

**Call to Meeting**  
**April 30, 2024**

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, April 30, 2024, at 6:00 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523. (Masks may be required.)

***Regular Meeting Agenda***

**Minutes:** March 26, 2024

**Finances**

**Action Items**

Action Item #1: Designation of Deposits – New York State Liquid Asset Fund (NYLAF)

Action Item #2: WLS System Annual Report to New York State for 2023

**President's Report**

**WLS Committee Reports**

**Executive Director's Report**

**PLDA Report** – Jennifer Coulter, Director, Pound Ridge Library

**NEXT MEETING:** The next Regular Meeting will be held on Tuesday, May 28, at 6:00 p.m.

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**March 26, 2024 – Approval Pending**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Vice President Nishat Hydari at 6:07 p.m.

The quorum requirement was met with the following people in attendance:

Board Members present: Anthony Amiano, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Andrea Bober, Alice Joselow, Julie Mills-Worthey, Susan Morduch, Patricia Phelan

Also present from WLS were: Rob Caluori, Terry Kirchner, Kate Meyer, Allison Midgley, Allison Pryor

Public Library Directors Association (PLDA) Representative: Jennifer Coulter, Director, Pound Ridge Public Library District

**MINUTES**

The minutes of the February 27, 2024, meeting was approved as submitted on a motion by Ms. LeBlanc and seconded by Ms. Tepper. The motion passed unanimously.

**FINANCIAL REPORTS**

Mr. Caluori presented the check registers and financial reports for February 2024. Mr. Caluori presented the financial statements highlighting significant positive and negative variances. He also discussed the schedule of Temporarily Restricted Net Assets making note of (1) WLS's plans to use the unspent grant funds listed in the report, (2) the nature of certain grants being such that there will most likely always be some grant monies carried over from year-to-year and, (3) how the financial management system installed in 2023 has simplified the process of generating this report. The financial reports for February 2024 were approved on a motion by Ms. LeBlanc and seconded by Ms. Zevin. The motion passed unanimously.

**PRESIDENT'S REPORT**

In President Morduch's absence, Ms. Hydari handed out committee sheets to the Board. She noted that there is an upcoming Trustee Institute, Understanding 414 Public Votes with Presenter Rebekkah Smith Aldrich on April 11, 2024, and that individuals who attend the full session will receive 2 continuing education hours that meet the trustee education and public librarian certification requirements.

## COMMITTEE REPORTS

**Finance Committee:** Ms. LeBlanc, Chair, noted that the Committee is looking for additional members, noting that Finance and Budget are now working together as one committee and highlighting that the Budget process is especially helpful for new trustees to learn about all that WLS does.

Ms. LeBlanc discussed the outcomes of their most recent meeting, which was held just prior to the Board meeting this evening at 5:00pm. The committee met with a representative of the New York State Liquid Asset Fund (NYLAF) to discuss alternative investment vehicles that will improve WLS's returns on investments and maintain compliance with state regulations regarding deposits.

**Nominating & Board Education:** Ms. Kelley, Chair, encouraged all trustees to attend the upcoming Trustee Institutes noting they count toward trustees' continuing education.

**Audit:** Mr. Iwanski noted that the committee will meet in April, at a date to be determined and sent to the full Board, to receive the audit reports from Dorfman, Abrams, Music, LLC. The auditors will be attending the meeting via Zoom. The committee will present the reports to the Board for approval at their April 30, 2024, meeting.

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report was mailed in advance of the meeting.

- Dr. Kirchner mentioned the canned food drive held in conjunction with the United Way in February resulted in more than 3,600 lbs. of food collected. This is the first year WLS libraries have participated and United Way staff members were thrilled with the results.
- Save the date for the 2024 WLS Battle of the Books, which will take place on October 26, 2024.
- Dr. Kirchner noted that three member libraries have director vacancies presently, noting the challenges of filling these roles including, but not limited to, civil service and providing competitive salaries to attract candidates.
- The libraries in the Town of Bedford (Bedford Hills Free Library, Bedford Free Library and Katonah Village Library) will be meeting to discuss the potential for a chapter 414 vote for public library funding. Jerry Nichols will be working with the group towards this effort.
- There has been an ongoing effort to incorporate a Village of Edgemont within the Town of Greenburgh. Dr. Kirchner discussed the options that could be pursued by the Village for library services, should it be established, and the potential impact on the Greenburgh Public Library, which currently serves that area.
- Allison Midgely is working with the member libraries on compiling the annual reports for New York State. It was noted that Allison is working to standardize how data is collected to help simplify the process of completing the reports.

## PUBLIC LIBRARY DIRECTORS' ASSOCIATION (PLDA) LIASON REPORT

**Ms. Coulter reported on the March PLDA meeting where the following was discussed:**

- PLDA had a guest speaker, Lauren Moore, NYS Librarian, Assistant Commissioner for Libraries, who spoke about how the NYS Library works and the relationship between the NYS Library and local libraries. She also spoke about the Hiring for Emergency Limited Placement (HELP) program.

- Updates were given for the Committees:
  1. Technology
  2. Finance
  3. Civil Service
  4. Bylaws
  5. Mentorship
  6. Circulation
  7. Roundtables: municipal libraries, Municipal, Association Libraries, Small Libraries, Urban Libraries
- There was a discussion regarding online renewal and registration of Library Cards. WLS is investigating the process and will report back next month.
- Ms. Coulter noted that there is a PLA Conference April 2 - 5 in Columbus, Ohio

## **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:33 p.m. on a motion by Mr. Amiano and seconded by Ms. Zevin that passed unanimously.

Respectively submitted,

Anthony Amiano  
Secretary

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# WESTCHESTER LIBRARY SYSTEM

## FINANCIAL STATEMENTS WITH NOTES – MARCH 2024

### SUMMARY

All of the figures in the accompanying notes are approximated to the nearest \$100 or 1%. The figures in the financial statements are rounded to the nearest dollar and percentages are to two decimal places.

### AUDIT UPDATE

Please note that this report contains 2023 financial data. While the work to close FY2023 is complete, the financial data is considered unaudited until the Board receives and approves the audit reports.

At the time of this report, the audit process is complete. The audit team at Dorfman, Abrams, and Music met with the WLS Audit Committee on April 17, 2024 to present the audit reports and discuss the findings of the audit process. The Committee accepted the reports which will be brought to the full Board for acceptance at the April 30, 2024 meeting.

### PAYMENTS OVER \$50,000

The following purchases over \$50,000 were paid in March 2024:

- Amount: \$125,304
  - Vendor: Equinox Open Library Initiative (REISSUE OF CHECK)
  - Purpose: 1-year support agreement for WLS's integrated library system (ILS), Evergreen
- Amount: \$73,992
  - Vendor: NYS Employees Health Insurance Program (NYSHIP)
  - Purpose: Employee health insurance for April 2024

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## BALANCE SHEET – MARCH 2024

The Balance Sheet shows comparative figures for the period from month-ending (ME) February 2024 thru ME March 2024. The key changes for the period are a decrease in WLS's *operating cash and cash equivalents*, which is lower by \$367,300 and a decreases in *deferred revenue* of \$224,800 and *accounts receivable* of \$219,800. Details are discussed below.

### ASSETS:

This section indicates the organization's liquidity by showing what assets WLS holds in cash and what assets will be available in cash in the near future.

*Operating Cash & Cash Equivalents* (This shows the cash in WLS's operating and payroll bank accounts and petty cash): In the month, WLS's operating cash decreased by \$367,300. With \$239,800 in receipts, activity included \$203,400 from member libraries for IT services and group purchases, and \$19,400 from the Metropolitan New York Library Council (METRO) for the final 10% payment from the American Rescue Plan Act (ARPA) subaward. The only notable expenditure aside from rent, payroll and benefits, Internet, and delivery to libraries was a reissue of the \$125,300 to Equinox Open Library Initiative for 2024 support of the Evergreen ILS which was necessary following a thwarted check fraud attempt, and \$43,400 to Hoopla for pay-per-use digital content for library patrons.

*Unconditional Promises* (These are promises to give money to WLS without any conditions attached): The figure in this line increased by \$348,200 in the period. This is the result of recording \$348,200 in receivable revenue from New York State, Westchester County, and the federal E-Rate program.

*Accounts Receivable* (These are funds due to WLS from other organizations): This line is down \$219,800 to a total of \$200,900 but is significantly higher than it was this time last year (\$73,900). Most of the amounts owed are from three member libraries: New Rochelle (\$85,000), Mount Vernon (\$58,800) and Port Chester–Rye Brook (\$41,400). Each library has been sent an account statement and management will continue to work with these libraries to bring their accounts current. Activity in this line also includes the receipt of \$19,400 payment from METRO for the final 10% payment from the ARPA subaward, which funded digital equity work in 2022. The final payment had been delayed for nearly a year while METRO worked with NYS to close the primary grant and release the funds.

### LIABILITIES:

This section shows WLS's near-term obligations.

*Deferred Revenue* (Funds received which have not yet been earned): This figure decreased by \$224,800 the result of recognizing revenues from 6-month and 3-month invoices to member libraries for IT services, group purchases for digital content, and movie licensing.

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# STATEMENT OF REVENUE AND EXPENDITURES

## COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE –

### MARCH 2024

#### SUMMARY:

Revenues were essentially in line with expenses for March and the year-to-date (YTD); noteworthy variances are discussed below.

#### REVENUES:

Total revenue was \$24,300 short of the budget for March. This was primarily driven by shortfalls in the *County Revenues without Restrictions* and *Other Revenues with Restrictions* revenue lines which were offset by greater than expected earnings in *Interest* and *Other Revenues without Restrictions*.

*County Revenues with Restrictions* - The 2024 Westchester County Budget did not fund WLS to the level that was anticipated in the budget process and is expected to fall short by \$157,175 (10% below budget) for the year.

*Other Revenues with Restrictions* ended the month below budget mainly due to shortfalls in restricted grants. This is consistent with years past and while the budget assumes that approximately \$14,800 would be earned in this line each month, the monies raised will fluctuate monthly. WLS has raised approximately \$1,800 in restricted contributions, to date. The budget also assumed 2 semesters of activity from the LIU Palmer School Program, which will only run for 1 semester this year. Expenses associated with this program will be lower, accordingly.

#### EXPENSES:

Total spending in March was essentially in-line with revenues and was \$59,700 less than the monthly budget. Lines with significant variances and/or noteworthy activity are discussed below:

*Contractual Services* was under budget by \$15,700 and was driven primarily by timing of invoices from contractors for the Career Coaching Services program.

*Equipment* was underspent by \$6,300 compared to budget. Activity in the line included the \$10,400 purchase of license upgrades for the SonicWall firewalls in place at member libraries. This feature activates automatic fail-over capabilities to reduce downtime at a library should there be a hardware issue on those devices.

*Insurance* ended the month with a surplus due to the timing of a credit transaction and is in-line with the budget for the YTD.

*Professional Development* was \$1,200 under budget. Noteworthy activity in this line included \$4,400 to the Law Office of Stephanie Adams for the presentation at the March Trustee Institute event on [Library-Municipality Relationships](#).

**Westchester Library System**  
**Balance Sheet**  
**As of March 31, 2024**

	Month Ending	Month Ending	Month Ending		Year Ending
	03/31/2024	02/29/2024	03/31/2024		12/31/2023
	Actual	Actual	Period difference	Period variance	Actual
<b>Assets</b>					
<b>Current Assets</b>					
Operating Cash & Cash Equivalents	1,253,649	1,620,926	(367,277)	(22.65) %	1,823,004
Reserve Cash & Cash Equivalents	2,886,491	2,877,415	9,076	0.31 %	2,859,669
Unconditional Promises to Give	1,130,431	782,258	348,173	44.50 %	346,714
Accounts Receivable	200,914	420,671	(219,756)	(52.23) %	124,244
Prepaid Expenses	1,105,097	1,162,193	(57,097)	(4.91) %	961,146
<b>Total Current Assets</b>	<b>6,576,581</b>	<b>6,863,463</b>	<b>(286,881)</b>	<b>(4.17) %</b>	<b>6,114,778</b>
<b>Long-Term Assets</b>					
Property & Equipment	413,821	429,259	(15,439)	(3.59) %	459,776
Right Of Use Asset	923,257	923,257	0	0.00 %	923,257
<b>Total Long-Term Assets</b>	<b>1,337,078</b>	<b>1,352,516</b>	<b>(15,439)</b>	<b>(1.14) %</b>	<b>1,383,033</b>
<b>Total Assets</b>	<b>7,913,659</b>	<b>8,215,979</b>	<b>(302,320)</b>	<b>(3.67) %</b>	<b>7,497,811</b>
<b>Liabilities</b>					
<b>Short-Term Liabilities</b>					
Accounts Payable	454,158	509,262	(55,104)	(10.82) %	599,269
Deferred Revenue	639,636	864,404	(224,767)	(26.00) %	1,105
Short-Term Right of Use	288,392	288,392	0	0.00 %	288,392
<b>Total Short-Term Liabilities</b>	<b>1,382,186</b>	<b>1,662,058</b>	<b>(279,871)</b>	<b>(16.83) %</b>	<b>888,766</b>
<b>Long-Term Liabilities</b>					
Long-Term Right of Use	815,954	815,954	0	0.00 %	815,954
Post-Retirement Benefits Payable	3,983,425	3,983,425	0	0.00 %	3,983,425
<b>Total-Long-Term Liabilities</b>	<b>4,799,379</b>	<b>4,799,379</b>	<b>0</b>	<b>0.00 %</b>	<b>4,799,379</b>
<b>Total Liabilities</b>	<b>6,181,565</b>	<b>6,461,437</b>	<b>(279,871)</b>	<b>(4.33) %</b>	<b>5,688,145</b>
<b>Net Assets</b>					
Net Assets, Beg Bal	1,754,543	1,775,690	(21,149)	(1.19) %	2,043,721
Change in Net Assets	(22,449)	(21,148)	(1,300)	(6.14) %	(234,055)
<b>Total Net Assets</b>	<b>1,732,094</b>	<b>1,754,542</b>	<b>(22,449)</b>	<b>(1.27) %</b>	<b>1,809,666</b>
<b>Total Liabilities and Net Assets</b>	<b>7,913,659</b>	<b>8,215,979</b>	<b>(302,320)</b>	<b>(3.67) %</b>	<b>7,497,811</b>
<b>Net Asset Detail</b>					
Working Capital	5,194,395	5,201,405	(7,010)	(0.13) %	5,226,011
Long-Term Net Assets	(3,462,301)	(3,446,863)	(15,439)	(0.44) %	(3,416,345)
<b>Total Net Asset Detail</b>	<b>1,732,094</b>	<b>1,754,542</b>	<b>(22,449)</b>	<b>(1.27) %</b>	<b>1,809,666</b>

Westchester Library System  
Statement of Revenues and Expenditures  
Comparison to Budget with Previous Years To Date  
As of March 31, 2024

	Month Ending 03/31/2024			Year To Date 03/31/2022	Year To Date 03/31/2023	Year To Date 03/31/2024			Year Ending 12/31/2024
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
<b>Revenue</b>									
State Revenues without Restrictions	175,008	175,008	0	479,890	523,830	525,024	525,025	(1)	2,100,100
County Revenues without Restrictions	111,920	125,025	(13,105)	262,650	317,825	335,760	375,075	(39,315)	1,500,300
Federal Revenues without Restrictions	10,830	10,834	(4)	38,675	41,250	32,490	32,500	(10)	130,000
Member Technology Fees	225,694	226,500	(806)	700,934	671,304	676,427	679,500	(3,073)	2,718,000
Fund Raising & Contributions	15	0	16	264	117	16	0	16	0
Interest	7,325	4,958	2,366	618	25,665	36,974	14,875	22,099	59,500
Other Revenues without Restrictions	2,832	209	2,624	2,025	3,568	8,188	625	7,563	2,500
State Revenues with Restrictions	50,415	50,425	(10)	137,695	150,765	151,245	151,275	(30)	605,100
Other Revenues with Restrictions	3,403	18,792	(15,388)	263,898	16,305	6,071	56,375	(50,304)	225,500
<b>Total Revenue</b>	<b>587,442</b>	<b>611,750</b>	<b>(24,308)</b>	<b>1,886,649</b>	<b>1,750,629</b>	<b>1,772,195</b>	<b>1,835,250</b>	<b>(63,055)</b>	<b>7,341,000</b>
<b>Expenditures</b>									
Salaries	176,652	191,827	15,175	572,258	539,552	542,185	575,480	33,295	2,301,921
Fringe Benefits	103,575	114,859	11,283	304,692	295,918	318,167	344,577	26,410	1,378,309
Professional Fees	3,617	4,750	1,134	3,597	9,884	10,166	14,250	4,084	57,000
Equipment	12,747	19,000	6,253	84,799	65,102	16,771	57,001	40,229	228,000
Library Materials	90,303	86,654	(3,649)	186,103	202,769	271,107	259,962	(11,144)	1,039,850
Rent and Utilities	31,023	33,634	2,611	82,656	83,224	93,064	100,903	7,839	403,610
Repairs and Maintenance	56,441	58,175	1,734	144,472	198,241	181,252	174,524	(6,728)	698,100
Supplies	297	3,504	3,207	3,180	583	893	10,513	9,620	42,050
Telephone and Internet	38,009	37,862	(147)	94,855	133,428	116,062	113,585	(2,477)	454,340
Printing and Postage	10,106	9,746	(360)	11,171	18,342	15,604	29,237	13,633	116,950
Bibliographic Fees	7,470	7,656	185	19,761	21,078	22,020	22,968	948	91,870
Professional Development	5,380	6,583	1,204	23,386	21,877	6,898	19,750	12,852	79,000
Travel	6,731	5,396	(1,335)	814	5,048	14,659	16,187	1,529	64,750
Memberships	946	2,375	1,429	8,116	12,972	8,189	7,125	(1,065)	28,500
Contractual Services	16,134	31,854	15,720	158,033	105,155	62,822	95,563	32,741	382,250
Delivery Service	39,288	39,833	545	113,700	114,573	112,733	119,500	6,766	478,000
Insurance	309	3,334	3,025	13,910	7,301	8,191	10,000	1,809	40,000
Miscellaneous	434	2,083	1,650	1,417	1,575	2,749	6,250	3,501	25,000
<b>Total Expenditures</b>	<b>599,461</b>	<b>659,125</b>	<b>59,664</b>	<b>1,826,920</b>	<b>1,836,622</b>	<b>1,803,533</b>	<b>1,977,375</b>	<b>173,842</b>	<b>7,909,500</b>
<b>Total Net Revenue Before Depreciation</b>	<b>(12,019)</b>	<b>(47,375)</b>	<b>35,356</b>	<b>59,729</b>	<b>(85,993)</b>	<b>(31,338)</b>	<b>(142,125)</b>	<b>110,787</b>	<b>(568,500)</b>
<b>Non-Cash Activity</b>									
Depreciation	15,439	14,667	(773)	33,662	43,480	45,956	44,000	(1,956)	176,000
Unrealized Gain/Loss on Investments	(5,009)	0	5,010	349	(3,829)	278	0	(279)	0
<b>Total Non-Cash Activity</b>	<b>10,430</b>	<b>14,667</b>	<b>4,237</b>	<b>34,011</b>	<b>39,651</b>	<b>46,234</b>	<b>44,000</b>	<b>(2,235)</b>	<b>176,000</b>
<b>Total Net Revenue</b>	<b>(22,449)</b>	<b>(62,042)</b>	<b>39,593</b>	<b>25,718</b>	<b>(125,644)</b>	<b>(77,572)</b>	<b>(186,125)</b>	<b>108,552</b>	<b>(744,500)</b>

**Item:** Designation of Deposits – New York State Liquid Asset Fund (NYLAF)

**Background:** WLS currently uses TD (Toronto Dominion) Bank and TD Wealth as Board approved financial institutions.

The Finance Committee met with a representative from the New York State Liquid Asset Fund (NYLAF), which is an investment cooperative exclusive to schools, libraries and municipalities within New York, to discuss the potential for WLS’s participation. NYLAF offers investment vehicles that make competitive interest rates available to these eligible groups while also providing FDIC and collateralization to protect their deposits as required under General Municipal Law.

NYLAF offers options for accounts that provide liquidity in 1-day, 1-week and longer increments. There are no direct fees to the customer and no minimum balances. PMA Securities LLC, who manages the fund, earns a .15 basis points fee on their management of the entire fund.

**Status:** WLS Policy 12 – Investment of Funds directs the investment objectives of WLS to (1) to conform to all applicable federal, state and other legal and regulatory requirements; (2) to preserve capital; (3) to provide sufficient liquidity to enable WLS to meet its goal of maintaining a reserve sufficient to meet at least ninety (90) days of operating expenses; and (4) to generate higher rates of return than available through standard savings accounts consistent with the first three objectives.

Separate from the operating and payroll accounts which hold deposits for WLS’s day-to-day financial needs, WLS has \$1.77 million deposited in a traditional savings account with TD Bank and \$1.11 million in US Treasuries with TD Wealth.

**Recommended**

**Action:** Management and the Finance Committee are recommending that the Board approve the addition of NYLAF as an approved designed depository.

April 30, 2024

**Item:** WLS System Annual Report to New York State for 2023

**Background:** All public libraries and library systems that receive funding from the State of New York are responsible for submitting an annual report of the operational and financial activities.

**Status:** The State's Annual Report format for Systems mirrors the Annual Report for the member libraries. While WLS does have similar functions, many of our services are quite different, and this annual report is cash-based and not accrual-based. The numbers given may be reflected in different categories and not always tied into what is seen on monthly WLS financial reports shared at the board meetings.

**Recommended**

**Action:** Approval of the 2023 WLS Annual Report for submission to the Division of Library Development of the State Education Department.

## HIGHLIGHTS OF THE 2023 WLS SYSTEM ANNUAL REPORT

<b>Item</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Physical Item Circulation	4,864	4,125	3,867	2,426	1,831
Electronic Content Use	6,490	12,535	2,549	1,549	7,653
<b>System Holdings:</b>					
Electronic Books	32,317	132,096	120,928	109,701	23,766
Audiobooks-Downloadable	4,158	34,457	27,607	22,787	23,766
Video-Downloadable	1,441	2,218	834	148	153
Other Electronic Materials (Magazines)	5,383	4,428	3,943	-	-
Physical Books	129	121	87	90	51
Audio-Physical Units	11	10	110	-	-
# of Title in ILS Bibliographic Database	939,276	946,655	942,421	958,424	941,692
# of New Titles Added by the System	43,514	41,372	35,473	30,119	41,120
# of Holdings in the WLS Union Catalog	3,271,726	3,371,237	3,457,166	3,541,271	3,613,744
# of Holding Added to the WLS Union Catalog	236,619	251,926	212,243	177,479	153,185
Total ILL Activity	10,370	11,428	7,214	2,799	8,089
# of Continuing Ed/Staff Dev. Sessions	346	234	205	100	272
# of Continuing Ed/Staff Dev Participants	1,671	1,758	2,052	1,538	2,840
# of Consulting & Tech. Assistance Contacts	6,887	5,226	1,638	6,687	7,057
# of Items Moved by WLS Delivery Service	1,503,479	1,456,124	1,442,878	1,089,630	1,887,130
Total Visits to System Website	902,867	605,639	642,287	753,227	1,095,582

# Westchester Library System Annual Report for Library Systems - 2023 (Public Library Systems 2023)

## 1. General System Information

### System / Director Information

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

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

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

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

1.1	SEDCODE	660409700029
1.2	Institution ID	800000035474
1.3	System Name	Westchester Library System
1.4	Beginning Reporting Year	01/01/2023
1.5	Ending Reporting Year	12/31/2023
1.6	Street Address	570 Taxter Road - Ste 400
1.7	City	Elmsford
1.8	Zip Code	10523
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	2337
1.10	Mailing Address	570 Taxter Road - Ste 400

1.11	City	Elmsford
1.12	Zip Code	10523
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	2337
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(914) 674-3600
1.15	Fax Number (enter 10 digits only)	(914) 674-4185
1.16	System Home Page URL	www.westchesterlibraries.org
1.17	URL of the system's complete Plan of Service	<a href="https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLApprvd-2021-1022.pdf">https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLApprvd-2021-1022.pdf</a>
1.18	Population Chartered to Serve (2020 Census)	1,004,457
1.19	Area Chartered to Serve (square miles)	431
1.20	Federal Employer Identification Number	131882114
1.21	County	Westchester
1.22	County (Counties) Served	Westchester
1.23	School District	Elmsford Union Free School District
1.24	First Name of System Director	Terry L
1.25	Last Name of System Director	Kirchner

- 1.26 NYS Public Librarian Certification 24140  
Number of the Director of Public Library System,  
and Reference and Research Library Resources  
System.
- 1.31 Telephone Number of the System (914) 231-3223  
Director, including area code and extension (enter  
digits only, field will automatically format with  
extension)
- 1.32 E-Mail Address of the System Director tkirchner@wlsmail.org
- 1.33 Fax Number of the System Director (914) 674-4185  
(enter 10 digits only and hit the Tab key)
- 1.34 Name of Outreach Coordinator Krishna Brodigan

**Note:** Elena Falcone retired and Krishna Brodigan took over Ms. Falcone's responsibilities as Director of Outreach Services.

**Contracts / Unusual Circumstances**

- 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N
1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A

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

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

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

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

1.51 President/CEO Phone Number

1.52 President/CEO Email

## 2. Personnel Information

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

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

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

2.5 Public Library System Director per CR 90.3(f) - Vacant Position FTE 0

2.10 Certified Librarians - Filled Position(s) FTE 8

2.11 Certified Librarians - Vacant Position(s) FTE 0

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

#### SALARY INFORMATION

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

### 3. System Membership, Outlets and Governance

## Service Outlets / Meetings / System Council

### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	38
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	N/A
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	N/A
3.18	Square footage of the system building	14,237
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	1
3.24	Name of Central Library/Co-Central Libraries	Field Library

### BOARD/COUNCIL MEETINGS

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

3.27 Term length for system board/council members. Please add a note if this has changed from the previous year report. 5

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

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

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-17 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. If you use the spreadsheet option the president will need to be added as it was in a separate group in the previous year reports. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

- |    |                                   |                     |
|----|-----------------------------------|---------------------|
| 1. | Status                            | Filled              |
| 2. | First Name                        | Karen               |
| 3. | Last Name                         | Zevin               |
| 4. | Institutional Affiliation         | N/A                 |
| 5. | Professional Title                | Retired             |
| 6. | Mailing Address                   | 176 Cleveland Drive |
| 7. | City                              | Croton-on-Hudson    |
| 8. | Zip Code (enter five digits only) | 10520               |
| 9. | Office Held or Trustee            | President           |

10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2022
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2026
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2022
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/03/2022
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Alice
3.	Last Name	Joselow
4.	Institutional Affiliation	Open Door Family Medical Center
5.	Professional Title	Behavioral Health Community Programs Coordinator and Coordinator of Ossining Communities That Care (OCTC)
6.	Mailing Address	38 Sunset Drive
7.	City	Ossining
8.	Zip Code (enter five digits only)	10562

9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2023
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2027

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/31/2023

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/01/2023

17. Is this a brand new trustee? Y

1. Status Filled

2. First Name Robert

3. Last Name Cartolano

4. Institutional Affiliation Columbia University

5. Professional Title Associate Vice President,  
Technology and Preservation

6. Mailing Address 40 Hickory Hill Rd

7. City Eastchester

8. Zip Code (enter five digits only) 10709

- 9. Office Held or Trustee Trustee
- 10. Term Begins - Month January
- 11. Term Begins - Year (yyyy) 2023
- 12. Term Expires - Month or N/A December
- 13. Term Expires - Year (YYYY) or N/A 2027

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/31/2023

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/01/2023

17. Is this a brand new trustee? Y

1. Status Filled

2. First Name Karen

3. Last Name Kelley

4. Institutional Affiliation N/A

5. Professional Title Retired

6. Mailing Address 46 Roma Orchard Road

7. City Peekskill

8. Zip Code (enter five digits only) 10566

9. Office Held or Trustee Trustee

- |     |  |                      |
|-----|--|----------------------|
| 10. | Term Begins - Month  | January              |
| 11. | Term Begins - Year (yyyy)  | 2023                 |
| 12. | Term Expires - Month or N/A  | December             |
| 13. | Term Expires - Year (YYYY) or N/A  | 2027                 |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                  |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 01/31/2023           |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 02/01/2027           |
| 17. | Is this a brand new trustee?   | N                    |
| 1.  | Status   | Filled               |
| 2.  | First Name   | Edris                |
| 3.  | Last Name  | Scherer              |
| 4.  | Institutional Affiliation  | Scherer TV & AC      |
| 5.  | Professional Title   | Vice President & CFO |
| 6.  | Mailing Address  | 7 Great Oaks Lane    |
| 7.  | City   | North Salem          |
| 8.  | Zip Code (enter five digits only)  | 10560                |
| 9.  | Office Held or Trustee   | Trustee              |
| 10. | Term Begins - Month  | January              |

- |     |  |                     |
|-----|--|---------------------|
| 11. | Term Begins - Year (yyyy)  | 2019                |
| 12. | Term Expires - Month or N/A  | December            |
| 13. | Term Expires - Year (YYYY) or N/A  | 2023                |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                 |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 01/29/2019          |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 01/31/2019          |
| 17. | Is this a brand new trustee?   | N                   |
| 1.  | Status   | Filled              |
| 2.  | First Name   | Maureen             |
| 3.  | Last Name  | LeBlanc             |
| 4.  | Institutional Affiliation  | LeBlanc Orthodontic |
| 5.  | Professional Title   | Office Manager      |
| 6.  | Mailing Address  | 10 Overlook Terrace |
| 7.  | City   | Larchmont           |
| 8.  | Zip Code (enter five digits only)  | 10538               |
| 9.  | Office Held or Trustee   | Trustee             |
| 10. | Term Begins - Month  | January             |
| 11. | Term Begins - Year (yyyy)  | 2019                |

12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2023
14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/29/2019

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2019

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Francis

3. Last Name Okelo

4. Institutional Affiliation United Nations

5. Professional Title Retired

6. Mailing Address 17 Barnard Road

7. City New Rochelle

8. Zip Code (enter five digits only) 10801

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2019

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2023

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/29/2019

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2019

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Wes

3. Last Name Iwanski

4. Institutional Affiliation Downtown Travel

5. Professional Title Vice President of Technology

6. Mailing Address 9 Genessee Trail

7. City Harrison

8. Zip Code (enter five digits only) 10528

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2020

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2024

14. Is this trustee serving a full term? If No, Yes  
add a State Note (for example, this trustee was  
appointed to complete the remainder of a term of a  
trustee who resigned their position).

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/28/2020

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/30/2020

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Joseph

3. Last Name Puglia

4. Institutional Affiliation N/A

5. Professional Title Retired

6. Mailing Address 59 Avondale Road

7. City Yonkers

8. Zip Code (enter five digits only) 10710

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2020

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2024

14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2020
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/30/2020
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Andrea
3.	Last Name	Zuckerman Bober
4.	Institutional Affiliation	CITI
5.	Professional Title	Contractor through Insys, Branded Cards Marketing Control
6.	Mailing Address	8 Old Oak Road
7.	City	Rye Brook
8.	Zip Code (enter five digits only)	10573
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2021
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2025

14. Is this trustee serving a full term? If No, Yes  
add a State Note (for example, this trustee was  
appointed to complete the remainder of a term of a  
trustee who resigned their position).

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/26/2021

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/25/2021

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Julie

3. Last Name Mills-Worthey

4. Institutional Affiliation N/A

5. Professional Title Attorney

6. Mailing Address 151 Prospect Avenue

7. City Mount Vernon

8. Zip Code (enter five digits only) 10550

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2021

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2025

14. Is this trustee serving a full term? If No, Yes  
add a State Note (for example, this trustee was  
appointed to complete the remainder of a term of a  
trustee who resigned their position).

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/26/2021

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/07/2021

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Anthony

3. Last Name Amiano

4. Institutional Affiliation Wiley

5. Professional Title Manager, Global Communications

6. Mailing Address 36 Leroy Ave

7. City Valhalla

8. Zip Code (enter five digits only) 10595

9. Office Held or Trustee Trustee

10. Term Begins - Month May

11. Term Begins - Year (yyyy) 2023

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2025

14. Is this trustee serving a full term? If No, 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).

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 05/30/2023

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/31/2023

17. Is this a brand new trustee? Y

1. Status Filled

2. First Name Nishat

3. Last Name Hydari

4. Institutional Affiliation N/A

5. Professional Title N/A

6. Mailing Address 14 Barron Circle

7. City Chappaqua

8. Zip Code (enter five digits only) 10514

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2022

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2026

- |     |  |                     |
|-----|--|---------------------|
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                 |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 01/29/2022          |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 03/03/2022          |
| 17. | Is this a brand new trustee?   | N                   |
| 1.  | Status   | Filled              |
| 2.  | First Name   | Susan               |
| 3.  | Last Name  | Morduch             |
| 4.  | Institutional Affiliation  | N/A                 |
| 5.  | Professional Title   | Psychologist        |
| 6.  | Mailing Address  | 11 Riverview Avenue |
| 7.  | City   | Ardsley             |
| 8.  | Zip Code (enter five digits only)  | 10502               |
| 9.  | Office Held or Trustee   | Trustee             |
| 10. | Term Begins - Month  | January             |
| 11. | Term Begins - Year (yyyy)  | 2022                |
| 12. | Term Expires - Month or N/A  | December            |
| 13. | Term Expires - Year (YYYY) or N/A  | 2026                |

14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2022
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/11/2022
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Diane
3.	Last Name	Tabakman
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	3 Chadwick Road
7.	City	White Plains
8.	Zip Code (enter five digits only)	10604
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	September
11.	Term Begins - Year (yyyy)	2022
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2024

14. Is this trustee serving a full term? If No, 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).
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 09/27/2022
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/21/2022
17. Is this a brand new trustee? Y

**Coordinated Outreach Council**

**COORDINATED OUTREACH COUNCIL**

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2024, through December 31, 2024. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1. Status Filled
2. First Name Andrew
3. Last Name Bell
4. Institutional Affiliation Westchester County  
Department of Mental Health

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

2.	First Name	Jennifer
3.	Last Name	Dadio
4.	Institutional Affiliation	Somers Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Sarah
3.	Last Name	Steckler
4.	Institutional Affiliation	Keane & Beane LTD
5.	Professional Title	Partner
1.	Status	Filled
2.	First Name	Nory
3.	Last Name	Padilla
4.	Institutional Affiliation	Westchester County Jail
5.	Professional Title	First Deputy Commissioner, Westchesster Department of Corrections
1.	Status	Filled
2.	First Name	Janet
3.	Last Name	Donat
4.	Institutional Affiliation	Family Services of Westchester

5.	Professional Title	Program Coordinator of Early Childhood and Parenting Programs
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## 4. Public Library System Transactions and Collections

### Borrowers / Visits / Circulation / Holdings

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

### CIRCULATION

4.3	Total Cataloged Book Circulation	4,824
4.4	Total Circulation of Other Materials	40
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	4,864
4.6	Use of Electronic Material	6,467
4.7	Successful Retrieval of Electronic Information	23
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	6,490
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	11,331
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	11,354

### GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	129
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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>	129
4.16	Electronic Books	32,317
4.17	Local Electronic Collections	8
4.18	Total Number of NOVELny Databases	15
4.19	<b>Total Electronic Collections ( Total questions 4.16 + 4.17 )</b>	32,325
4.20	Audio - Downloadable Units	4,158
4.21	Video - Downloadable Units	1,441
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	5,383
4.23	<b>Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)</b>	43,322

**Holdings Continued**

Non-Electronic Materials

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

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

### **ROTATING COLLECTIONS/BOOK LOANS**

4.29 Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) N

4.30 Number of collections 0

**Note:** Service discontinued due to low use.

4.31 Average number of items per collection 0

## **5. System Services**

ILS

### **TECHNOLOGY AND RESOURCE SHARING**

#### **INTEGRATED LIBRARY SYSTEM (ILS)**

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

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

- |    |                       |     |
|----|-----------------------|-----|
| a. | Circulation           | Yes |
| b. | Public Access Catalog | Yes |
| c. | Cataloging            | Yes |
| d. | Acquisitions          | Yes |
| e. | Inventory             | Yes |
| f. | Serials Control       | No  |

g.	Media Booking	No
h.	Community Information	Yes
i.	Electronic Resource Management	No
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	Evergreen
5.4	How many member libraries fully participate in the ILS?	38
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	38
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	939,276
5.9	Number of new titles added by the system in the reporting year	5,315
5.10	Number of Central Library Aid titles added in the reporting year	231
5.11	Number of new titles added by the members in the reporting year	37,968

5.12 Total new titles (total questions 5.9 through 5.11) 43,514

## Catalog

### UNION CATALOG OF RESOURCES

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

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

a. Print No

b. Disc No

c. Online (virtual catalog) Yes

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

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

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

5.17 Number of holdings in the system's union catalog 3,271,726

5.18 Number of new titles added in the last year 43,514

5.19 Number of holdings added in the last year 236,619

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

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

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

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

### UNION LIST OF SERIALS

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

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

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

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

### Website/Interlibrary Loan/Delivery/Continuing Edu.

### VISITS TO THE SYSTEM'S WEB SITE

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

**Note:** Expanded marketing & awareness activities; redesign of outreach/career coaching webpages

### SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 2,832

**Note:** ILL lending services turned off for a few weeks due to staffing shortage.

5.26 Total items received (borrowed) 4,603

5.27 Total requests provided (loaned) unfilled 1,118

5.28 Total requests received (borrowed) unfilled 1,817

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 10,370

## **DELIVERY**

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

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

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

b. Other system's courier No

d. Contracted service (paid by System - not on payroll) Yes

e. U.S. Mail No

f. Commercial carrier (e.g., UPS, DHL, etc.) No

g. Other (specify using the note) No

5.31 Number of stops (pick-up and delivery sites per week) 264

## **CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions**

### **Resource sharing (ILL, collection development, etc.)**

5.32 Number of sessions 1

5.33 Number of participants 12

**Continuing Education Cont.**

## **Technology**

5.34	Number of sessions	92
------	--------------------	----

**Note:** WLS now requires a minimum # of 10 attendees to host onsite workshops. Overall number of sessions diminished, but participation rate has improved.

5.35	Number of participants	586
------	------------------------	-----

### **Digitization**

5.36	Number of sessions	0
------	--------------------	---

5.37	Number of participants	0
------	------------------------	---

### **Leadership**

5.38	Number of sessions	0
------	--------------------	---

5.39	Number of participants	0
------	------------------------	---

### **Management & Supervisory**

5.40	Number of sessions	2
------	--------------------	---

**Note:** Interviewing skills

5.41	Number of participants	20
------	------------------------	----

### **Planning and Evaluation**

5.42	Number of sessions	0
------	--------------------	---

5.43	Number of participants	0
------	------------------------	---

### **Awareness and Advocacy**

5.44	Number of sessions	6
------	--------------------	---

5.45	Number of participants	124
------	------------------------	-----

### **Trustee/Council Training**

5.46	Number of sessions	2
------	--------------------	---

5.47 Number of participants 63

**Special Client Populations**

5.48 Number of sessions 2

5.49 Number of participants 54

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

5.50 Number of sessions 0

5.51 Number of participants 0

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

5.52 Number of sessions 8

5.53 Number of participants 145

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

5.54 Number of sessions 7

5.55 Number of participants 105

**General Adult Services**

5.56 Number of sessions 222

**Note:** Expanded career coaching and job skills training programming.

5.57 Number of participants 535

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

1. Topic Annual reports

2.	Number of sessions	2
3.	Number of participants	15
1.	Topic	Public library construction aid
2.	Number of sessions	2
3.	Number of participants	12

5.59 **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5) 346

5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) 1,671

5.61 Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? Y

#### Coordinated Services / Consulting / Reference

#### COORDINATED SERVICES

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

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

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

- |    |  |     |
|----|--|-----|
| c. | Negotiated pricing for licensed electronic collection purchases (not purchasing) | Yes |
| d. | Cataloging   | Yes |
| e. | Materials processing   | No  |
| f. | Coordinated purchase of office supplies  | Yes |
| g. | Coordinated computer services/purchases  | Yes |
| h. | Virtual reference  | Yes |
| i. | Other (describe using the note)  | No  |
| j. | N/A  | No  |

## CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

5.63 Consulting with member libraries and/or branches on grants, and state and federal funding Y

**Note:** 21 consultations

5.64 Consulting with member libraries and/or branches on funding and governance Y

**Note:** 649 consultations

5.65 Consulting with member libraries and/or branches on charter and registration work Y

**Note:** 109 consultations

5.66 Consulting with member libraries and/or branches on automation and technology Y

**Note:** 5032 consultations

5.67 Consulting with member libraries and/or Y  
branches on youth services

**Note:** 330 consultations

5.68 Consulting with member libraries and/or Y  
branches on adult services

**Note:** 278 consultations

5.69 Consulting with member libraries and/or Y  
branches on physical plant needs

**Note:** 225 consultations

5.70 Consulting with member libraries and/or Y  
branches on personnel and management issues

**Note:** 141 consultations

5.71 Consulting with state and county Y  
correctional facilities

**Note:** 2 consultations

5.72 Providing information to local, county, Y  
and state legislators and their staffs

**Note:** 16 consultations

5.73 Providing system and member library Y  
information to the media

**Note:** 6 consultations

5.74 Providing website development and Y  
maintenance for member libraries

**Note:** 4 consultations

5.75 Other Consulting and Technical Y  
Assistance Services not listed above - Add Note

**Note:** 74 grantwriting/Friends/Foundation related

## **REFERENCE SERVICES**

5.76 Total Reference Transactions 0

**Special Clients / Fees**

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

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

a. Services for patrons with disabilities Yes

b. Services for patrons who are educationally disadvantaged Yes

c. Services for patrons who are aged Yes

d. Services for patrons who are geographically isolated No

e. Services for patrons who are members of ethnic or minority groups in need of special library services Yes

f. Services to patrons who are in institutions Yes

g. Services for unemployed and underemployed individuals Yes

i. N/A No

5.78 Number of BOOKS BY MAIL loans 0

5.79 Number of member libraries with Job/Education Information Centers or collections 14

5.80 Number of State Correctional Facilities libraries served 3

5.81 Number of County Jails libraries served 1

5.82 Number of institutions served other than jails or correctional facilities 0

5.83 Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group. Y

**Note:** Services to Community Outreach Partners

1. Service provided Community Outreach Partner updates and consultations

2. Number of facilities/institutions served 15

5.84 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85. N

5.85 Description of fees N/A

## 6. Operating Funds Receipts

### Local Public Funds

#### LOCAL PUBLIC FUNDS

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

1. County Name Westchester

2. Amount \$1,282,677

3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N

4. Written Contract (Enter Y for Yes, N for No, or N/A) Y

6.2 **Total County Funding** \$1,282,677

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds (total questions 6.2 and 6.3)** \$1,282,677

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

6.6 Central Library Services Aid \$376,382

6.8 Conservation/Preservation Grants \$0

6.9 Construction for Public Libraries Aid \$0

6.10 Coordinated Outreach Services Aid \$188,302

6.11 Correctional Facilities Library Aid \$31,827

6.12 County Jails Library Aid \$8,754

6.18 Local Library Services Aid - Kept at System \$43

6.19 Local Library Services Aid - Distributed to Members \$0,277,961

6.20 **Total LLSA (total questions 6.18 and 6.19)** \$278,004

6.21 Local Services Support Aid \$207,065

6.22 Local Consolidated Systems Aid \$0

6.26 Public Library System Basic Aid \$1,672,710

6.27 Public Library System Supplementary Operational Aid \$220,341

**State Aid**

6.36 Special Legislative Grants and Member Items \$7,111

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 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43) \$2,990,496

**FEDERAL AID**

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

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

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

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

**Federal Aid / Contracts**

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

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

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

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

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

- 1. Contracting Agency Member libraries
- 2. Contracted Service Technology-related services

3. Total Contract Amount \$2,684,088

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

**MISCELLANEOUS RECEIPTS**

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

6.53 Income from Investments \$43,624

**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 Movie licensing

2. Amount \$12,284

1. Receipt category Connect Westchester

2. Amount \$3,000

1. Receipt category Cataloging services for National Maritime Historical Society

2.	Amount	\$3,005
1.	Receipt category	Insurance reimbursements
2.	Amount	\$2,473
1.	Receipt category	Long Island University - Palmer School
2.	Amount	\$29,150
1.	Receipt category	Fines and fees for member libraries
2.	Amount	\$11,719
1.	Receipt category	New Rochelle Public Library - Job Skills Program
2.	Amount	\$21,840
1.	Receipt category	Erate
2.	Amount	\$131,043
6.57	<b>Total Other Miscellaneous Receipts</b> (total question #2 of Repeating Group #12 above)	\$214,514
6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	\$314,466
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)	\$7,271,727
6.60	<b>BUDGET LOANS</b>	\$0

**Transfers / Grand Total**

## TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$0
6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.)	\$2,261,708
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)	\$9,533,435

## 7. Operating Fund Disbursements

### Staff / Collection / Grants / Capital

#### STAFF EXPENDITURES

##### Salaries

7.1	System Director and Certified Librarians	\$940,708
7.2	Other Staff	\$01,258,779
7.3	<b>Total Salary and Wages Expenditures</b> (total questions 7.1 and 7.2)	\$2,199,487
7.4	Employee Benefits Expenditures	\$975,701
7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	\$3,175,188

## COLLECTION EXPENDITURES

7.6 Print Materials Expenditures \$19,774

**Note:** WLS has increased its marketing efforts for digital content and other system-wide services and resources.

7.7 Electronic Materials Expenditures \$998,867

**Note:** Increased marketing efforts of digital content. Launched Aspen discovery layer over ILS/public online catalog to increase accessibility to digital content.

7.8 Other Materials Expenditures \$0

7.9 **Total Collection Expenditures** (total questions 7.6 through 7.8) \$1,018,641

## GRANTS TO MEMBER LIBRARIES

### Cash Grants Paid From

7.10 Local Library Services Aid (LLSA) \$277,961

7.11 Central Library Services Aid (CLSA) \$0

7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) \$7,111

7.16 Federal Aid \$0

7.17 Other cash grants paid from system funds \$0

7.18 **Total Cash Grants** (total questions 7.10 through 7.17) \$285,072

7.19 Book/Library Materials Grants \$0

7.20 Other Non-Cash Grants \$0

7.21 **Total Grants to Member Libraries** (total questions 7.18 through 7.20) \$285,072

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$159,707

**Note:** Continuation of replacements and updates that occurred in 2022.

7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0
7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$159,707

**Capital Cont. / Operation and Maintenance / Misc.**

## TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

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

## OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$0
7.33	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$0

7.34 Other Building & Maintenance Expenses \$386,094

7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) \$386,094

**MISCELLANEOUS EXPENSES**

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$1,646

7.37 Office and Library Supplies \$8,045

7.38 Equipment \$0

7.39 Telecommunications \$479,637

7.40 Publicity and Printing \$49,113

**Note:** In 2022 marketing efforts included digital equity/inclusion program that was grant funded and ended in 2022.

7.41 Travel \$91,590

7.42 Fees for Consultants and Professionals - \$439,911  
Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.

7.43 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$18,361

7.44 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? Enter Y for Yes, N for No. Y

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

- |    |                  |           |
|----|------------------|-----------|
| 1. | Expense category | Retirees  |
| 2. | Amount           | \$361,014 |

1.	Expense category	Equipment re
2.	Amount	\$3,348
1.	Expense category	Software mai
2.	Amount	\$647,511
1.	Expense category	Meetings Inh
2.	Amount	\$5,964
1.	Expense category	Misc
2.	Amount	\$2,538
1.	Expense category	Bank fees
2.	Amount	\$2,571
1.	Expense category	OCLC charges
2.	Amount	\$106,872
1.	Expense category	Payroll proc
2.	Amount	\$12,630
1.	Expense category	Delivery ser
2.	Amount	\$444,813
1.	Expense category	Copier lease
2.	Amount	\$10,366

**Miscellaneous Cont. / Contracts / Debt Service**

7.45 Total Other Miscellaneous Expenses \$1,597,627  
(total question #2 of Repeating Group #13)

7.46 Total Miscellaneous Expenses (total \$2,685,930  
questions 7.36 through 7.44 and 7.46)

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

7.47 Does the system contract with libraries N  
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 N/A  
State note)

2. Contracted Service (specify using the N/A  
State note)

3. Total Contract Amount N/A

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

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

7.49 From Local Public Funds (73PF) \$0

7.50 From Other Funds (73OF) \$0

7.51 Total Capital Purposes Loans (total \$0  
questions 7.49 and 7.50)

**Transfers**

Other Loans

7.52 Other Loans \$0

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

7.54 **TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service** (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.46, 7.48, and 7.53) \$7,710,632

## **TRANSFERS**

Transfers to the Capital Fund

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

7.56 From Other Funds (76OF) \$0

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

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

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

7.60 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.54 and 7.59) \$7,710,632

**Cash Balance / Grand Total / Audit / Bank Balance**

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

7.82 **GRAND TOTAL DISBURSEMENTS, \$9,533,435**  
**TRANSFERS, & ENDING BALANCE** (total  
questions 7.60 and 7.61)

### FISCAL AUDIT

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

7.83 Last audit performed (mm/dd/yyyy) 05/05/2023

7.84 Time period covered by this audit 01/02/2022-12/31/2022  
(mm/dd/yyyy - mm/dd/yyyy)

7.85 Indicate type of audit (select one from Private Accounting Firm  
drop-down):

### ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution TD Bank

2. Amount of funds on deposit \$2,100,507

1. Name of bank or financial institution TD Bank

2. Amount of funds on deposit \$100,851

7.86 **Total Bank Balance** (total question #2 \$2,201,358  
of Repeating Group #15)

7.87 Does the system have a Capital Fund? Y  
Enter Y for Yes, N for No. If yes, please 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 7.57)

**STATE AID FOR CAPITAL PROJECTS**

8.3 State Aid Received for Construction \$0

**ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS**

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

1. Contracting Agency N/A

2. Amount N/A

**Totals / Cash Balance**

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

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

8.7 **NONREVENUE RECEIPTS** \$45,461

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

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

**Grand Total**

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

## 9. Capital Fund Disbursements

**Project Expenditures / Cash Balance**

**PROJECT EXPENDITURES**

9.1 Total Construction \$0

9.2 Incidental Construction \$0

9.3 Books and Library Materials \$0

9.4 Total Other Disbursements \$0

9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$0

9.6 **TRANSFER TO OPERATING FUND** (Same as question 6.61) \$0

9.7 **TOTAL NONPROJECT EXPENDITURES** \$0

9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) \$0

9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2023, for Public Library Systems)** \$1,756,569

Grand Total

9.10 **TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)** \$1,756,569

## 12. Projected Annual Budget For Library Systems

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

### PROJECTED OPERATING FUND - RECEIPTS

12.1 **Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)** \$7,341,000

12.2 **Budget Loans** \$0

12.3 **Total Transfers** \$0

12.4 **Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2024 must be the same as the December 31, 2023, closing balance reported on Q7.61 of the 2023 annual report)** \$1,822,803

12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)** \$9,163,803

### PROJECTED OPERATING FUND - DISBURSEMENTS

**12.6 Total Operating Fund Disbursements \$7,909,500**  
(include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)

**12.7 Total Transfers \$0**

**12.8 Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year \$1,254,303**  
(For Public Library Systems, balance as of December 31, 2024)

**12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance \$9,163,803**  
(total questions 12.6 through 12.8)

#### **PROJECTED CAPITAL FUND - RECEIPTS**

**12.10 Capital Fund Receipts (include \$0**  
Revenues from Local Sources, 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 \$1,756,569**  
end of the previous fiscal year  
(For Public Library Systems, opening balance on January 1, 2024, must be the same as the December 31, 2023, closing balance reported on Q9.9 of the 2023 annual report)

**12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) \$1,756,569**

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

**12.14 Capital Fund Disbursements (include \$0**  
Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures

**12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2024) \$1,756,569**

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

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

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

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

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

**Statutory Reference (LLSA):** Education Law § 272, 273(1)(f)(1)  
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 (LSSA):** Education Law § 272, 273(1)(f)(2)  
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)(3)  
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(11)(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 Equivalentents (FTE) 4**

**13.1.2 Total Expenditure for Professional Salaries \$510,522**

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

**13.1.3 Total Full-Time Equivalentents (FTE) 3.75**

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

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

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

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

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

- |                                |   |
|--------------------------------|---|
| <b>1. Expenditure Category</b> | <b>Building and maintenance expenses</b>                      |
| <b>2. Provider of Services</b> | <b>Madison Properties - 570 Taxter Rd, Elmsford, NY 10523</b> |
| <b>3. Expenditure</b>          | <b>\$225,267</b>  |

<b>1.</b>	<b>Expenditure Category</b>	<b>Telecommunications</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Verizon Wireless</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$4,518</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
<b>2.</b>	<b>Provider of Services</b>	<b>Quadient</b>
<b>3.</b>	<b>Expenditure</b>	<b>\$8,578</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
<b>2.</b>	<b>Provider of Services</b>	
<b>3.</b>	<b>Expenditure</b>	<b>\$71,380</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
<b>2.</b>	<b>Provider of Services</b>	
<b>3.</b>	<b>Expenditure</b>	<b>\$11,827</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
<b>2.</b>	<b>Provider of Services</b>	
<b>3.</b>	<b>Expenditure</b>	<b>\$5,993</b>
<b>1.</b>	<b>Expenditure Category</b>	<b>Other (specify using Note field)</b>
<b>2.</b>	<b>Provider of Services</b>	
<b>3.</b>	<b>Expenditure</b>	<b>\$15,429</b>

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3. Expenditure \$720

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3. Expenditure \$24,980

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3. Expenditure \$340

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3. Expenditure \$573

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3. Expenditure \$25,619

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3.	Expenditure	\$9,328
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	
3.	Expenditure	\$41,828
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	
3.	Expenditure	\$150
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	
3.	Expenditure	\$14,372

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

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

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

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

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

2. Expenditure \$1,501

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$11,694

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

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

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

1. Type of Travel System Staff Travel

2. Expenditure \$21,141

**13.1.11 Total Expenditures - Travel \$21,141**

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

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

1. Type of Item Laptops

2. Quantity 12

3. Unit Cost \$1,442

4. Expenditure \$17,304

1. Type of Item Carpet cleaner

<b>2.</b>	<b>Quantity</b>	<b>1</b>
<b>3.</b>	<b>Unit Cost</b>	<b>\$275</b>
<b>4.</b>	<b>Expenditure</b>	<b>\$275</b>
<b>1.</b>	<b>Type of Item</b>	<b>Coffee machine</b>

<b>2.</b>	<b>Quantity</b>	<b>1</b>
<b>3.</b>	<b>Unit Cost</b>	<b>\$486</b>
<b>4.</b>	<b>Expenditure</b>	<b>\$486</b>

<b>1.</b>	<b>Type of Item</b>	<b>Tablet</b>
<b>2.</b>	<b>Quantity</b>	<b>1</b>
<b>3.</b>	<b>Unit Cost</b>	<b>\$717</b>
<b>4.</b>	<b>Expenditure</b>	<b>\$717</b>

<b>1.</b>	<b>Type of Item</b>	<b>Postage machine</b>
<b>2.</b>	<b>Quantity</b>	<b>1</b>
<b>3.</b>	<b>Unit Cost</b>	<b>\$470</b>
<b>4.</b>	<b>Expenditure</b>	<b>\$470</b>

<b>1.</b>	<b>Type of Item</b>	<b>Copier</b>
<b>2.</b>	<b>Quantity</b>	<b>1</b>
<b>3.</b>	<b>Unit Cost</b>	<b>\$10,366</b>
<b>4.</b>	<b>Expenditure</b>	<b>\$10,366</b>

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

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

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

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

1. Recipient N/A

2. Allocation N/A

3. Project Description (no more than 300 words)

**13.1.16 Total Expenditures - Grants for Member Libraries** \$0

**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)** \$2,382,725

**13.1.18 Cash Balance at the Opening of the Fiscal Year** \$417,626  
NOTE: The opening balance must be the same as the closing balance of the previous year.

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

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

**13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$413,085

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

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

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

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

Central Library Services Aid

**CENTRAL LIBRARY SERVICES AID (CLSA)**

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

**Reference:** Commissioners Regulations 90.4

Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500.

Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

See

<http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

**13.2.1-13.2.2 Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).

**13.2.1 Total Full-Time Equivalent (FTE) 0**

**13.2.2 Total Expenditure for Professional Salaries \$0**

**13.2.3-13.2.4 Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLSA funds).

**13.2.3 Total Full-Time Equivalent (FTE) 0**

**13.2.4 Total Expenditures for Other Staff Salaries \$0**

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

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

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

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

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | N/A  |
| 3. | Expenditure          | \$412,865                                      |

13.2.7 Total Expenditure - Purchased Services \$412,865

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

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

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

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

Note: Trustee handbooks

- |    |             |         |
|----|-------------|---------|
| 2. | Expenditure | \$3,150 |
|----|-------------|---------|

1. Expenditure Category Other (specify using Note field)

Note: Trustee handbooks

2. Expenditure \$169

1. Expenditure Category Other (specify using Note field)

Note: Trustee handbooks

2. Expenditure \$298

**13.2.9 Total Expenditure - Supplies and Materials \$3,617**

**13.2.10 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

**13.2.11 Total Expenditures - Travel \$0**

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

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

1. Type of item N/A

2. Quantity N/A

3. Unit cost N/A

4. Expenditure N/A

**13.2.13 Total Expenditure - Equipment and Furnishings \$0**

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

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

1. Recipient N/A

2. Allocation N/A

3. Project Description (no more than 300 words)

**13.2.15 Total Expenditure - Grants to Central/Co-Central Libraries \$0**

**13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15) \$416,482**

**13.2.17 Cash Balance at the Opening of the Fiscal Year 285,035.00**  
**NOTE: The opening balance must be the same as the closing balance of the previous year.**

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

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

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

**13.2.21 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.** Online Content o X-Plain Patient Portal (medical) o LinkedIn Learning o Proquest Syndetics Unbound (Catalog reviews and cover art) o Tutor.com (to support adult learning) o Overdrive Magazines o Eligible titles from Hoopla and Kanopy Resources and services brochures

**Coordinated Outreach Library Services Aid**

**COORDINATED OUTREACH LIBRARY SERVICES AID**

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

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

13.4.1 Total Full-Time Equivalentents (FTE) 1.5

13.4.2 Total Expenditure for Professional Salaries \$137,887

**13.4.3-13.4.4 Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3 Total Full-Time Equivalentents (FTE) 0

13.4.4 Total Expenditure for Other Staff Salaries \$0

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

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

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

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

1. Expenditure Category Consultant fees/professional fees

2. Provider of Services N/A

3. Expenditure \$6,941

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3. Expenditure \$862

1. Expenditure Category Telecommunications

2. Provider of Services Verizon Wireless

3. Expenditure \$9,199

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3. Expenditure \$1,381

1. Expenditure Category Other (specify using Note field)

2. Provider of Services

3.	Expenditure	\$120
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	
3.	Expenditure	\$99
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	
3.	Expenditure	\$70
13.4.7	<b>Total Expenditure - Purchased Services</b>	\$18,672

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	\$391
1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$929

13.4.9 **Total Expenditure - Supplies and Materials** 1,320

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    | \$2,099      |

13.4.11 **Total Expenditure - Travel** \$2,099

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. Y

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

- |    |              |         |
|----|--------------|---------|
| 1. | Type of item | Laptops |
| 2. | Quantity     | \$6     |
| 3. | Unit Cost    | \$1,533 |
| 4. | Expenditure  | \$9,198 |

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

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

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

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

13.4.15 **Total Expenditure - Grants to Member Libraries** \$0

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

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

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

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

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

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

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

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

**Services to County Jails Aid**

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

**Statutory Reference:** Education Law § 285(2)

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

13.5.1-13.5.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees

13.5.1 Total Full-Time Equivalent (FTE) 0

13.5.2 Total Expenditure for Professional Salaries \$0

13.5.3-13.5.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees

13.5.3	Total Full-Time Equivalents (FTE)	0
13.5.4	Total Expenditures for Other Staff Salaries	\$0
13.5.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits	\$0
13.5.6	<b>Purchased Services:</b> Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	N/A
3.	Expenditure	\$36
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	
3.	Expenditure	\$2,011
1.	Expenditure Category	Printing
2.	Provider of Services	
3.	Expenditure	\$497
13.5.7	<b>Total Expenditure - Purchased Services</b>	\$2,544

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

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$6,210

13.5.9 **Total Expenditure - Supplies and Materials** \$6,210

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 8,754.00

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

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

13.5.12 **Total Allocation from 2023 - 2024 State Aid** \$8,754

13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$8,754

13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$0

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

- Books for county correctional facilities
- Book reviews subscription for CF librarians
- ComicsPlus
- LibAnswers
- Connections Guide printing
- Connections site maint

**State Correctional Aid**

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY**

STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)

**Reference:** Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at [www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm) for more information.

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

13.6.1 Total Full-Time Equivalentents (FTE) 0.75

13.6.2 Total Expenditure for Professional Salaries \$14,490

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

13.6.3 Total Full-Time Equivalentents (FTE) 0

13.6.4 Total Expenditure for Other Staff Salaries \$0

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

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

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

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Buetti
3.	Expenditure	\$40
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	
3.	Expenditure	\$81
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	
3.	Expenditure	\$494
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Ramapo Catskill Library System
3.	Expenditure	\$74
13.6.7	<b>Total Expenditure - Purchased Services</b>	689

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.

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          | \$5,771                          |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Expenditure          | \$1,799                          |

13.6.9 **Total Expenditure - Supplies and Materials** \$7,570

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

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

- |    |                |     |
|----|----------------|-----|
| 1. | Type of Travel | N/A |
| 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.

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

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

**13.6.13 Total Expenditure - Equipment and Furnishings** 0.00

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

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

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

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

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

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

<p><b>13.6.19 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</p>	<ul style="list-style-type: none"> <li>• Portions of system staff that support state corrections operations</li> <li>• Books for state correctional facilities</li> <li>• Re-entry brochures</li> <li>• Staff training</li> </ul>
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## 14. Summary of Library System Accomplishments

System Accomplishments

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

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

14.2 Element 2: Special Client Groups -  
Results

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

14.3 Element 3: Professional Development and Training - Results

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

14.4 Element 4: Consulting and Development Services - Results

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

14.5 Element 5: Coordinated Services for Members - Results

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

14.6 Element 6: Awareness and Advocacy - Results

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

14.7 Element 7: Communication Among Member Libraries and/or Branch Libraries - Results

WLS begins a member library survey to collect information about systemwide programming and collection challenges - both formal and informal challenges

14.8 Element 8: Collaborative Efforts with Other Library Systems - Results

Partnered with Ramapo Catskill Library System, Mid-Hudson Library System, and Southeastern New York Library Resource Council to promote the regional ConnectALL listening sessions WLS, Ramapo Catskill Library System and Mid-Hudson Library System collaborated to host the Southern Regional Correctional Facility Conference Partnered with Ramapo Catskill Library System, Mid-Hudson Library System, and Southeastern New York Library Resource Council to promote the regional Digital Navigators of the Hudson Valley

14.9 Element 9: Other - Results

WLS served as a founding organization of the Westchester Digital Inclusion Coalition WLS Employee Handbook is updated and revised using a DEI framework/approach

14.10 Element 10: Construction - Results

Supported member libraries in initiating \$1.6 million in new projects and completing existing projects supported by Public Library Construction Aid funding.

14.11 Element 11: Direct Access - Results WLS has noted an increase in nonresident card requests from individuals who have moved out of Westchester County but would like to retain access to the library services and resources. Comments received have praised the digital resources that are available, and frequently individuals note that these resources allow them to remain engaged with their "hometown" book group.

14.12 Element 12: Other Goal(s) - Results N/A

## 15. Current system URL's

15.1 System Home Page URL <https://www.westchesterlibraries.org/>

15.2 URL of Current List of Members <https://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/>

15.3 URL of Current Governing Bylaws [https://www.westchesterlibraries.org/wp-content/files/wls-board/WLS\\_Bylaws\\_Apprvd20220426.pdf](https://www.westchesterlibraries.org/wp-content/files/wls-board/WLS_Bylaws_Apprvd20220426.pdf)

15.4 URL of Evaluation Form N/A

**Note:** WLS engages in monthly meetings with library directors to review and "check in" on satisfaction levels. WLS staff also engage in ongoing meetings with member library staff on specific topics such as circulation, digital content, marketing, technology, adult services, youth services, etc.

15.5 URL of Evaluation Results N/A

15.6 URL of Central Library Plan [https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central\\_Library\\_Plan\\_of\\_Service\\_2022-2026-WLSBrdApprvd20210928.pdf](https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central_Library_Plan_of_Service_2022-2026-WLSBrdApprvd20210928.pdf)

15.7 URL of Direct Access Plan [https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Free\\_Direct\\_Access\\_Plan-BrdApprvd2021-09-28.pdf](https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Free_Direct_Access_Plan-BrdApprvd2021-09-28.pdf)

## 16. Assurance and Contact Information

### CONTACT INFORMATION

16.1 Contact name (person completing report) Terry Kirchner

16.2 Contact telephone number (enter 10 digits only and hit the Tab key) (914) 231-3223

16.3 Contact e-mail address tkirchner@wlsmail.org

### ASSURANCE

16.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 04/30/2024

### APPROVAL (for New York State Library use only/not a required field)

16.5 The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).

## Suggested Improvements

Library System	Westchester Library System
Name of Person Completing Form	Terry Kirchner
Phone Number and Extension (enter area code, telephone number and extension only):	9142313223

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!

## Executive Directors Report April 30, 2024

These visual tags are used to highlight sections of the report that correspond to the WLS strategic initiatives.



Promoting Equity & Access



Expand Community/Member/Partner Engagement



Update & Improve Our Infrastructure

### Career Coaching Services

#### **Seminar - *Managing Your Career in Changing Times***

These virtual seminars meet weekly for ninety-minute sessions over six consecutive weeks during the Winter, Spring, and Fall. The seminars provide participants with relevant information around self-assessment and employer hiring practices. An afternoon seminar will begin in mid-April and will run through May. This, as with the two previous seminars, met the capacity for participant enrollment. Those who were placed on the waiting lists have been scheduled with individual career coaches or have been referred to other resources.



#### **Individual Advisement and Career Coaching**

Individual Advisement and Career Coaching continues to be active for patrons who find themselves in between seminar schedules or have specific career needs which can be personally addressed with a professional Career Coach.

## **Workshops**

CCS facilitated the Teen Job Search, Resumes and More workshop, which was spearheaded by the Rye Free Reading Room and supported by 26 member libraries. This one-hour virtual presentation offered insights to high school students about how to look for employment, creating a student resume and tips for interviewing. The program included a guest teen who gave his perspective and shared his experience with the job search process. This successful event was well attended by 60 students and the audience was engaged and actively asked excellent questions.



## **Professional Association and Government Engagement**

### ***Women's Summit***

The 4th Annual Westchester Women's Summit was held on March 15th at the Sonesta Hotel in White Plains. WLS was a sponsor and also exhibited at the Summit. The day focused on women's empowerment and professional growth. Pat Brigham, Marie Riffel, Elaine Dreyer, Krishna Brodigan and other WLS members shared and showcased library services for job seekers and career changers.

### ***Clean Energy Job and Resource Fair***

WLS was a sponsor and participated in the inaugural Westchester County Clean Energy Careers Job and Resource Fair, at Pace University on April 3, 2024. Westchester County's Office of Economic Development and Sustainable Westchester coordinated the event offering informational sessions on workforce training and hiring trends facilitated by industry professionals to provide first hand insights for this growing field. Attendees were enthusiastic and interested to learn about clean energy opportunities and resources to help them get started. Linda Smith, Pete Riffel and Phyllis Blake connected with employers and other county agencies as well as promoting library services to job seekers.



## **Workforce and Business Development**

To keep abreast of the local activity and initiatives being offered, CCS attended the annual Westchester County Association's Workforce Development Summit in late March. Roberta Reardon, NYS Department of Labor Commissioner was the keynote speaker. Ms. Reardon highlighted the many programs across NYS that support workforce development including the transition to clean energy.

To support local employers' need for talent, WLS recently attended a webinar on the ways the library can help address the labor and skills shortage in the trades industry. As a follow-up action, WLS staff met with EBSCO's BlueCareer team regarding its workforce development technology platform that libraries can offer to patrons interested in pursuing a career in the trades. This platform includes on-line training and other resources which will allow entry into fields like HVAC, clean energy, plumbing, electrician, and other high demand construction industry related jobs.



## Cataloging Services

The WLS catalogers perform original cataloging when a bibliographic record is not available from the OCLC WorldCat database, or supplied by vendors. Without bibliographic records to represent them in the catalog, items held by the member libraries would be invisible to the public. Here are two recent examples of original cataloging by Director of Cataloging Services Douglas Wray:

*Luca* / written by Debbi Hudak ; illustrated by Harper Hudson.

This children's fiction book is about Luca, a Havanese dog. Luca's unique way of communication -- tapping to express his feelings -- is the center of a story about understanding and the world of communication without words. While presented with subtlety, its message could be very reassuring for a child with a disability. (Cataloged for the Warner Library)

*The Post-Baker House in Hastings-on-Hudson* / J. Keith Doherty.

"There is probably no one structure in Hastings-on-Hudson that was central to village life for as long a period of time as the Post-Baker House at 532 Broadway" proclaims this generously illustrated and well researched book, which features additional historic Hastings buildings and gives the reader a sense of the town in earlier times. (Cataloged for the Hastings-on-Hudson Public Library)

The cataloging of New Rochelle Public Library's Joseph Albanese Collection of music CDs is ongoing. At this writing, Mr. Wray has cataloged 1,343 titles, and the library has put the project on hold while additional shelving is purchased by the library.



WLS Cataloging Services continues to catalog the holdings of the National Maritime Historical Society in Peekskill, making the collection accessible to the wider world. Part-time Cataloger Steven Pisani cataloged 46 books and Manager of Cataloging Melissa Glazer cataloged nine.



With significant assistance from Systems Librarian Lindsay Stratton, Mr. Wray worked with OCLC to implement OCLC's Real Time Availability interlibrary loan tool. RTA automates the task of "checking the shelves" of WLS member libraries to determine the availability of titles which have been requested from outside for interlibrary loan. It is expected to be very helpful for WLS ILL staff by reducing the number of requests for items not available.



## **Information Technology (IT)**

The department continues to explore options to improve the patron experience and interaction with the ILS. The mobile application (app) is still under review and several vendors have been contacted to provide more information about their products. The objective is to find a modern solution which will allow for a better communication channel between staff, the ILS and patrons. Many of the newer apps provide better management interfaces which would allow the libraries more opportunities to interact with their patrons.

The department is also investigating alternative options for better SMS(texting) services to help resolve some of the deficiencies that the current ILS based service has. After a conversation with our ILS hosting vendor, they strongly recommended using a 3rd party option to provide a better communication service. There are several service providers which can do SMS communication as well as other services which may be leveraged to reach more patrons on a regular basis. WLS IT continues to review and look at all possible improvements to the ILS.



## **Outreach Services / Public Innovation & Engagement (PIE)**

### **STORYTELLING AS A TOOL TO SUPPORT EARLY LITERACY**



Storytelling is an essential part of early literacy but can often feel uncomfortable for some adults and caregivers. WLS recently took part in multiple projects to support storytelling for families.

The first was a series of recording sessions alongside our partners in the Child Care Council and the Westchester Children's Museum. In the first session we worked with the White Plains Public Library to use their children's room to record a storytime in both English and Spanish. We followed that up with a craft session to go alongside that same

storytime at the Westchester Children’s Museum. Those recordings will be edited down to a couple of shorts videos to share across our organizations to demonstrate how anyone can feel comfortable doing storytime with their child.

Keeping with the storytime theme, WLS also helped sponsor the inaugural Lee Palmer Storytelling Celebration at the White Plains Public Library. Krishna Brodigan and Dana Hysell were both in attendance to talk to families about WLS resources and to take part in the program featuring three local storytellers.



## CONFERENCE INSIGHTS

### **BOCES School Librarians Conference**

Dana Hysell attended the joint BOCES School Librarians Conference on Friday April 12. Five different BOCES systems came together on this day to hear from their colleagues about the important issues in school libraries. The Teen Services Manager from the Scarsdale Public Library presented alongside the Scarsdale Middle School Librarian about their wonderful collaborations. Dana made connections with multiple librarians and enjoyed the day.

### **Public Library Association Conference**

Krishna Brodigan attended the 2024 bi-annual Public Library Association conference in Columbus, Ohio. The conference provided an opportunity to meet some of our eResources vendors to discuss new features and ways for us to promote those resources to Westchester residents. Programs were informative with many sessions focusing on community service, engaging vulnerable populations, and multimedia approaches to outreach. Krishna plans to share takeaways, presentation slides, and materials from the conference at a future Adult Services meeting.



Respectfully Submitted,

Handwritten signature of Terry L. Kirchner

Terry L. Kirchner, PhD.  
Executive Director