. | Amount           | \$4,413      |
| 1. | Expense category | Misc         |
| 2. | Amount           | \$2,920      |
| 1. | Expense category | Moving Exp   |
| 2. | Amount           | \$180        |
| 1. | Expense category | OCLC Chrg    |
| 2. | Amount           | \$74,819     |
| 1. | Expense category | Pyrl Prc Fee |
| 2. | Amount           | \$10,466     |
| 1. | Expense category | Delivery Srv |
| 2. | Amount           | \$423,009    |

#### Miscellaneous Cont./Contracts/Debt Service

- 7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$814,788
- 7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$1,821,557

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

- 7.49 Does the system contract with N  
libraries and/or library systems  
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 (specify using the State note) | N/A |
| 2. | Contracted Service (specify using the State note) | N/A |
| 3. | Total Contract Amount                             | N/A |

- |      |   |     |
|------|---|-----|
| 7.50 | <b>Total Contracts</b> (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 | <b>Total Capital Purposes Loans</b> (total questions 7.51 and 7.52) | \$0 |

### Transfers

Other Loans

- |      |  |             |
|------|--|-------------|
| 7.54 | Other Loans  | \$0         |
| 7.55 | <b>Total Debt Service</b> (total questions 7.53 and 7.54)  | \$0         |
| 7.56 | <b>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</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55) | \$6,961,966 |

### TRANSFERS

Transfers to the Capital Fund

- |      |                                |     |
|------|--------------------------------|-----|
| 7.57 | From Local Public Funds (76PF) | \$0 |
|------|--------------------------------|-----|

7.58	From Other Funds (76OF)	\$0
7.59	<b>Total Transfers to Capital Fund</b> (total questions 7.57 and 7.58; same as question 8.2)	\$0
7.60	<b>Total Transfers to Other Funds</b>	\$0
7.61	<b>Total Transfers</b> (total questions 7.59 and 7.60)	\$0
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	\$6,961,966

#### Cash Balance/Grand Total/Audit/Bank Balance

7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems - December 31, 2019)	\$2,615,473
7.83	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.62 and 7.63)	\$9,577,439

#### FISCAL AUDIT

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

7.84	Last audit performed (mm/dd/yyyy)	01/01/2018
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	12/31/2018
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	\$2,615,473
7.87	<b>Total Bank Balance</b> (total question #2 of Repeating Group #15)	\$2,615,473
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please	Y

complete the Capital Fund Report. If no, stop here.

## 8. Capital Fund Receipts

### State Aid and Grants for Capital Projects

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

8.2 **Transfer From Operating Fund** \$0  
(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

### Totals/Cash Balance

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

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

8.7 **NONREVENUE RECEIPTS** \$11,228

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$11,228

8.9 **CASH BALANCE -** \$1,669,316  
Beginning of Current Fiscal Reporting Year: Public

Library Systems - January 1,  
2019. (Same as closing cash  
balance at the end of previous  
fiscal reporting year: Public  
Library Systems - December  
31, 2018.)

**Grand Total**

8.10 **TOTAL RECEIPTS AND  
CASH BALANCE** (total \$1,680,544  
questions 8.8 and 8.9)

**9. Capital Fund Disbursements**

**Project Expenditures/Cash Balance**

**PROJECT EXPENDITURES**

9.1	Total Construction	\$0
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$0
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$2,500
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$797,500
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$800,000
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year</b> (December 31, 2019, for Public Library Systems)	\$880,544

**Grand Total**

9.10 **TOTAL DISBURSEMENTS  
AND CASH BALANCE** \$1,680,544  
(total questions 9.8 and 9.9)

## 12. Projected Annual Budget For Library Systems

### Public Library Systems Budget for January 1, 2020 - December 31, 2020

#### PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$7,047,100
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020 must be the same as the December 31, 2019, closing balance reported on Q7.63 of the 2019 annual report)	\$2,615,473
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance</b> (total questions 12.1 through 12.4)	\$9,662,573

#### 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)	\$7,238,300
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2020)	\$2,424,273
12.9	<b>Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)</b>	\$9,662,573

#### PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources,	\$0
-------	--	-----

- Transfer from Operating Fund,  
State Aid for Capital Projects  
and All Other Aid for Capital  
Projects)
- 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,  
2020, must be the same as the  
December 31, 2019, closing  
balance reported on Q9.9 of  
the 2019 annual report) \$880,544
- 12.13 **Grand Total Capital Fund  
Receipts and Balance (total  
questions 12.10 through 12.12)** \$880,544

### **PROJECTED CAPITAL FUND - DISBURSEMENTS**

- 12.14 Capital Fund Disbursements  
(include Project Expenditures,  
Transfer to Operating Fund  
and Nonproject Expenditures) \$0
- 12.15 Cash Balance in Capital Fund  
at the end of the current fiscal  
year \$880,544  
(For Public Library Systems,  
December 31, 2020)
- 12.16 **Grand Total Capital Fund  
Disbursement, Transfers, and  
Balance (Sum of questions  
12.14 and 12.15)** \$880,544

## **13. State Formula Aid Disbursements**

### **Public Library Systems Basic Aid**

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

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

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

**Statutory Reference** Education Law § 272, 273(1)(f)(6)  
**(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) 4.5

13.1.2 Total Expenditure for Professional Salaries \$531,755

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

13.1.3 Total Full-Time Equivalents (FTE) 3

13.1.4 Total Expenditure for Other Staff Salaries \$241,703

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$898,117

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

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

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

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	OCLC
3.	Expenditure	\$24,569



1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	Various
3.	Expenditure	\$9,906
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Madison Properties-Rent
3.	Expenditure	\$203,231
1.	Expenditure Category	Printing
2.	Provider of Services	Various
3.	Expenditure	\$11,388
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$3,052
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$13,845
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various-Maintenance
3.	Expenditure	\$19,910
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various insurance companies
3.	Expenditure	\$37,896
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	\$10,195
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$2,296
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various organizations
3.	Expenditure	\$4,000
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$754
13.1.7	<b>Total Expenditure - Purchased Services</b>	\$341,042

- 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.

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

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

- |    |                      |                                      |
|----|----------------------|--------------------------------------|
| 1. | Expenditure Category | Office/library supplies and postage  |
| 2. | Expenditure          | \$1,052                              |
| 1. | Expenditure Category | Office/library supplies and postage  |
| 2. | Expenditure          | \$17,510                             |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure          | \$3,804                              |

- 13.1.9 **Total Expenditure - Supplies and Materials** \$22,366

- 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    | \$3,278             |

- 13.1.11 **Total Expenditures - Travel** \$3,278

- 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. \$254,345

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	Member Libraries
2.	Allocation	\$21,211
3.	Project Description (no more than 300 words)	Pilot program to reimburse libraries who are net lenders for expenditures to support their special collections.

13.1.16 **Total Expenditures - Grants for Member Libraries** \$21,211

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)** \$2,313,817

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. \$66,745

13.1.19 **Total Allocation from 2019 - 2020 State Aid:** \$2,252,874

13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$2,319,619

13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$5,802

13.1.22 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. "NYS General Library Aid Budget Application Narrative 2019 [includes Basic Library Aid: \$1,566,991; Supplemental Library Aid \$208,309; Local Services Support Aid: \$175,471; and Local Library Services Aid: \$254,345 - Total: \$2,252,874] Resource Sharing - NYS Element #1 To help reach the goal to facilitate & encourage member libraries to make their full collections available by providing a centralized catalog that "we can trust" as well as the continued development of catalog entries for Spanish language materials the following was expended: Salaries and benefits for cataloging department staff [13.1.2-Professional Salaries: \$210,687; 13.1.5-Benefits: \$65,043]; OCLC charges [13.1.7-Purchased Services: \$24,569]; memberships

[13.1.7-Purchased Services: \$145]; office supplies [13.1.9-Supplies & Materials: \$274]; travel for system staff [13.1.11: \$320]; and portion of office rent [13.1.7-Purchased Services: \$58,765]. 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: computer software for skill testing [13.1.7-Purchased Services: \$3,804]; office supplies [13.1.9-Supplies & Materials: \$406]; a portion of staff salaries [13.1.4-Other Salaries: \$54,062; 13.1.5-Benefits: \$24,167]; printing [13.1.7-Purchased Services: \$264]; travel for system staff [13.1.11: \$169]; and portion of office rent [13.1.7-Purchased Services: \$65,023]. Continuing Education - NYS Element #4 To achieve the goal to present a continuum of learning opportunities by providing training to member librarians, both WLS & member library trustees, conducting training needs assessments and expanding offerings of special skills workshops, the following was expended: supplies [13.1.9-Supplies & Materials: \$50]; travel for system staff [13.1.11: \$31]; and portion of office rent [13.1.7-Purchased Services: \$79,443]. Consulting, Coordination, Construction - NYS Element #5 To support WLS's service as a repository of specialized knowledge on statewide regulatory & construction grant program procedures; keeping abreast of service innovations; advising on special collections; and negotiating group discounts, the following administrative costs was expended: professional development expenses [13.1.7-Purchased Services: \$4,084]. 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 [13.1.7-Purchased Services: \$3,052]; printing [13.1.7-Purchased Services: \$11,124]; program expenses [13.1.9-Supplies & Materials: \$13,845]; memberships to professional organizations [13.1.7-Purchased Services: \$9,761]; travel expense [13.1.11-Travel: \$758]. Communication & Cooperative Efforts - NYS Elements #8 & 9 WLS encouraged learning about library issues & services by supporting communications. Expenses included: a portion of staff salaries that support a distribution service offered to local non-profits funded by the State or County [13.1.2-Professional Salaries: \$15,704; 13.1.5-Benefits: \$6,303]. Other - NYS Element #13 Remaining administrative costs encompass all of the above goals/intended results: a portion of salaries & benefits for administrative staff [13.1.2-Professional Salaries: \$305,364; 13.1.4-Other Salaries: \$187,641; 13.1.5-Benefits: \$257,159]; retiree health benefits [13.1.5-Benefits: \$545,445]; building maintenance expenses-insurance [13.1.7-Purchased Services: \$19,910]; other operating expenses [13.1.7-Purchased Services: \$37,896]; professional fees for auditor, accountant, legal services [13.1.7-Purchased Services: \$10,195]; furnishings under unit cost

of \$5,000 [13.1.9-Supplies & Materials: \$3,738]; grants to member libraries for pilot project/debit—credit program [13.1.9-Supplies & Materials: \$21,211]; office supplies [13.1.9-Supplies & Materials: \$17,060]; travel and conference registration for system staff [13.1.11-Travel: \$2,000]; and 90% payout of Local Library Services Aid funds [13.1.14-LLSA Expenditures: \$254,345].  
 .....

## 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 for CBA library materials? Y  
 Enter Y for Yes, N for No.

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

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	Various
3.	Expenditure	\$47,281

13.2.2 **Total Expenditure - Purchased Services** 47,281

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 Y

cost less than \$5,000? Enter Y  
for Yes, N for No.

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

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

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print
2.	Quantity	\$147
3.	Unit Cost	\$138
4.	Expenditure	\$20,352

13.2.4 **Total Expenditure - Supplies and Materials** \$20,352

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)** \$67,633

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. \$967

13.2.9 **Total Allocation from 2019 - 2020 State Aid** \$67,633

13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$68,600

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  
CENTRAL LIBRARY NARRATIVE 2019 [Central Book Aid (CBA): \$67,633 and Central Library Development Aid (CLDA): \$287,291 - Grand Total: \$354,924] CENTRAL BOOK AID [\$67,633]: Mount Vernon Public Library, WLS's Central Library,

carried out with these State Aid Funds.

will continue to provide the services noted below to the System and its member libraries in 2019: 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 collection (\$20,352 - CBA Question 13.2.4-Supplies & Materials) as well as online learning and other electronic resources (\$47,281 - CBA Question 13.2.2-Purchased Services).

### Central Library Development Aid

#### CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

**Statutory** Education Law § 272, 273(1)(b)(1)

**Reference:** 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 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 Ebsco  
 3. Expenditure \$175,995

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

1. Expenditure Category Commercial electronic content vendor contracts  
 2. Provider of Services Patient Education-CLDA  
 3. Expenditure \$2,219

1. Expenditure Category Commercial electronic content vendor contracts  
 2. Provider of Services Kanopy  
 3. Expenditure \$18,000

1. Expenditure Category Commercial electronic content vendor contracts  
 2. Provider of Services Midwest-Hoopla  
 3. Expenditure \$41,000

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

1. Expenditure Category Consultant fees/professional fees  
 2. Provider of Services Various-Training  
 3. Expenditure \$6,525

13.3.7 **Total Expenditure - Purchased Services** \$287,239

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.

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



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

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

13.3.9 **Total Expenditure - Supplies and Materials** \$0

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 \$287,239

**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)**

**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. 156,479.00

**13.3.18 Total Allocation from 2019 - 2020 State Aid:** \$287,291

**13.3.19 Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$443,770

**13.3.20 Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** 156,531.00

**13.3.21 Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. CENTRAL LIBRARY NARRATIVE 2019 [Central Book Aid (CBA): \$67,633 and Central Library Development Aid (CLDA): \$287,291 - Grand Total: \$354,924] CENTRAL LIBRARY DEVELOPMENT AID [\$287,291]: Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2019: 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 (\$280,714 - CLDA Question 13.3.7-Purchased Services) and training (\$6,525 - 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) .9

13.4.2 Total Expenditure for Professional Salaries \$94,985

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) .2
- 13.4.4 Total Expenditure for Other Staff Salaries \$2,623
- 13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$26,817
- 13.4.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. Y

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

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

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Various
3. Expenditure \$2,038

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Various
3. Expenditure \$3,845

1. Expenditure Category Institutional membership dues
2. Provider of Services Various
3. Expenditure \$267

- 13.4.7 **Total Expenditure - Purchased Services** \$6,150

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

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

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

1. Expenditure Category Office/library supplies and postage
2. Expenditure \$585

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$3,248

13.4.9 **Total Expenditure - Supplies and Materials** 3,833

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 \$4,377

13.4.11 **Total Expenditure - Travel** \$4,377

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)** \$138,785

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$19,840  
NOTE: The opening balance

must be the same as the closing balance of the previous year.

13.4.18 **Total Allocation from 2019 - 2020 State Aid:** \$157,387

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$177,227

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$38,442

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

Coordinated Outreach Services, 2019 Program Year [Total: \$157,387] Consultant and staff services comprise the largest portion of the outreach budget. WLS personnel create and execute numerous outreach projects and activities in member libraries. Programming for older adults and ethnic minorities of all ages is a vital part of the library services offered in Westchester County. Key programming partnerships took place with the Medicare Rights Center, SUNY Purchase College (Great Potentials, JobStar), Family Services of Westchester, Senior Law Day Collaborative, Ossining Open Door/Communities that Care, Westchester County Reentry Task Force, the Westchester County Department of Community Mental Health and the Department of Senior Programs and Services, and WestCOP (Westchester Community Opportunity Program). Personnel expenses included salary and benefits for library and other staff totaling \$124,426 (\$94,985 - Question 13.4.2-Professional Salaries; \$2,624 - Question 13.4.4-Other Salaries; \$26,817 - 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--such as empathy-driven approach to problem-solving and development of a new pilot program for low-vision services (\$2,038 - Question 13.4.7-Purchased Services; \$585 - 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 (\$3,845 - Question 13.4.7-Purchased Services) and office supplies (\$3,248 - Question 13.4.9-Supplies & Materials). Other expenses included reimbursement of system staff travel to various conferences and meetings (\$4,377 - Question 13.4.11-Travel) and organizational membership dues (\$267 - 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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	\$5,794

13.5.2 **Total Expenditure - Purchased Services** \$5,794

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 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)
2.	Expenditure	\$1,728

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$1,069

13.5.4 **Total Expenditure - Supplies and Materials** \$2,797

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** 8,591.00

13.5.6 **Cash Balance at the Opening of the Fiscal Year:** \$6,510

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

13.5.7	<b>Total Allocation from 2019 - 2020 State Aid</b>	\$8,026
13.5.8	Total Available Before Expenditures (total 13.5.6 + 13.5.7)	\$14,536
13.5.9	<b>Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)</b>	\$5,945
13.5.10	<b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	County Jails: 2019 Program Year [Total: \$8,026] WLS provided continuing collection development support to Westchester County Department of Corrections inmates through development of Westchester Connections, a re-entry guide and web-based reference tool to support those formerly incarcerated, families and service providers; additionally, WLS provided resources for an inmate book group and initial planning for a facility library [\$5,794 - Question 13.5.2-Purchased Services; \$2,797 - 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** Education Law § 285 (1)

**Reference:** 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](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm)

for more information.

13.6.1-13.6.2 <b>Professional Salaries:</b> Indicate total FTE and salaries for all system professional employees.	
13.6.1	Total Full-Time Equivalents (FTE) .1
13.6.2	Total Expenditure for Professional Salaries \$9,200
13.6.3-13.6.4 <b>Other Staff Salaries:</b> Indicate total FTE and salaries for all other system employees.	
13.6.3	Total Full-Time Equivalents (FTE) 0
13.6.4	Total Expenditure for Other Staff Salaries \$0
13.6.5	\$871

**Employee Benefits:** Indicate the total expenditures for all system employee benefits.

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

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

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

- |    |                      |                                   |
|----|----------------------|-----------------------------------|
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Executive Print                   |
| 3. | Expenditure          | \$493                             |

- |    |                      |                                   |
|----|----------------------|-----------------------------------|
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Full Deck                         |
| 3. | Expenditure          | \$1,611                           |

- |    |                      |                                   |
|----|----------------------|-----------------------------------|
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Mines                             |
| 3. | Expenditure          | \$4,412                           |

- |    |                      |                                      |
|----|----------------------|--------------------------------------|
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | NYLA                                 |
| 3. | Expenditure          | \$199                                |

- 13.6.7 **Total Expenditure - Purchased Services** 6,715

- 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 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          | \$4,780                         |

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



- |    |                      |                                      |
|----|----------------------|--------------------------------------|
| 2. | Expenditure          | \$899                                |
| 1. | Expenditure Category | Books and other print materials      |
| 2. | Expenditure          | \$1,932                              |
| 1. | Expenditure Category | Books and other print materials      |
| 2. | Expenditure          | \$899                                |
| 1. | Expenditure Category | Office/library supplies and postage  |
| 2. | Expenditure          | \$222                                |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure          | \$483                                |

13.6.9 **Total Expenditure - Supplies and Materials** \$9,215

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)** \$26,001

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$0

NOTE: The opening balance must be the same as the

closing balance of the previous year.

13.6.16 **Total Allocation from 2019 - 2020 State Aid:** \$31,429

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$31,429

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$5,428

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

State Correction Aid, 2019 Program Year [Total \$31,429] 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 (\$6,715-Question 13.6.9-Supplies & Materials). Both Department of Corrections (DOC) supervisory staff and Ossining Correctional Facilities (CF) and Taconic CF received professional assistance with aspects of ILL, circulation, collection management operations (\$9,200 - Question 13.6.2-Professional Salaries; \$871 - Question 13.6.5-Benefits). WLS collaborates with neighboring library systems to create professional development opportunities for CF library staff (\$9,215 - 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 3 (2019).

14.1 Element 1: Resource Sharing - Results - ""The bulk of the complications with Evergreen have concerned acquisitions. Most of the member libraries who purchase materials from vendors also receive matching MARC (MAachine Readable Cataloging) records from those vendors. The MARC records are loaded into the catalog by Doug Wray, Manager of Cataloging Services. They are the bibliographic records which represent titles and facilitate discovery and circulation and are shared by all of the member libraries. The libraries who receive MARC records have different plans with their vendors for varying levels of service. Some order directly from their vendors' websites; three libraries order through the Evergreen acquisitions module, which offers a streamlined way of monitoring the status of orders, viewing invoices and keeping track of funds. Some libraries want brief records which arrive early and can be followed up by fuller records. Some want brief records but rely on the WLS catalogers to replace them with full records. Some libraries want records which have coding which will generate information about individual items (shelving locations, call numbers, prices, barcodes for linking to the catalog, etc.). When these are processed by Evergreen, the system will load a new bibliographic record, or, if a matching record is already in the catalog (the matching is based on ISBN or UPC), it will simply add the new item information to the existing record. (Duplicate bibliographic records are avoided.) Some individual

libraries opt for a mixture of these approaches, with a single vendor or with multiple vendors. For WLS Cataloging, Evergreen is more efficient than SirsiDynix in one big way: When files of vendor MARC records contain no customization, they can be joined and loaded in one large file, regardless of the identity of the library or libraries. In SirsiDynix, catalogers were required to load them one-by-one, using reports tailored to each library. However, Evergreen requires that a "provider code" be entered whenever loading a file of records which were ordered via the acquisitions module. (The provider codes are funding codes.) This means that each of the libraries using the acquisitions module needed to do the following: =devise its own list of provider codes; =the codes needed to be incorporated into a drop-down menu in Evergreen; =the vendors had to change their grids to include a field for the provider codes as well as create new programming which would place the provider code in a certain field in the MARC records in the file; =the library staff person doing the ordering had to remember to plug in the appropriate code for each order; =and the WLS cataloger doing the processing had to open a record in every incoming file, to inspect the field containing the provider code in order to know which provider code to choose when handling the order. This complexity created many opportunities for mistakes, presented a steep learning curve and required much patience, cooperation and communication. Evergreen is also more particular than Sirsi/Dynix about the nomenclature used to code item information, and the vendors and libraries have had to adjust to the new vocabulary. Mr. Wray quickly discovered that missing or incorrect coding (even one character or space) would cause the loading failure of an entire file or of the item information of certain titles in a file. In these cases, the individual in the library was usually to blame for sending incomplete or erroneous data to the vendors, but it took many conversations with all parties to determine this. The file would always need to be diagnosed, corrected, resent, and reloaded. These errors still continue, but their occurrence is becoming much rarer. There have also been persistent cases of invoices being invisible to the ordering library; this has been attributed to a vendor's need to adjust to Evergreen. Baker & Taylor Sales Consultant Tarita Murray gave a two-session workshop to explain their ordering system; and she talked mainly about selection, but also discussed how to fill out the grids which are required when ordering customized MARC records. A separate issue had to do with the delivery of vendor files to WLS Cataloging Services. In the past, they had been procured in various ways: the vendors emailed them to us; the libraries downloaded them from the vendors' sites and emailed them to us; Mr. Wray would download them from various places on the vendors' sites (either proactively or after emailed notification from the vendor); or Mr. Wray and Cataloger Qingshe Ren would download them from folders in a FTP (File Transfer Protocol) site on the WLS server. Different vendors - and sometimes different departments within one vendor - had different methods. Working with IT staff, this process was simplified by adding folders to the FTP site and asking vendors to alter their

workflows so that all files would be FTPed to our server (no small request). It took months, but this new delivery system is now functioning well. In her visit to WLS, Ms. Murray demonstrated how a newly created feature on Baker & Taylor's order form should be used to direct each file to its correct WLS FTP folder. Some of the smaller vendors still email their files to WLS Cataloging Services; but, since this happens sporadically, it is manageable. WLS will work with these vendors to encourage them to adopt the FTP approach. One of the greatest challenges during the year was getting all of the various parties to communicate, which hadn't been as necessary during the Sirsi/Dynix years. WLS Cataloging Services, the WLS IT Department, Equinox, the libraries and the vendors each understood a small part of the picture rather than the entirety. Often, different departments within a large vendor were assigned different duties - sometimes for a single one of our member libraries - and those different departments were not familiar with each other's procedures. This often made it difficult to find the right person at a given vendor to discuss a particular problem. This resulted in copious emailing and a slow rate of progress. Senior Technology Training Coordinator Allison Midgley helped tremendously following Melanie Carnes' (System Librarian) retirement in July. Ms. Midgley has worked on connecting everyone and has tirelessly pursued the sharing of information, seeking solutions to even the most detailed and frustrating problems. Our new System Librarian Lindsay Stratton has experience with Evergreen from her prior position at the Pioneer Library System in Canandaigua, NY; and she is a valuable addition to the entire process. Credit should also be given to Larchmont Public Library's Head of Reference, Liam Hegarty, who took the initiative to create an in-house manual for Larchmont staff members to use when ordering, which was shared with Ms. Midgley and Mr. Wray and has provided useful guidance and documentation. Members of Equinox, WLS Cataloging and IT Services are currently engaged in biweekly conference calls to discuss acquisitions and other topics, and Equinox has been easy to communicate with and amenable to help at all times. At a point when handling files of vendor MARC records becomes trouble-free (or nearly trouble-free), Mr. Wray will create a manual and begin sharing the work with Mr. Ren and Cataloger Melissa Glazer. Aside from all of the above, Evergreen has been good to use for cataloging. It improves on the Sirsi/Dynix cataloging module by offering "record buckets," folders into which one can place subgroups of records to isolate them for merging duplicates, editing or other operations. Plus, a record bucket will persist after the current session and assist in organizing the work. When editing a MARC record in Evergreen, the cataloger has the option of having it formatted as a flat text file, almost like a Word document. In Sirsi/Dynix, by contrast, one was limited to moving between the various fields in a MARC record by using function keys or a mouse, which was more cumbersome. Evergreen also has more search parameters constantly available. The "advanced search" windows in Sirsi/Dynix required special attention to set up and

offered fewer options for narrowing searches. Mr. Wray has been using the popular, free software program MarcEdit, which works well in conjunction with Evergreen. In particular, MarcEdit is extremely useful for joining multiple files, batch editing them and detecting instances of faulty coding. With Sirsi/Dynix, the catalogers spent a lot of time revising bibliographic records after they had been loaded into the catalog. The revising is done chiefly to make them conform to local cataloging policies. With MarcEdit and Evergreen, the files can now be edited, often in large batches and in macro find-and-replace fashion, before they are loaded, which is more efficient. Mr. Ren continues to catalog AV materials (DVDs, Blu-rays and audiobooks) and has also worked on books when needed. Ms. Glazer catalogs most books and some AV. In addition, she has been in charge of handling the circulation of McNaughton plan (rented) books. All of the catalogers, including part-time cataloger Kate Finley, work on replacing brief vendor MARC records with full ones. They use weekly lists compiled automatically by Evergreen and managed by Mr. Wray. The brief records usually consist of little more than an ISBN or UPC, an author and a title, and while they can be linked to, in order to circulate materials, they offer little for discovery and description. The member libraries would need to pay their vendors extra and/or wait longer for fuller vendor MARC records if WLS Cataloging staff did not provide this service. In 2019, WLS Cataloging Services continued to see many self-published books, as well as unorthodox library materials such as knitting needles, musical instruments, electronic educational toys and other objects. These usually require original cataloging. Mr. Wray has been periodically cataloging items from the very large CD collection of former WLS Director Dr. Maurice Freedman, which is now owned by Mount Vernon Public Library. Ms. Glazer and Mr. Wray cataloged a quantity of Findaway Launchpads (preloaded computer tablets) for an outreach project initiated and maintained by Elena Falcone, Director, Public Innovation and Engagement. Interlibrary Loan (ILL) The ILL Department has been working hard to maintain service levels while adjusting to staff changes since the retirement of ILL Manager, Hui Sheng, in June 2019. Rob Caluori, Director of Transformation and Strategic Operations, now oversees ILL operations. Paul Gunther-Mohr now works part-time for ILL along with full-time staff member Molly Tobin. A detailed procedure manual has been developed to help orient new staff and provide existing staff with a guide when performing tasks that are unscheduled and more sporadic by nature. The ILL Department reviewed its communication practices with member libraries to create a more streamlined path support. All calls to ILL are now directed to the main ILL department line, which is immediately answered by voicemail. The voicemail asks the caller to provide all relevant information needed for a loan request. The voicemail is then sent to the ILL department email, which is monitored by ILL staff, and the issue can be researched before returning the call. Research may include reviewing the loan and contacting the loaning library. This new workflow empowers the ILL staff so that

when they are on the phone with the member library, they are fully informed and can provide the information the library needs. A analysis was conducted by the ILL Department of the cost involved for moving to a purchase-on-demand model for filling ILL requests as opposed to the traditional external loan process currently in use. ILL activity from 2013-2018 was used to conduct this analysis, and it was concluded that a purchase-on-demand model would not be cost effective at this time because it would not provide enough available materials. However, this may be worth reviewing again in the future as more libraries and library systems begin to use a purchase-on-demand model. The ILL Department had already begun exploring alternative delivery options to save on shipping costs via the U.S. Postal Service (USPS), when it received notice from the Metropolitan Library Council (Metro) that fees charged for delivery service would be dramatically increased beginning in 2020. The Department uses a variety of delivery services to transport materials to external institutions for interlibrary loans. The department looked into joining the Empire State Library Network, which is the host organization for the statewide Empire Library Delivery (ELD) service. This service provides shipping to colleges, universities and other public library systems throughout the State through regional hubs that expedite local transfers. The service is billed at a monthly flat rate as opposed the USPS and UPS which use a per-piece pricing model, and Metro has now moved to a per-piece model, which has raised their cost. The use of the ELD service began as of 1/1/2020 and has allowed ILL to dramatically reduce the amount of shipping supplies used in the transfer of items between WLS and external institutions. Reusable shipping bags are used instead of boxes and packing filler, saving on the cost of supplies, staff time in preparing shipments and reducing the impact on the environment from shipping waste. Molly Tobin, who was recently promoted to Senior ILL Clerk, is working directly with the ELD staff to optimize use of this new service. """"""""""

14.2 Element 2: Special Client Groups - Results

""""Public Innovation & Engagement (PIE) focuses on equitable development, access and delivery of library services across the county to: 1. Engage target audiences that may be unaware of what libraries have to offer through content development, direct service, and outreach. 2. Prepare member library staff to effectively serve new client groups through professional education. 3. Build connections with public and private county organizations to foster an understanding of how library services can assist their clients through collaboration and outreach. The 2018-2019 Community Conversations project, also known as the Westchester Resilience Coalition, continued its work to foster both awareness of the impact of trauma and exploration of actions that can be taken by individuals and communities to prevent trauma and heal. Two key actions of WLS in this period - aside from the ongoing support of public screenings - were: = October 2019 Breath-Body-Mind (BBM) Introductory Workshop - 100 people attended this two-day program to engage with simple, evidence based techniques for reducing stress. The aim of the workshop was to both support library staff and service providers and to promote their

consideration of these techniques in their own practice. As a result of the successful event, follow-up "teacher training" is planned for Fall 2020. = Empathy-Driven Problem Solving series - Produced by the Homeless Training Institute, this 3-hour video series both educates specifically on the impact of homelessness and housing insecurity on individual behavior and introduces broadly applicable techniques for engaging and supporting individuals who can be challenging to service. Member library staff participated in an initial group review of the series, which is available to all member libraries for group and individual viewing through May 30, 2020. One of the many outcomes of the partnerships developed through the Resilience Coalition has been work with the Westchester County Department of Social Services to place "Kid Zone" book carts in the three major DSS offices (Mount Vernon, White Plains, Yonkers). In addition to member library donations of gently used children's books, materials were purchased using a First Books grant. These carts offer a trifecta of service: a needed distraction for young children accompanying their parents during a stressful process to obtain essential services, an opportunity to promote the library as a resource for a young family, and promotion of early literacy. The carts, restocked several times during the year, have been positively received. In 2019, development and publication of the Westchester Reentry Task Force Resource Guide was completed. This resource, produced in collaboration with the County's Reentry Task Force, is designed to serve those returning to Westchester County from state correctional facilities. The guide leverages our participation in several reentry collaborations and our ongoing presence with our website/ information service - Westchester Connections. The guide has been distributed to all member libraries and transitional service offices at all 53 correctional facilities in NY State. It is also available by request to Reentry Services at WLS. Concurrent with our work with state correctional facilities, close connections were maintained with the county jail through book donations, support of an inmate/staff book group (Bound Readers), and a new collaboration to plan a jail library. FirstFind.org continues to be a launchpoint for information on core adult learning tasks such as obtaining a high school equivalency diploma, building core reading and math skills, learning English and finding employment. In 2019, the site was tapped by 8,400 users; this is in addition to another 80 calls to the high school equivalency (HSE) Helpline. WLS also won an XPrize award for Adult Literacy which allowed for active promotion of our adult learning resources (Learning Express, Tutor.com, etc.) with a special focus on an effective multi-media learning tool - Learning Upgrade. Outreach for this resource included embedding the content in FirstFind and encouraging enrollment at venues such as Children's Village, Reentry Fairs, Northern/Southern Westchester BOCES, and SUNY JobStar. Note that in 2020 licenses to Learning Upgrade for adult learners will continue to be offered, and interested libraries should contact Krishna Horrigan, Outreach Services Programmer, at [khorrigan@wlsmail.org](mailto:khorrigan@wlsmail.org). Along with Learning Upgrade promotion, Read Better - our core literacy

tutoring service offered in collaboration with Hadassah Westchester - was also promoted. Read Better tutors meet adult developing readers at library locations convenient to the student. Read Better is a companion service to HSE Connect! that offers information on pathways and resources for obtaining a HSE diploma. A total of 57 students engaged with our program in 2019, tapping the services of a pool of more than two dozen adult literacy volunteers. The year 2019 marked the completion of a four-year early literacy outreach program. WLS worked to promote early literacy education among library staff concurrent with conducting outreach at early childhood centers and Head Start programs in several Westchester communities (Mount Vernon, Bedford Hills, Peekskill, Mount Kisco, Shrub Oak, Port Chester, Yonkers). A key aim of this program was to make an active connection between new families and their local library. In the final year of this program, we were able to support 13 library-based Family Night/Family Saturday events as well as 19 early childhood center programs and policy council presentations reaching parents and staff. A happy outcome of the program has been the publication of Let's Sing | Vamos a Cantar, a bilingual songbook that has been distributed to libraries and partner agencies. In 2020, distribution of this booklet will continue to hospitals and other venues to build awareness of local library services to children - and early literacy. Outreach to older youth continued through our partnership with SUNY's Great Potential programs that offer a six-week job readiness and job search program at Mount Vernon Nelly Thornton High School. The curriculum includes both workshop instruction and coaching. High School: College for a Day - a County-wide event that brings high school students to Purchase College - was also supported. Essential Online Health Information for Older Adults, a 2018 project made possible by a grant from the National Library of Medicine, continued into 2019 with an additional 12 programs at libraries and community organizations. The program was especially valuable in providing context for internet security and media literacy. Library services were strongly represented at all three major Senior Law Day events, including our second year at the Yonkers Public Library Grinton I. Will Library Branch. WLS staff co-chair the Senior Law Day collaborative and WLS hosts and updates SeniorLawDay.info, which continues to evolve as a resource for information on essential topics for elder law and related concerns. In 2019, more than a dozen workshops tapping the expertise of Senior Law Day professionals were held at member libraries. In the closing quarter of 2019, the Field Hall Foundation awarded a \$15,000 grant for Vision Labs: Reading for a Lifetime. This WLS pilot program is aimed at addressing the needs of low vision and visually impaired adults. Advanced technology including a desk-top video magnifier (CCTV) with an HD 3 in-1 camera, full-page text-to-speech OCR (Optical Character Reader—available in both English and Spanish), hand-held HD magnifiers to allow visually impaired to scan library stacks and materials, and access to a rotating Talking Braille Collection will be made available in two locations: the Yonkers Public Library Grinton I. Will Branch



Library during designated library hours and by appointment at the WLS Headquarters at 570 Taxter Road, Elmsford. The mission of Vision Labs is to provide tools and training that supports older adults experiencing a loss of vision or motor skill that impacts their ability to read. Because libraries are committed to equitable access to resources that support personal enrichment and community engagement, Vision Labs aims to provide the public with services that can assure their continued use of library resources and programs. Given that 80% of vision impairment and vision loss is avoidable, WLS is also committed to advocacy and education for eye health literacy. The two pilot Vision Labs sites are expected to be operational by June 2020. Westchester Seniors Out Speaking (WSOS), which includes community presentations and one-to-one counseling, had a strong service year in 2019, driven in part by consumer need for assistance in using a new Medicare Plan Finder tool and changes in Medicare plans available in the County. A total of 1,400 patrons accessed the Senior Benefits Individual Counseling Service (SBICs) sites available at nine locations; and an additional 100 accessed services via our Helpline. The Medicare Minute program, hosted at 37 sites across the county, had an attendance of over 10,500. More than 36 community presentations on Medicare and related topics were provided with more than 500 people in attendance. WEBS WEBS assisted the member libraries in engaging their communities and improving customer service by offering career counseling services for unemployed or underemployed patrons. As digital and technological advancements in the workplace continue to displace workers, WEBS programs provide assessment, up-to-date career and educational information, and the latest tools and strategies to advance their careers. A combined approach using both technology and people-based solutions helps clients cope with frequent job transitions, engage in lifelong learning and learn about future directions for different fields. During the year, WEBS provided ten 10-session career seminars at the libraries in Yonkers (2), White Plains (2), Chappaqua (2), Somers, Yorktown, Pelham and Eastchester. Evaluation surveys completed after the seminars indicted an overall rating of excellent or good by 100% of clients. In addition to helping people learn practical strategies for transitioning to new career paths, it's important to note that these programs promote "community" and a sense of connectedness that provide meaning and support. Participants have a unique opportunity to focus on themselves in a confidential setting, engage in dynamic group activities and discussions, and determine how they can make vital changes in their career goals and outlook. The group counseling process enables people to listen to each other, compare experiences, and develop broader perspectives. All participants take two formal assessments which are useful in providing direction and improving organizational performance. This year's improved economy has enabled many more of our clients to have successful job searches! Twenty workshops/trainings were held at libraries throughout the county on topics including: Latest Trends in Resumes (2); Create a LinkedIn Profile with Impact (2); Creative Approaches to

- Networking (3); Ace the Interview and Get the Job You Want (2); Thinking about a Career Change? (2); What's Next in My Life & Career? (3); Positioning Your Professional Image (2); Careers in Healthcare (2); Get LinkedIn to Your Job Search (1); Key Strategies for Success in Your Job Search (1). Bi-weekly individual career counseling at the Yonkers Public Library Grinton I. Will Branch continued to be a well-utilized service with full sign-ups. Additionally, ongoing professional development was provided for the WEBS counselors throughout the year."""
- 14.3 Element 3: Professional Development and Continuing Education - Results  
The majority of continuing education programs focused on training for Evergreen. A total of 179 sessions were held related to Evergreen alone. Other trainings were held for Maker programs and WLS eResources. Traditional programs for special client populations, children's, young adults, general adult services as well as for trustees continued. WLS also continued to host the Palmer School Public Library Administration Program with 9 students in the current cohort. In addition, WLS offered Sexual Harrassment Prevention Training.
- 14.5 Element 5: Consulting and Development Services - Results  
Consulting services were curtailed in 2019 as the main focus was on the migration of the ILS.
- 14.6 Element 6: Coordinated Services - Results  
The WLS IT network sustained a number of crucial challenges in 2019 that included malware and ransomware attacks in addition to the migration of the Integrated Library System (ILS) to Evergreen. Despite numerous hours of training and preparation, switching to a new system with different inherent strengths and weaknesses resulted in a number of adverse situations that interfered with the member libraries' ability to service their communities. Issues included: VDI connections; slow response time on the WLS network; Evergreen workflow anomalies for WLS protocols; acquisitions module integration (more below); and unclear communication between WLS and the libraries. While many issues have been addressed, WLS IT staff continues to work with the Public Library Directors Association (PLDA) ILS and Technology Committees to identify and prioritize ongoing issues. In June, at PLDA's request, the WLS Board authorized an independent IT audit; and WLS contracted with Nutanix to review the WLS network, results of which will be released some time in February 2020. In addition, a RFP (Request for Proposals) for an audit to address expressed areas of concern (i.e., network security, VDI/Direct Access to Evergreen, Helpdesk support and service) was issued. However, this process did not find a suitable vendor, and the RFP was divided to address three core activities: virtualization desktop infrastructure (VDI) environment; network operations, structure and security; and IT operations. Vendors have been selected for all three, and the first audit on IT Operations started in early January 2020. WLS IT staff made site visits to each of the 44 library locations to examine and test the WLS network equipment at each site. WLS is committed to resolving these important issues and working with PLDA to determine the best way to deliver service. A new WLS helpdesk software portal was also

- implemented in 2019, which is more user friendly and allows individuals to more easily review the status of their requests.
- 14.7 Element 7: Awareness and Advocacy - Results  
WLS Public Innovation & Engagement staff hosted a table at several events: Reentry/Probation Resource Fairs (1 state correctional facility event, 2 county jail events, 1 agency event); Pride Day (1 county event); Youth Services Summit (1 county event); Not For Profit Leadership Summit (1 county event); Carver Center Spring Wellness Showcase (1 town/county event); Westchester Library Association (WLA) Annual Conference (1 county event); Livable Communities Village Fair and Workshop (2 county events); 5th Annual Fathering Conference (1 county event); Department of Senior Programs & Services (1 county event). WLS held its Celebrating Westchester Libraries Breakfast on April 5, 2019, to kick-off National Library Week and create more awareness of library services in the County. President of New York Library Association Michelle Young was the guest speaker. In lieu of hosting a bus to travel to Albany for Library Advocacy Day, WLS sponsored local visits over the summer with 12 of the 14 NYS Legislators. Meeting at a separate time allowed for discussion of important issues in greater detail.
- 14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results  
Most communications in 2019 focused around the migration of the ILS to Evergreen. Monthly meetings of the Public Library Directors Association (PLDA) and various committee meetings were held throughout 2019. A weekly update was created to keep library directors informed of the latest status for outstanding issues relating to the ILS.
- 14.9 Element 9: Cooperative Efforts with Other Library Systems - Results  
Community Partnerships: Executive Director Terry Kirchner has worked with several partners throughout 2019 to help create more awareness and involvement of library services with other government agencies and community-minded service organizations. These include: Westchester County Board of Legislators' Family Task Force; NYS 9th Judicial District's Access to Justice Initiative, The 400 Years Project, a Countywide Collaborative, African American History in Westchester Commemoration Committee, Westchester County Complete Count Committee, and Westchester Library Association. Below are several accomplishments and upcoming activities that have resulted from these interactions that will take place in 2020. AT&T Code Heroes is an educational initiative created by AT&T and Digital Arts Experience (DAE) with support from WLS to engage youth from all Westchester communities to learn computer coding basics and how technology and computer science can be used for social good. One Book Westchester is a literacy initiative sponsored by the Westchester County Executive's Office. The goal of the initiative is to promote literacy in Westchester County by focusing on local authors who highlight the history of the County and celebrate its diversity and shared vision of a better future. Three local authors/illustrators were selected to meet the initiative's goals while targeting three different age groups. Adult Novel: Mary Calvi. Dear George, Dear Mary: A Novel of George Washington's First Love; YA/Middle School Novel: Veera Hiranandani. The Night Diary; Elementary School Author/Illustrator: Eric Velasquez As Fast As Words Could Fly;

Beautiful Moon: A Child's Prayer; Grandma's Gift; Journey to Jo'burg: A South African Story; My Friend Maya Loves to Dance; My Uncle Martin's Words for America; New Shoes; Octopus Stew; Ol' Clip-Clop: A Ghost Story; Our Children Can Soar: A Celebration of Rosa, Barack, and the Pioneers of Change; The Real Lucky Charm; Schomburg: The Man Who Built a Library; Strong Voices: Fifteen American Speeches Worth Knowing (Forthcoming); Touch the Sky: Alice Coachman, Olympic High Jumper; Twice as Good: The Story of William Powell and Clearview, the Only Golf Course Designed, Built, and Owned by an African American. WLS has purchased access to e-book and audiobook formats of these titles (when available) on OverDrive. Many print copies of the One Book Westchester titles are available in the online catalog. Nonprofit Westchester (NPW): NPW provides a wide range of professional development, networking and advocacy opportunities that support public library efforts to develop partnerships with nonprofits and community-based organizations in their service area and throughout Westchester County. As NPW's President in 2019, Dr. Kirchner helped oversee their operations and transition in leadership with Jan Fisher being named as Executive Director. NPW serves as a central source of communication to its membership that includes upcoming events at all of their member organizations (and is a good way to promote major library events). WLS also worked with AARP Foundation Tax-Aide Program in Westchester County. A total of 14 libraries hosted free income tax return preparation services: Dobbs Ferry, Eastchester, Katonah, Mamaroneck, Mount Pleasant, Mount Vernon, New Rochelle, Port Chester-Rye Brook, Ossining, Shrub Oak (John C. Hart), Tarrytown (Warner), Tuckahoe, White Plains, and Yonkers (Will). By ensuring that taxpayers received the refunds due to them, and the tax credits to which they were entitled, approximately \$4 million in disposable income was return to Westchester County. WLS provided space for training and set up of networking capabilities at the libraries sites.

14.10 Element 10: Construction - Results

A total of 13 applications were received from 11 libraries for the 2019-2022 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 was made up of Chair Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem); Angela Groth, Director of Ardsley Public Library; Greg Wirszyła, Director of Bronxville Public Library; Cindy Rubino, Director of Lewisboro Library; Patricia Perito, Director of Town of Pelham Public Library; and Robin Lettieri, Director of Port Chester-Rye Brook Public Library, along with Elise Burke and Terry Kirchner from WLS. All applications were reviewed and award recommendations were submitted. This year's allotment to WLS=\$1,590,468; Total Project Cost for all applications=\$17,312,581; the Cost of the Submitted Projects= \$2,367,384; and the Total Requested Award Amounts= \$1,480,622. 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 - Resources for Central Library activities continued to be supported Results in 2019. Gathering meaningful statistics to report on a consistent basis has proved difficult; however, the PLDA eContent & Central Library Committee continues ongoing evaluation of products and services.
- 14.12 Element 12: Direct Access - The current WLS Free Direct Access Plan approved in 2016 Results remains active.
- 14.13 Element 13: Other Goal(s) - Census 2020: The WLS Board Innovation Committee identified the Results important role of WLS and our member libraries in supporting the upcoming 2020 Census as a funding initiative for 2019. Naming the project Everybody Counts!, Pat Brigham, Director of Development, crafted a project proposal outlining the goals and objectives to increase awareness of the importance of a Complete Count, dispel fear and mistrust, and remove any digital barriers (digital skills, internet and computer access) to complete the 2020 Census—the first one to allow for online responses. This project will support a temporary part-time project manager to assist libraries in providing information and coordinating outreach programs to hard-to-count communities with member libraries and nonprofit partners, allocating secure laptops and desktops for 2020 Census completion at libraries, and develop marketing/promotional materials including a webpage and newsletters. In addition, funding has purchased 5,000 specially designed We Count counting books, an early childhood board book, for children and grown-ups in Spanish and English to help families understand how they are counted and why it is important. In December, Dana Hysell Alongi joined WLS as the Census Coordinator to help prepare the public libraries' efforts to assist their communities in complete count efforts for the 2020 Census. Ms. Hysell Alongi and Joe Maurantonio, Manager of Special Projects, have attended various workshops on the 2020 Census, Library Programs and Partnerships in the 2020 Census, Digital Census Preparation Training and 2020 Census Complete Count Committees to be better informed on what WLS can offer and support. WLS 60th Anniversary Celebration: WLS's 60th Annual Meeting was the culmination of a year-long celebration of 60 years of service for WLS. A total of 85 directors, trustees, and guests representing WLS and 34 of its member libraries were in attendance. A number of government officials showed their support including New York State Senator and Majority Leader Andrea Stewart-Cousins [35th District]; NYS Senator Shelley Mayer [37th District]; NYS Assembly Member Steven Otis [91st District]; Ruth Walter, a Trustee of the Bronxville Public Library and recently elected to the Westchester County Board of Legislators [15th District]; and NYS Assembly Member Thomas Abinanti [92nd District], who issued a Citation from the NYS Assembly recognizing WLS's for 60 years of service. New WLS Trustees were elected, and special guest speaker Rich Harwood, Founder and Chief Executive Officer of The Harwood Institute, who spoke of dignity as an intrinsic birthright and how he has devoted his life to helping teach communities how to come together to focus on shared aspirations to overcome the current polarization in society and restore belief in ourselves as Americans. A copy of Mr.

Harwood's latest book, *Stepping Forward*, was given out to all attendees. Our anniversary celebration provided time to reflect on the only true constant—change—and to look forward to providing pathways for future success.

## 15. Current system URL's

15.1	System Home Page URL	<a href="https://www.westchesterlibraries.org">https://www.westchesterlibraries.org</a>
15.2	URL of Current List of Members	<a href="https://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/">https://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/</a>
15.3	URL of Current Governing Bylaws	<a href="https://www.westchesterlibraries.org/wp-content/files/wls-board/WLS_Bylaws_Apprvd20190129.pdf">https://www.westchesterlibraries.org/wp-content/files/wls-board/WLS_Bylaws_Apprvd20190129.pdf</a>
15.4	URL of Evaluation Form	N/A
15.5	URL of Evaluation Results	N/A
15.6	URL of Central Library Plan	<a href="https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central_Library_Plan_of_Service_2017-2021_Final.pdf">https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central_Library_Plan_of_Service_2017-2021_Final.pdf</a>
15.7	URL of Direct Access Plan	<a href="https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Free_Direct_Access_Plan_2016.pdf">https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Free_Direct_Access_Plan_2016.pdf</a>

## 16. Assurance and Contact Information

### CONTACT INFORMATION

16.1	Contact name (person completing report)	Elise Burke
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(914) 231-3225
16.3	Contact e-mail address	eburke@wlsmail.org

### ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	05/05/2020
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### 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).
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## Suggested Improvements

Library System	Westchester Library System
Name of Person Completing Form	Elise Burke

Phone Number and Extension 9142313225

(enter area code, telephone  
number and extension only):

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!

A better process for printing the report would be very helpful.