

Item: WLS System Annual Report to New York State for 2019

Background: Annually all public libraries and library systems that receive funding from the State of New York are responsible for submitting an annual report of operational and financial activities. There were no major changes to this year's report.

Status: The chart on the following page shows some of the highlights from the 2019 report. Many of the 2019 data was affected due to WLS's focus on the Integrated Library System (ILS) migration from SirsiDynix to Evergreen. Because of its length, a full copy of the 2019 System Annual Report will be sent separately.

Completing this report is very challenging because the System Annual Report mirrors the Annual Report for the member libraries. While WLS does have similar functions, the majority of our services are quite different. In addition, the financial data must be submitted on a cash basis rather than an accrual basis and in different revenue and expense categories than what is used on the WLS financials. Therefore, these numbers may not always tie into what is seen on the monthly WLS financials—especially, as in 2019, when portions of our NYS Aid were received in late 2019 but not deposited until 2020.

Unique to the System Annual Report, the State requires a separate section (Parts 13) for reporting of State funds only within the following expense categories: Professional Salaries (for those with a State certified library degree); Other Salaries (for those not certified); Employee Benefits; Purchased Services; Supplies & Materials (unit cost less than \$5,000); Travel; Equipment & Furnishings (unit cost greater than \$5,000); Grants to Member Libraries. Because standard accounting procedures do not use these specific categories, reclassifying data is a very time consuming process.

Recommended

Action: Staff recommends acceptance of the 2019 WLS Annual Report and submission to the Division of Library Development of the State Education Department.

May 5, 2020

HIGHLIGHTS OF 2019 WLS SYSTEM ANNUAL REPORT

Item	2019	2018	2017
Physical Item Circulation	1,831	18	0
Electronic Content Use <i>[includes circulation of physical items via the McNaughton program and e-books and successful retrieval of Electronic Collections usage by the 58 system card holders]</i>	7,653	1,566	507
These numbers do not reflect circulation reported by the member libraries on their Annual Reports.			
System Holdings:			
Cataloged Book Holdings	51	46	52
Electronic Books	23,766	25,143	23,486
Total Electronic Collections	15	16	15
Audio-Downloadable Units	5,646	4,526	5,355
Video-Downloadable Units	153	19	23
Other Electronic Materials	0	0	12
Non-Electronic Material Holdings	19		0
Audio-Physical Units	0	135	
Video-Physical Units	0	15	
Number of titles in ILS bibliographic database	941,692	947,901	967,167
Number of new titles added by the system	41,120	41,185	42,334
Number of holdings in the WLS Union Catalog	3,613,744	3,649,658	3,733,891
Number of holdings added to WLS Union Catalog	153,185	240,935	247,470
Total ILL activity	8,089	18,377	20,116
Total continuing education/staff development sessions	272	193	206
Total continuing education/staff development participants	2,840	1,897	2,412
Total consulting & technical assistance services contacts	7,057	4,403	5,096
Other Special Client Services:			
Westchester Seniors Out Speaking (WSOS)			
Trained volunteers	70	70	72
Presentations given / Participants	308 / 10692	246 / 9,061	292 / 12057
Senior Benefit Information Centers			
Hours Hosted at 10 library sites	1,200	1,197	1,200
SBIC counseling interactions held (including Helpline)	1,500	1,207	1,437
Westchester Resilience Coalition			
Public/Agency community conversations given	50	na	na
Introduction of Breath Body Mind Participants	97	na	na
WEBS individual/group counseling sessions participants and workshop participants	1,771	1,799	1,871
Total items transported by delivery system-wide	1,887,130	2,149,534	2,221,427
Total visits to system website	1,095,582	1,150,020	1,466,647