

**Item:** WLS System Annual Report to New York State for 2020

**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 a number of changes to this year's report to accommodate for the COVID-19 pandemic--although most affected the member library Annual Report and not the System's, An extra section was added with questions about services provided during the pandemic, and only live, virtual programs were counted as programs not video recordings. Annual hours open do not include the hours the libraries were open for contactless pick-ups if the building itself was not available to the public; however, the minimum standard for hours open was suspended for 2020.

**Status:** The chart on the following page shows some of the highlights from the 2020 report. Much of the 2020 data was affected due to the pandemic. Because of its length, a full copy of the 2020 System Annual Report will be sent separately.

The State's Annual Report format for Systems mirrors the Annual Report for the member libraries. While WLS does have similar functions, the majority of our services are quite different. Therefore, the numbers shown, especially on the financial section, may not always tie into what is seen on the monthly WLS financials shared at the Board Meetings.

**Recommended  
Action:**

Staff recommends acceptance of the 2020 WLS Annual Report and submission to the Division of Library Development of the State Education Department.

April 27, 2021

## HIGHLIGHTS OF 2020 WLS SYSTEM ANNUAL REPORT

Item	2020	2019	2018
Physical Item Circulation	2,426	1,831	18
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 85 system card holders]</i>	1,549	7,653	1,566
These numbers do <b>not</b> reflect circulation reported by the member libraries on their Annual Reports.			
System Holdings:			
Cataloged Book Holdings	90	51	46
Electronic Books	109,701	23,766	25,143
Total Electronic Collections	16	15	16
Audio-Downloadable Units	22,787	5,646	4,526
Video-Downloadable Units	148	153	19
Other Electronic Materials	0	0	0
Non-Electronic Material Holdings	14	19	
Audio-Physical Units	0	0	135
Video-Physical Units	0	0	15
Number of titles in ILS bibliographic database	958,424	941,692	947,901
Number of new titles added by the system	30,119	41,120	41,185
Number of holdings in the WLS Union Catalog	3,541,271	3,613,744	3,649,658
Number of holdings added to WLS Union Catalog	177,479	153,185	240,935
Total ILL activity	2,799	8,089	18,377
Total continuing education/staff development sessions	100	272	193
Total continuing education/staff development participants	1,538	2,840	1,897
Total consulting & technical assistance services contacts	6,687	7,057	4,403
Other Special Client Services:			
Westchester Seniors Out Speaking (WSOS)			
Trained volunteers	75	70	70
Presentations given / Participants	85 / 3,832	308 / 10,692	246 / 9,061
Senior Benefit Information Centers			
Hours Hosted at 10 library sites		1,200	1,197
SBIC counseling interactions held (including Helpline)	576	1,500	1,207
Westchester Resilience Coalition participants			
Resilience presentations	709	50	na
Breath Body Mind (BBM)	588	97	na
WEBS individual counseling sessions			
Group counseling sessions / participants	76	360	
Workshop sessions / participants	25 / 315	100 / 1,161	
	7 / 118	19 / 250	
Total items transported by delivery system-wide	1,089,630	1,887,130	2,149,534
Total visits to system website	753,227	1,095,582	1,150,020

**Item:** Extension of WLS Current Borrowing Facility

**Background:** WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The facility allows WLS to borrow up to \$500,000 unsecured for a period of one year. There are neither facility fees nor covenants for this loan agreement. If borrowed against, the interest rate would be based on WSJ (Wall Street Journal) Prime + 50 bps (base percentage points), with a Floor of 3.75%. The only restriction consists of the submission of audited financial statements on the part of WLS.

**Status:** The current facility expires on August 31, 2021. During the prior year, there were no borrowings under the facility. **At this time, we do not foresee any need to borrow under this facility for the coming year.** Given there are no encumbrances, covenants or facility fees, and due to the uncertainty of when the FY2021-22 State monies will be received, we recommend extending the borrowing agreement for one year to allow for financial flexibility.

**Recommended**

**Action:** We are recommending that the Board approve the extension of the borrowing facility with TD Bank for an additional year.

April 27, 2021