

Call to Meeting March 25, 2025

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, March 25, 2025, at 6:00 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523.

Regular Meeting Agenda

Minutes: February 25, 2025

Finances

Information Items

Information Item #1: **Resolution to Authorize NYCLASS Account**

Action Items

Action Item #1: **WLS System Annual Report to New York State for 2024**

President's Report

WLS Committee Reports

Executive Director's Report

PLDA Report – Erik Carlson, Director, Dobbs Ferry Public Library

NEXT MEETING: The next Regular Meeting will be held on Tuesday, April 29, 2025, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
February 25, 2025 – Approval Pending

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:05 p.m.

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

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

Board Members absent: Alice Joselow, Julie Mills-Worthey, Patricia Phelan

Also present from WLS were: Wilson Arana, Rob Caluori, Terry Kirchner, Pat Brigham, Kate Meyer

Public Library Directors Association (PLDA) Representative: Erik Carlson, Director, Dobbs Ferry Public Library

MINUTES

The minutes of the January 28, 2025, Board Meeting were approved on a motion by Mr. Cartolano and seconded by Ms. Zevin. The motion passed unanimously. [Ms. Bober was not present for the vote.]

FINANCIAL REPORTS

Mr. Caluori presented the financial report making note of significant items. He noted that member libraries have already paid their January 2025 invoices and that all 2024 past-due balances have been paid in full, which is reflected in the Accounts Receivable line on the Balance Sheet. He also noted the surplus in Fringe Benefits, which was the result of health insurance premium increases being significantly lower than anticipated. Payment registers for January 2025 were distributed. The financial reports for January 2025 were approved on a motion by Mr. Amiano and seconded by Ms. Tepper. The financial reports were accepted unanimously.

PRESIDENT'S REPORT

Ms. Hydari expressed gratitude to the staff of the Westchester Library System (WLS) for their dedication and hard work, emphasizing that their contributions are valued. Additionally, Ms. Hydari thanked fellow board members for their commitment to serving on the board, acknowledging that they have other choices for their time.

Ms. Hydari noted that Neighbors Link has shared the slides from its February 11, 2025, presentation and the Board should review them.

Nominating & Board Education: Ms. Kelley, Chair, noted there are two upcoming Trustee Handbook Book Clubs: April 30, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Board Development: Recruitment, Orientation, Education and Evaluation, and July 15, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club: Recruiting & Retaining Quality Staff. All are encouraged to attend.

EXECUTIVE DIRECTOR’S REPORT

A copy of the Executive Director’s Report was mailed in advance of the meeting.

- Library Advocacy Day on February 5th, 2025, was a success, with over 30 people representing Westchester libraries in attendance. Dr. Kirchner noted that a new date for 2026 has been set for Tuesday, February 3rd.
- The Neighbors Link workshop held on February 11th entitled An Immigration Update for Library Staff and Trustees was well received, although it could have been directed more towards libraries.
- Mount Vernon Public Library’s 2023 Annual Report is almost complete, and their goal is to complete the 2024 Annual Report on time.
- The System Annual Report will be ready for the Board to view at the March 2025 meeting.
- Dr. Kirchner noted that he will be traveling to Washington, D.C. for Voices for Libraries and will be speaking to Republicans and Democrats regarding the effectiveness and worthy investment in libraries.

PLDA LIASON’S REPORT

Erik Carlson, PLDA Vice President and WLS Board Liaison, provided the PLDA Liaison’s Report covering the February PLDA Meeting:

- Mr. Carlson discussed fines within the member libraries. The libraries have agreed to only handle fines for their own patrons / items and not interfere or conflict with one another.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:09 p.m. on a motion by Ms. Tabakman and seconded by Ms. Zevin that passed unanimously.

Respectively submitted,

Diane H. Tabakman
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – FEBRUARY 2025

REPORT NOTES

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

This month's report includes the following financial statements:

- Balance Sheet
- Statement of Revenues and Expenditures with Comparison to Budget
- Temporarily Restricted Net Assets

Please note that while this report contains financial statements for the month-end of February 2025, the reports also contain year-end financial data for FY2024. While the audit work is essentially complete, FY2024 figures are considered unaudited until the final audit report is presented to and approved by the WLS Board of Trustees.

PAYMENTS OVER \$50,000

The WLS Purchasing Policy (Policy #13) requires that purchases exceeding \$50,000 without prior budget approval be formally reported to the Board at the next regularly scheduled meeting. To meet and exceed the policy directive, all payments over \$50,000 in February 2025 are listed below:

- Amount: \$125,304
 - Vendor: Equinox Open Library Initiative Inc.
 - Purpose: 2025 Evergreen ILS hosting and support
- Amount: \$88,667
 - Vendor: OCLC, Inc.
 - Purpose: Software and database subscriptions to support cataloging and inter-library loan
- Amount: \$78,266
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for March 2025
- Amount: \$61,223
 - Vendor: Midwest Tape (Hoopla)
 - Purpose: January 2025 Patron Pay-Per-Use Digital Content

BALANCE SHEET – FEBRUARY 2025

The Balance Sheet shows comparative figures for the period from month-ending (ME) January 2025 through ME February 2025. The key changes are losses in *Operating Cash and Cash Equivalents* and *Accounts Receivable*, which were offset by liability gains in *Deferred Revenue*, *Unconditional Promises*, and reduced *Accounts Payable* resulting in a 2.4% decrease in *Net Assets*. 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. The net result for the period is an overall decrease in assets driven primarily by an anticipated reduction in *Operating Cash* and *Accounts Receivable*.

Operating Cash & Cash Equivalents (This shows the cash in WLS's operating and payroll bank accounts and petty cash): WLS's operating cash decreased by \$325,800. With \$497,000 in receipts, activity included \$486,700 from member libraries for IT services and group purchases. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$125,300 to Equinox for 2025 hosting and support for the Evergreen ILS, \$88,700 to OCLC for the 2025 subscription renewal for software that supports Cataloging and ILL operations, and \$61,200 to Midwest Tape (Hoopla) for pay-per-use digital content for patrons in January 2025.

Accounts Receivable (These are monies due to WLS from member libraries and outside organizations): This line decreased sharply by \$436,000 primarily driven by member libraries paying invoices for member library technology fees and digital content.

Unconditional Promises (These are promises to give money to WLS such as governmental aid): This line increased \$362,000, the result of recording receivable revenues from NYS, Westchester County, and the federal E-Rate program.

LIABILITIES:

This section shows WLS's near-term obligations. The net result for the period is an overall reduction in liabilities primarily driven by the recognition of *Deferred Revenue*. Details are discussed below:

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$185,500, the result of recognizing \$299,100 in revenues from 6-month and 3-month invoices to member libraries for IT services, group purchases for digital content, and movie licensing against the deferral of \$43,600 from (1) revenue from the Palmer School program through Long Island University (\$21,900) and (2) the recording of an overpayment from a member library which is being held at WLS at the request of the library to apply toward their next technology invoice(\$21,700).

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE –

FEBRUARY 2025

SUMMARY:

Revenues were \$32,300 less than expenses before depreciation for February but represent a positive variance from the budget which had called for a \$47,300 deficit.

REVENUES:

Total revenue was \$5,700 above the budget for February driven primarily by a surplus in Interest and smaller deficits in *County Revenues with Restrictions*, *Other Revenues with Restrictions*, and *Other Revenues with Restrictions*, which is discussed in detail below.

State Revenues without Restrictions and *State Revenues with Restrictions* – These lines are flat against the budget. This is based on WLS's procedure to recognize NYS revenues in line with the budget until New York State releases official aid figures which will not be known until after NYS passes and figures are released by the Division of Library Development later in the spring.

Other Revenues with Restrictions ended the month \$4,300 short of the budget due to a shortfall in restricted contributions, the line fell short of its grants and fundraising goal by \$5,800. Other activity in this line includes revenue from New Rochelle BTOP (Broadband Technology Opportunity Program) and the Palmer School program through Long Island University.

EXPENSES:

Expenses before depreciation came in under budget by \$9,400 but were \$32,300 more than revenue for the month. Lines with significant variances and/or noteworthy activity are discussed below:

Fringe Benefits is underspent by \$9,100 for the month. This was primarily driven by 2025 health insurance premiums being essentially flat against 2024 rates despite a 15% increase being accounted for in the budget. WLS should expect a significant surplus in this line for the year provided NYS does not adjust premium rates mid-year.

Equipment – This line was \$14,400 over budget for the month and \$2,300 for the YTD. The deficit in this line is driven by the computer replacement project. As suggested by our auditors to maintain accurate monthly financial statements, the computer inventory, which normally occurs once annually, will now take place monthly until the conclusion of the project to ensure that the Board gains insight into the financial impact of the project. Most of the computers for the project were purchased in 2024, placing them on the computer inventory, and will be installed in 2025.

Library Materials expenses were more than the budget by \$11,500 which was lower than the overage in January, which was \$18,900. The overage in February was driven by greater than anticipated patron activity in pay-per-use materials from Hoopla and Kanopy. A majority of the overage in this area is related to Hoopla activity, which continues to increase. While increased activity is a good problem to have, WLS is working with the vendor to identify potential cost savings. The finance committee will be discussing Library Materials expenses in more detail at a future meeting.

Repairs and Maintenance – This line was over budget by \$6,400 for February. The overage was driven by two annual fees: (1) to Equinox for the Unique MessageBee service (\$4,465) which enables text messages to be sent to patrons from the Evergreen ILS, and (2) to GoToMyPC (\$3,960) which is used by the IT department. The line is not expected to have a deficit next month or for the year but will be monitored closely.

Westchester Library System
Balance Sheet
As of February 28, 2025

	Month Ending 02/28/2025 <small>Actual</small>	Month Ending 01/31/2025 <small>Actual</small>	Month Ending 02/28/2025 <small>Period difference</small>	<small>Period variance</small>	Year Ending 12/31/2024 <small>Actual</small>
Assets					
Current Assets					
Operating Cash & Cash Equivalents	1,538,472	1,864,278	(325,806)	(17.47) %	1,885,918
Reserve Cash & Cash Equivalents	2,984,211	2,972,778	11,433	0.38 %	2,968,992
Unconditional Promises to Give	724,057	362,027	362,030	100.00 %	365,676
Accounts Receivable	265,126	699,872	(434,746)	(62.11) %	98,558
Prepaid Expenses	1,065,573	1,050,037	15,535	1.47 %	728,543
Total Current Assets	6,577,439	6,948,992	(371,554)	(5.34) %	6,047,687
Long-Term Assets					
Property & Equipment	527,412	562,290	(34,877)	(6.20) %	574,690
Right Of Use Asset	677,962	677,961	0	0.00 %	677,961
Total Long-Term Assets	1,205,374	1,240,251	(34,877)	(2.81) %	1,252,651
Total Assets	7,782,813	8,189,243	(406,431)	(4.96) %	7,300,338
Liabilities					
Short-Term Liabilities					
Accounts Payable	469,264	640,017	(170,753)	(26.67) %	826,258
Deferred Revenue	918,977	1,104,480	(185,503)	(16.79) %	584
Short-Term Right of Use	309,841	309,841	0	0.00 %	309,841
Total Short-Term Liabilities	1,698,082	2,054,338	(356,256)	(17.34) %	1,136,683
Long-Term Liabilities					
Long-Term Right of Use	506,113	506,113	0	0.00 %	506,113
Post-Retirement Benefits Payable	3,563,008	3,563,008	0	0.00 %	3,563,008
Total-Long-Term Liabilities	4,069,121	4,069,121	0	0.00 %	4,069,121
Total Liabilities	5,767,203	6,123,459	(356,256)	(5.81) %	5,205,804
Net Assets					
Net Assets, Beg Bal	2,065,785	2,094,534	(28,750)	(1.37) %	1,809,705
Change in Net Assets	(50,175)	(28,750)	(21,425)	(74.52) %	284,829
Total Net Assets	2,015,610	2,065,784	(50,175)	(2.42) %	2,094,534
Total Liabilities and Net Assets	7,782,813	8,189,243	(406,431)	(4.96) %	7,300,338
Net Asset Detail					
Working Capital	4,879,357	4,894,655	(15,298)	(0.31) %	4,911,004
Long-Term Net Assets	(2,863,747)	(2,828,870)	(34,877)	(1.23) %	(2,816,469)
Total Net Asset Detail	2,015,610	2,065,785	(50,175)	(2.42) %	2,094,535

Westchester Library System
Statement of Revenues and Expenditures
Comparison to Budget with Previous Years To Date
As of February 28, 2025

	Month Ending 02/28/2025			Year To Date 02/28/2023	Year To Date 02/29/2024	Year To Date 02/28/2025			Year Ending 12/31/2025
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
Revenue									
State Revenues without Restrictions	185,509	185,507	2	349,220	350,016	371,000	371,015	(15)	2,226,090
County Revenues without Restrictions	111,927	114,164	(2,237)	211,850	223,840	223,855	228,327	(4,472)	1,369,960
Federal Revenues without Restrictions	11,666	11,666	0	27,500	21,660	23,332	23,333	(1)	140,000
Member Technology Fees	229,062	232,084	(3,022)	447,486	450,733	460,528	464,167	(3,639)	2,785,000
Fund Raising & Contributions	101	0	101	117	0	209	0	209	0
Interest	20,107	5,416	14,691	20,553	29,649	28,280	10,833	17,447	65,000
Other Revenues without Restrictions	1,776	1,375	400	1,968	5,356	3,121	2,750	371	16,500
State Revenues with Restrictions	52,928	52,930	(1)	100,510	100,830	105,870	105,858	12	635,150
Other Revenues with Restrictions	8,564	12,816	(4,253)	11,742	2,668	11,259	25,634	(14,374)	153,800
Total Revenue	621,640	615,958	5,681	1,170,946	1,184,752	1,227,454	1,231,917	(4,462)	7,391,500
Expenditures									
Salaries	179,673	202,741	23,070	355,668	365,533	380,575	405,484	24,908	2,432,900
Fringe Benefits	111,765	120,884	9,117	212,105	214,347	219,760	241,767	22,007	1,450,600
Professional Fees	983	4,333	3,351	6,800	6,549	6,407	8,667	2,260	52,000
Equipment	27,687	13,333	(14,354)	2,563	4,024	28,975	26,667	(2,308)	160,000
Library Materials	106,277	94,775	(11,502)	135,476	180,804	219,953	189,550	(30,404)	1,137,300
Rent and Utilities	31,616	34,825	3,209	55,452	62,041	63,406	69,650	6,245	417,900
Repairs and Maintenance	58,140	51,725	(6,415)	103,504	124,811	107,507	103,450	(4,057)	620,700
Supplies	700	3,334	2,633	473	596	5,553	6,666	1,113	40,000
Telephone and Internet	37,044	37,966	923	80,132	78,052	73,719	75,934	2,215	455,600
Printing and Postage	1,934	5,434	3,500	2,261	5,500	4,908	10,866	5,958	65,200
Bibliographic Fees	7,618	7,658	40	13,911	14,549	15,352	15,317	(35)	91,900
Professional Development	12,880	9,467	(3,414)	487	1,518	13,480	18,933	5,453	113,600
Travel	2,349	5,483	3,135	157	7,928	2,819	10,967	8,148	65,800
Memberships	744	2,333	1,589	12,973	7,487	2,355	4,667	2,311	28,000
Contractual Services	32,095	22,367	(9,728)	35,925	46,689	50,127	44,733	(5,393)	268,400
Delivery Service	37,716	40,417	2,701	72,831	73,445	71,609	80,833	9,224	485,000
Insurance	3,262	3,333	71	5,253	7,881	6,524	6,667	142	40,000
Miscellaneous	1,398	2,833	1,435	1,277	2,316	3,016	5,667	2,652	34,000
Total Expenditures	653,881	663,241	9,361	1,097,248	1,204,070	1,276,045	1,326,485	50,439	7,958,900
Total Net Revenue Before Depreciation	(32,241)	(47,283)	15,042	73,698	(19,318)	(48,591)	(94,568)	45,977	(567,400)
Non-Cash Activity									
Depreciation	12,401	12,084	(317)	28,986	30,518	24,801	24,166	(635)	145,000
Unrealized Gain/Loss on Investments	5,533	0	(5,533)	1,195	5,288	5,533	0	(5,533)	0
Total Non-Cash Activity	17,934	12,084	(5,850)	30,181	35,806	30,334	24,166	(6,168)	145,000
Total Net Revenue	(50,175)	(59,367)	9,192	43,517	(55,124)	(78,925)	(118,734)	39,809	(712,400)

Temporarily Restricted Net Assets
As of February 28, 2025

Code	Asset Title	Asset Description	Temporarily Restricted Net Assets December 31, 2024	2025 Revenue	2025 Expenses	Temporarily Restricted Net Assets February 28, 2025
34025	Central Library	Library materials, services & training	\$0	\$66,500	\$30,485	\$36,015
40400	BTOP - New Rochelle	Broadband Technology Opportunity Program at New Rochelle Public Library	\$0	\$3,150	\$3,000	\$150
70102	TASC - Private contributions	Private monies for adult literacy programs	\$599	\$0	\$130	\$469
70127	Homebound Delivery (FH)	Support for delivery to homebound patrons	\$13,132	\$0	\$0	\$13,132
70130	RWT 2025 (ConEd)	2025 Support for Reconnect w/ Tech.	\$7,500	\$0	\$562	\$6,938
80008	Outreach Fundraising	Fundraising to support outreach activities (continuous)	\$13,107	\$809	\$0	\$13,916
	TOTALS		\$34,338	\$70,459	\$34,177	\$70,620

History of TRNA balance as of 12/31

2019 - \$239,361 - 2020 - \$264,015 - 2021 - \$314,375
2022 - \$423,228 - 2023 - \$212,210 - 2024 - \$34,338

This report shows the current Temporarily Restricted Net Assets (TRNA) carried on WLS's books. Anytime monies are received from a donor or grant where there are conditions placed on how the funds should be spent, they are considered restricted and are tracked on this schedule. Carrying a balance of TRNA from one year to the next is normal and can be driven by various factors, including but not limited to:

- Multi-year grant in which funds need to be carried over
- Grant received for a future period
- Monies received and spent within the year
- Monies unspent from a previous period
- Ongoing fundraising

Because of these factors, no set dollar amount can be an “ideal” balance to be carried from one year to the next. However, the goal is to carry over only that which is necessary to meet the restrictions of the funds and to spend the funds in a timely and responsible manner in accordance with the purpose for which they were initially received.

Item: **Resolution to Authorize NYCLASS Account**

Background: Westchester Library System (WLS) currently participates in the New York State Liquid Asset Fund (NYLAF) as an approved depository. NYLAF is an investment cooperative exclusive to schools, libraries, and municipalities within New York. PMA administers NYLAF.

There is a similar investment cooperative, called NYCLASS, which is administered by Public Trust.

Status: PMA recently announced that it has acquired Public Trust and as of July 1, 2025, will be eliminating the NYLAF investment pool in favor of NYCLASS. The two cooperatives operate in similar structures and are overseen by member boards from participating agencies.

To continue participation in NYCLASS, WLS is required to pass the attached resolution.

**Recommended
Action:**

Management will recommend that the Board approve and adopt the attached resolution at the April 29, 2025, meeting.

Municipal Cooperation Resolution

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the Westchester Library System wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023;

WHEREAS the Westchester Library System wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Terry L. Kirchner, Executive Director of Westchester Library System, is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023.

Item: WLS System Annual Report to New York State for 2024

Background: All public libraries and library systems that receive funding from the State of New York are responsible for submitting an annual report on 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 to what is seen on monthly WLS financial reports shared at the board meetings.

Recommended

Action: Approval of the 2024 WLS Annual Report for submission to the Division of Library Development of the State Education Department.

HIGHLIGHTS FROM THE 2024 WLS SYSTEM ANNUAL REPORT

Item	2024	2023	2022	2021	2020	2019
Physical Item Circulation	4,663	4,864	4,125	3,867	2,426	1,831
Electronic Content Use	11,168	6,490	12,535	2,549	1,549	7,653
System Holdings:						
Electronic Books	33,794	32,317	132,096	120,928	109,701	23,766
Audiobooks-Downloadable	4,408	4,158	34,457	27,607	22,787	23,766
Video-Downloadable	1,767	1,441	2,218	834	148	153
Other Electronic Materials (Magazines)	5,729	5,383	4,428	3,943	-	-
Physical Books	255	129	121	87	90	51
Audio-Physical Units	11	11	10	110	-	-
 # of Title in ILS Bibliographic Database	939,223	939,276	946,655	942,421	958,424	941,692
# of New Titles Added by the System	40,521	43,514	41,372	35,473	30,119	41,120
# of Holdings in the WLS Union Catalog	3,275,663	3,271,726	3,371,237	3,457,166	3,541,271	3,613,744
# of Holding Added to the WLS Union Catalog	211,905	236,619	251,926	212,243	177,479	153,185
 Total ILL Activity	8,059	10,370	11,428	7,214	2,799	8,089
 # of Continuing Ed/Staff Dev. Sessions	881	346	234	205	100	272
# of Continuing Ed/Staff Dev Participants	1,618	1,671	1,758	2,052	1,538	2,840
 # of Consulting & Tech. Assistance Contacts	6,787	6,887	5,226	1,638	6,687	7,057
 # of Items Moved by WLS Delivery Service	1,511,159	1,503,479	1,456,124	1,442,878	1,089,630	1,887,130
 Total Visits to System Website	1,632,092	902,867	605,639	642,287	753,227	1,095,582

Westchester Library System

Annual Report for Library Systems - 2024 (Public Library Systems 2024)

CURRENT YEAR

PREVIOUS YEAR

1. General System Information

System / Director Information

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

1.1	SEDCODE	660409700029	<i>660409700029</i>
1.2	Institution ID	800000035474	<i>800000035474</i>
1.3	System Name	Westchester Library System	<i>Westchester Library System</i>
1.4	Beginning Reporting Year	01/01/2024	<i>01/01/2023</i>
1.5	Ending Reporting Year	12/31/2024	<i>12/31/2023</i>
1.6	Street Address	570 Taxter Road - Ste 400	<i>570 Taxter Road - Ste 400</i>
1.7	City	Elmsford	<i>Elmsford</i>

1.8	Zip Code	10523	<i>10523</i>
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	2337	<i>2337</i>
1.10	Mailing Address	570 Taxter Road - Ste 400	<i>570 Taxter Road - Ste 400</i>
1.11	City	Elmsford	<i>Elmsford</i>
1.12	Zip Code	10523	<i>10523</i>
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	2337	<i>2337</i>
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(914) 674-3600	<i>(914) 674-3600</i>
1.15	Fax Number (enter 10 digits only)	(914) 674-4185	<i>(914) 674-4185</i>
1.16	System Home Page URL	www.westchesterlibraries.org	<i>www.westchesterlibraries.org</i>
1.17	URL of the system's complete Plan of Service	https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLApprvd-2021-1022.pdf	<i>https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLApprvd-2021-1022.pdf</i>
1.18	Population Chartered to Serve (2020 Census)	1,004,457	<i>1,004,457</i>
1.19	Area Chartered to Serve (square miles)	431	<i>431</i>

1.20	Federal Employer Identification Number	131882114	<i>131882114</i>
1.21	County	Westchester	<i>Westchester</i>
1.22	County (Counties) Served	Westchester	<i>Westchester</i>
1.23	School District	Elmsford Union Free School District	<i>Elmsford Union Free School District</i>
1.24	First Name of System Director	Terry L	<i>Terry L</i>
1.25	Last Name of System Director	Kirchner	<i>Kirchner</i>
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	24140	<i>24140</i>
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(914) 231-3223	<i>(914) 231-3223</i>
1.32	E-Mail Address of the System Director	tkirchner@wlsmail.org	<i>tkirchner@wlsmail.org</i>
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(914) 674-4185	<i>(914) 674-4185</i>
1.34	Name of Outreach Coordinator	Krishna Brodigan	<i>Krishna Brodigan</i>

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	<i>N</i>
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1.	Name of Contracting Municipality or District	N/A	<i>N/A</i>
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2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A	<i>N/A</i>
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3.	Population of the geographic area served by this contract	N/A	<i>N/A</i>
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4.	Dollar amount of contract	N/A	<i>N/A</i>
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5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A	<i>N/A</i>
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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	<i>N</i>
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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 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) 1 1
- Filled Position FTE

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

2.10 Certified Librarians - Filled Position(s) FTE 8 8

2.11 Certified Librarians - Vacant Position(s) FTE 0 0

2.12 Outreach Coordinator (certified) per CR 90.3 1 1
(1)(2)(iii) - Filled Position FTE

2.13 Outreach Coordinator (certified) per CR 90.3 0 0
(1)(2)(iii) - Vacant Position FTE

2.14 Total Certified Librarians - Filled Position(s) 10.00 10.00
FTE (total questions 2.4 + 2.10 + 2.12)

2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	0.00
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2.16	Total Other Professional Staff - Filled Position(s) FTE	13.75	15.5
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Note: Vacant positions not filled and removed from roster.

2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	0
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2.18	Total Other Staff - Filled Position(s) FTE	2.25	2.25
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2.19	Total Other Staff - Vacant Position(s) FTE	0	0
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2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	26.00	27.75
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Note: Vacant positions not filled and removed from roster.

2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	0.00
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SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1	1
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2.23	Entry-Level Librarian (certified) Current Annual Salary	\$58,000	\$55,000
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2.24	System Director FTE	1	1
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2.25	System Director Current Annual Salary	\$230,942	\$217,335
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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	38
3.15	Main Library/System Headquarters	1	1
3.16	Indicate the year the system building was initially constructed	N/A	N/A
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	N/A	N/A
3.18	Square footage of the system building	14,237	14,237
3.19	Branches of the Library System	0	0
3.20	Bookmobiles	0	0
3.21	Reading Centers	0	0
3.22	Other Outlets	0	0

3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	1	1
3.24	Name of Central Library/Co-Central Libraries	Field Library	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	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	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5	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
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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. Complete this form and email it to 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	<i>Filled</i>
2.	First Name	Karen	<i>Karen</i>
3.	Last Name	Zevin	<i>Zevin</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	Retired	<i>Retired</i>
6.	Mailing Address	176 Cleveland Drive	<i>176 Cleveland Drive</i>
7.	City	Croton-on-Hudson	<i>Croton-on-Hudson</i>
8.	Zip Code (enter five digits only)	10520	<i>10520</i>
9.	Email Address	wlsdistrict01@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>President</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2022	<i>2022</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>

15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2022	<i>01/29/2022</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/03/2022	<i>03/03/2022</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Alice	<i>Alice</i>
3.	Last Name	Joselow	<i>Joselow</i>
4.	Institutional Affiliation	Open Door Family Medical Center	<i>Open Door Family Medical Center</i>
5.	Professional Title	Behavioral Health Community Programs Coordinator and Coordinator of Ossining Communities That Care (OCTC)	<i>Behavioral Health Community Programs Coordinator and Coordinator of Ossining Communities That Care (OCTC)</i>
6.	Mailing Address	38 Sunset Drive	<i>38 Sunset Drive</i>
7.	City	Ossining	<i>Ossining</i>
8.	Zip Code (enter five digits only)	10562	<i>10562</i>

9.	Email Address	wlsdistrict02@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2023	<i>2023</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2027	<i>2027</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/31/2023	<i>01/31/2023</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/01/2023	<i>02/01/2023</i>
18.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Robert	<i>Robert</i>
3.	Last Name	Cartolano	<i>Cartolano</i>

4.	Institutional Affiliation	Columbia University	<i>Columbia University</i>
5.	Professional Title	Associate Vice President, Technology and Preservation	<i>Associate Vice President, Technology and Preservation</i>
6.	Mailing Address	40 Hickory Hill Rd	<i>40 Hickory Hill Rd</i>
7.	City	Eastchester	<i>Eastchester</i>
8.	Zip Code (enter five digits only)	10709	<i>10709</i>
9.	Email Address	wlstrustee09@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2023	<i>2023</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2027	<i>2027</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/31/2023	<i>01/31/2023</i>

17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/01/2023	<i>02/01/2023</i>
18.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Karen	<i>Karen</i>
3.	Last Name	Kelley	<i>Kelley</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	Retired	<i>Retired</i>
6.	Mailing Address	46 Roma Orchard Road	<i>46 Roma Orchard Road</i>
7.	City	Peekskill	<i>Peekskill</i>
8.	Zip Code (enter five digits only)	10566	<i>10566</i>
9.	Email Address	wlsdistrict12@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2023	<i>2023</i>

13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2027	<i>2027</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/31/2023	<i>01/31/2023</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/01/2027	<i>02/01/2027</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Barbara	<i>Edris</i>
3.	Last Name	Tepper	<i>Scherer</i>
4.	Institutional Affiliation	N/A	<i>Scherer TV & AC</i>
5.	Professional Title	Retired	<i>Vice President & CFO</i>
6.	Mailing Address	714 Heritage Hills	<i>7 Great Oaks Lane</i>
7.	City	Somers	<i>North Salem</i>

8.	Zip Code (enter five digits only)	10589	<i>10560</i>
9.	Email Address	wlsdistrict04@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2024	<i>2019</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2028	<i>2023</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/30/2024	<i>01/29/2019</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2024	<i>01/31/2019</i>
18.	Is this a brand new trustee?	Y	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Maureen	<i>Maureen</i>

3.	Last Name	LeBlanc	<i>LeBlanc</i>
4.	Institutional Affiliation	LeBlanc Orthodontic	<i>LeBlanc Orthodontic</i>
5.	Professional Title	Office Manager	<i>Office Manager</i>
6.	Mailing Address	10 Overlook Terrace	<i>10 Overlook Terrace</i>
7.	City	Larchmont	<i>Larchmont</i>
8.	Zip Code (enter five digits only)	10538	<i>10538</i>
9.	Email Address	wlsdistrict08@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2024	<i>2019</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2028	<i>2023</i>
15.	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	<i>Yes</i>

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/30/2024	01/29/2019
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2024	01/31/2019
18.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name	David	Francis
3.	Last Name	Mener	Okelo
4.	Institutional Affiliation	ENT & Allergy Associates, LLP	United Nations
5.	Professional Title	M.D., M.P.H.	Retired
6.	Mailing Address	103 Nav Etten Boulevard	17 Barnard Road
7.	City	New Rochelle	New Rochelle
8.	Zip Code (enter five digits only)	10804	10801
9.	Email Address	wlsdistrict14@wlsmail.org	
10.	Office Held or Trustee	Trustee	Trustee
11.	Term Begins - Month	January	January

12.	Term Begins - Year (yyyy)	2024	<i>2019</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2028	<i>2023</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/30/2024	<i>01/29/2019</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2024	<i>01/31/2019</i>
18.	Is this a brand new trustee?	Y	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Wes	<i>Wes</i>
3.	Last Name	Iwanski	<i>Iwanski</i>
4.	Institutional Affiliation	Downtown Travel	<i>Downtown Travel</i>
5.	Professional Title	Vice President of Technology	<i>Vice President of Technology</i>
6.	Mailing Address	9 Genessee Trail	<i>9 Genessee Trail</i>

7.	City	Harrison	<i>Harrison</i>
8.	Zip Code (enter five digits only)	10528	<i>10528</i>
9.	Email Address	wlsdistrict07@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2020	<i>2020</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2024	<i>2024</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/28/2020	<i>01/28/2020</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/30/2020	<i>01/30/2020</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>

2.	First Name	Patricia	<i>Joseph</i>
3.	Last Name	Phelan	<i>Puglia</i>
4.	Institutional Affiliation	A+ Tutoring Agency	<i>N/A</i>
5.	Professional Title	STEM Tutor	<i>Retired</i>
6.	Mailing Address	23 Bayley Avenue	<i>59 Avondale Road</i>
7.	City	Yonkers	<i>Yonkers</i>
8.	Zip Code (enter five digits only)	10705	<i>10710</i>
9.	Email Address	wlsdistrict15@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	February	<i>January</i>
12.	Term Begins - Year (yyyy)	2024	<i>2020</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2024	<i>2024</i>
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	<i>Yes</i>

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/27/2024	01/28/2020
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/28/2024	01/30/2020
18.	Is this a brand new trustee?	Y	N
1.	Status	Filled	<i>Filled</i>
2.	First Name	Andrea	<i>Andrea</i>
3.	Last Name	Zuckerman Bober	<i>Zuckerman Bober</i>
4.	Institutional Affiliation	CITI	<i>CITI</i>
5.	Professional Title	Contractor through Insys, Branded Cards Marketing Control	<i>Contractor through Insys, Branded Cards Marketing Control</i>
6.	Mailing Address	8 Old Oak Road	<i>8 Old Oak Road</i>
7.	City	Rye Brook	<i>Rye Brook</i>
8.	Zip Code (enter five digits only)	10573	<i>10573</i>
9.	Email Address	wlsdistrict10@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>

12.	Term Begins - Year (yyyy)	2021	<i>2021</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2025	<i>2025</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2021	<i>01/26/2021</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/25/2021	<i>03/25/2021</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Julie	<i>Julie</i>
3.	Last Name	Mills-Worthey	<i>Mills-Worthey</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	Attorney	<i>Attorney</i>
6.	Mailing Address	151 Prospect Avenue	<i>151 Prospect Avenue</i>

7.	City	Mount Vernon	<i>Mount Vernon</i>
8.	Zip Code (enter five digits only)	10550	<i>10550</i>
9.	Email Address	wlsdistrict13@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2021	<i>2021</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2025	<i>2025</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2021	<i>01/26/2021</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/07/2021	<i>07/07/2021</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>

2.	First Name	Anthony	<i>Anthony</i>
3.	Last Name	Amiano	<i>Amiano</i>
4.	Institutional Affiliation	Wiley	<i>Wiley</i>
5.	Professional Title	Manager, Global Communications	<i>Manager, Global Communications</i>
6.	Mailing Address	45 Entrance Way	<i>45 Entrance Way</i>
7.	City	Valhalla	<i>Valhalla</i>
8.	Zip Code (enter five digits only)	10595	<i>10595</i>
9.	Email Address	wlsdistrict05@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	May	<i>May</i>
12.	Term Begins - Year (yyyy)	2023	<i>2023</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2025	<i>2025</i>
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	<i>No</i>

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	05/30/2023	<i>05/30/2023</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/31/2023	<i>05/31/2023</i>
18.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Nishat	<i>Nishat</i>
3.	Last Name	Hydari	<i>Hydari</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	N/A	<i>N/A</i>
6.	Mailing Address	14 Barron Circle	<i>14 Barron Circle</i>
7.	City	Chappaqua	<i>Chappaqua</i>
8.	Zip Code (enter five digits only)	10514	<i>10514</i>
9.	Email Address	wlsdistrict03@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>

12.	Term Begins - Year (yyyy)	2022	<i>2022</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2022	<i>01/29/2022</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/03/2022	<i>03/03/2022</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Susan	<i>Susan</i>
3.	Last Name	Morduch	<i>Morduch</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	Psychologist	<i>Psychologist</i>
6.	Mailing Address	11 Riverview Avenue	<i>11 Riverview Avenue</i>

7.	City	Ardsley	<i>Ardsley</i>
8.	Zip Code (enter five digits only)	10502	<i>10502</i>
9.	Email Address	wlsdistrict06@wlsmail.org	
10.	Office Held or Trustee	President	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2022	<i>2022</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2022	<i>01/29/2022</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/11/2022	<i>04/11/2022</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>

2.	First Name	Diane	<i>Diane</i>
3.	Last Name	Tabakman	<i>Tabakman</i>
4.	Institutional Affiliation	N/A	<i>N/A</i>
5.	Professional Title	N/A	<i>N/A</i>
6.	Mailing Address	3 Chadwick Road	<i>3 Chadwick Road</i>
7.	City	White Plains	<i>White Plains</i>
8.	Zip Code (enter five digits only)	10604	<i>10604</i>
9.	Email Address	wlsdistrict11@wlsmail.org	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	September	<i>September</i>
12.	Term Begins - Year (yyyy)	2022	<i>2022</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2024	<i>2024</i>
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	<i>No</i>

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	09/27/2022	09/27/2022
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/21/2022	10/21/2022
18.	Is this a brand new trustee?	N	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	Y
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Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2025, through December 31, 2025. 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. 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	<i>Filled</i>
2.	First Name	Andrew	<i>Andrew</i>
3.	Last Name	Bell	<i>Bell</i>

4.	Institutional Affiliation	Westchester County Department of Mental Health	<i>Westchester County Department of Mental Health</i>
5.	Professional Title	Program Director, Community Support Services	<i>Program Director, Community Support Services</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Barbara	<i>Barbara</i>
3.	Last Name	Lambros	<i>Lambros</i>
4.	Institutional Affiliation	Westchester County Reentry Task Force	<i>Westchester County Reentry Task Force</i>
5.	Professional Title	Westchester County Reentry Coordinator, Department of Community Mental Health	<i>Westchester County Reentry Coordinator, Department of Community Mental Health</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Wendy	<i>Wendy</i>
3.	Last Name	Armstrong	<i>Armstrong</i>
4.	Institutional Affiliation	VolunteerNY	<i>VolunteerNY</i>
5.	Professional Title	Director, RSVP of Westchester	<i>Director, RSVP of Westchester</i>
1.	Status	Filled	<i>Filled</i>

2.	First Name	Diane	<i>Diane</i>
3.	Last Name	Poonai	<i>Poonai</i>
4.	Institutional Affiliation	Westchester County Department of Senior Programs & Services	<i>Westchester County Department of Senior Programs & Services</i>
5.	Professional Title	HIICAP Coordinator / NYConnects	<i>HIICAP Coordinator / NYConnects</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Jennifer	<i>Jennifer</i>
3.	Last Name	Dadio	<i>Dadio</i>
4.	Institutional Affiliation	Chappaqua Library	<i>Somers Library</i>
5.	Professional Title	Director	<i>Director</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Sarah	<i>Sarah</i>
3.	Last Name	Steckler	<i>Steckler</i>
4.	Institutional Affiliation	Keane & Beane LTD	<i>Keane & Beane LTD</i>
5.	Professional Title	Partner	<i>Partner</i>

1.	Status	Filled	<i>Filled</i>
2.	First Name	Nory	<i>Nory</i>
3.	Last Name	Padilla	<i>Padilla</i>
4.	Institutional Affiliation	Westchester County Jail	<i>Westchester County Jail</i>
5.	Professional Title	First Deputy Commissioner, Westchesster Department of Corrections	<i>First Deputy Commissioner, Westchesster Department of Corrections</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Janet	<i>Janet</i>
3.	Last Name	Donat	<i>Donat</i>
4.	Institutional Affiliation	Family Services of Westchester	<i>Family Services of Westchester</i>
5.	Professional Title	Program Coordinator of Early Childhood and Parenting Programs	<i>Program Coordinator of Early Childhood and Parenting Programs</i>

4. Public Library System Transactions and Collections

Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	208	<i>140</i>
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Note: Expanded community outreach efforts were implemented.

4.2	System Visits	3,500	3,000
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Note: More onsite visits were scheduled.

CIRCULATION

4.3	Total Cataloged Book Circulation	4,661	4,824
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4.4	Total Circulation of Other Materials	2	40
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Note: System emphasized digital collections this year.

4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	4,663	4,864
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E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-series, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. If the system can separate out use for each member library please do so and ask the member libraries to report. Do not also report in the system report. If the system cannot separate out the use by each member library please report on the system report.

4.6a	The total circulation of e-books during the reporting period	5,334
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4.6b	The total circulation of e-series during the reporting period.	1,065
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4.6c	The total circulation of e-audio during the reporting period	2,510
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4.6d	The total circulation of e-videos during the reporting period.	1,777
------	--	-------

4.7	Successful Retrieval of Electronic Information	482	23
Note: Increased marketing of WLS digital resources during outreach events.			
4.8	Electronic Content Use (Total Questions 4.6a + 4.6b + 4.6c + 4.6d + 4.7)	11,168	6,490
Note: Increased marketing of WLS resources during outreach events.			
4.9	Total Circulation of Materials (Total Questions 4.5 + 4.6a + 4.6b + 4.6c + 4.6d)	15,349	11,331
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	15,831	11,354

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	255	129
4.12	Uncataloged Book Holdings	0	0
4.13	Total Print Serial Holdings	0	0
4.14	All Other Print Materials Holdings	0	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	255	129

Holdings Continued

Non-Electronic Materials

4.16	Audio - Physical Units	11	<i>11</i>
4.17	Video - Physical Units	0	<i>0</i>
4.18	Other Non-Electronic Materials	49	<i>51</i>
4.19	Total Other Materials Holdings (Total questions 4.16 through 4.18)	60	<i>62</i>
4.20	Grand Total Holdings (Total questions 4.15 and 4.19)	315	<i>43,513</i>
4.21	Did the system provide access to NOVELny?	Yes	
4.22	Did the system provide access to e-books for its member libraries (excluding NOVELny)?	Yes	
4.23	Did the system provide access to e-serials for its member libraries (excluding NOVELny)?	Yes	
4.24	Did the system provide access to e-audio for its member libraries (excluding NOVELny)?	Yes	
4.25	Did the system provide access to e-videos for its member libraries (excluding NOVELny)?	Yes	
4.26	Did the system provide access to research databases for its member libraries (excluding NOVELny)?	Yes	

4.27	Did the system provide access to online learning platforms for its member libraries?	Yes
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ROTATING COLLECTIONS/BOOK LOANS

4.28	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	N	N
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4.29	Number of collections	0	0
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4.30	Average number of items per collection	0	0
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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	Y
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5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes	Yes
b.	Public Access Catalog	Yes	Yes
c.	Cataloging	Yes	Yes

d.	Acquisitions	Yes	Yes
e.	Inventory	Yes	Yes
f.	Serials Control	No	No
g.	Media Booking	No	No
h.	Community Information	Yes	Yes
i.	Electronic Resource Management	No	No
j.	Digital Collections Management	No	No
5.3	Identify ILS system vendor	Evergreen	<i>Evergreen</i>
5.4	How many member libraries fully participate in the ILS?	38	38
5.5	% of member libraries participating (calculated field)	100.00%	<i>100.00%</i>
5.6	How many member libraries participate in some ILS modules?	38	38
5.7	Indicate features of the system's ILS (check all that apply):		
a.	ILS shared with other library systems	No	No

b.	ILS software permits patron-initiated ILL	Yes	Yes
c.	ILL feature implemented and used	Yes	Yes
5.8	Number of titles in the ILS bibliographic database	939,223	939,276
5.9	Number of new titles added by the system in the reporting year	5,325	5,315
5.10	Number of Central Library Aid titles added in the reporting year	324	231
5.11	Number of new titles added by the members in the reporting year	34,872	37,968
5.12	Total new titles (total questions 5.9 through 5.11)	40,521	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	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	38	38
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N	N
5.16	Number of titles in the system's union catalog	939,223	939,276
5.17	Number of holdings in the system's union catalog	3,275,663	3,271,726
5.18	Number of new titles added in the last year	40,192	43,514
5.19	Number of holdings added in the last year	211,905	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	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	Y
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5.22	How many libraries participate in (or submit records for) the union list of serials?	38	38
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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	Y
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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	1,632,092	902,867
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Note: WLS increased promotion of the WLS website and its related informational resources.

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	2,323	2,832
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5.26	Total items received (borrowed)	3,238	4,603
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5.27	Total requests provided (loaned) unfilled	1,043	1,118
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5.28	Total requests received (borrowed) unfilled	1,455	1,817
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5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	8,059	10,370
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Note: ILL service was not offered for approximately one month due to transition to a new ILL platform (Tipasa) and a short-term staff vacancy.

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	No
b.	Other system's courier	No	No
d.	Contracted service (paid by System - not on payroll)	Yes	Yes
e.	U.S. Mail	No	No
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
g.	Other (specify using the note)	No	No

5.31	Number of stops (pick-up and delivery sites per week)	264	264
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CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	3	1
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Note: 1 session each for cataloging, ILL and homebound delivery

5.33	Number of participants	75	12
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Continuing Education Cont.

Technology

5.34	Number of sessions	53	92
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Note: Increased options for free technology sessions available from outside groups such as ESLN, Niche Academy and WebJunction.

5.35	Number of participants	339	586
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Digitization

5.36	Number of sessions	0	0
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5.37	Number of participants	0	0
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Leadership

5.38	Number of sessions	0	0
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Note: Increased leadership training options available from other providers such as NYLA, WebJunction, ESLN, ALA and local resources such as Nonprofit Westchester (NPW). WLS also provides WLS member library staff with a tuition discount for the LIU/Palmer Certificate in Public Library Administration program.

5.39	Number of participants	0	0
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Management & Supervisory

5.40	Number of sessions	1	2
5.41	Number of participants	10	20

Planning and Evaluation

5.42	Number of sessions	0	0
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Note: Sessions were available from the Trustee Handbook Book Club and ESLN for trustees and staff to attend.

5.43	Number of participants	0	0
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Awareness and Advocacy

5.44	Number of sessions	18	6
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Note: WLS increased efforts in this area as 3rd party offerings we often too general and not specific to our community needs and interests.

5.45	Number of participants	221	124
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Trustee/Council Training

5.46	Number of sessions	4	2
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Note: WLS increased efforts to identify subject areas of interest not covered by Trustee Handbook Book Club or ESLN sessions.

5.47	Number of participants	106	63
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Special Client Populations

5.48	Number of sessions	5	2
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5.49	Number of participants	71	54
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Children's Services/Birth to Kindergarten

5.50	Number of sessions	0	0
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5.51	Number of participants	0	0
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Children's Services/Elementary Grade Levels

5.52	Number of sessions	1	8
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5.53	Number of participants	12	145
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Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	14	7
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5.55	Number of participants	186	105
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General Adult Services

5.56	Number of sessions	779	222
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Note: Increased number of Career Coaching Services (CCS) sessions in 2024. Note: this includes 559 sessions (from 73 multi-session events), 197 multi-session individual advisements, and 15 workshops. Outreach staff hosted 8 sessions as well.

5.57	Number of participants	581	535
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Note: More small group and individual sessions than in past years has allowed the service to become more inclusive and better address unique issues not covered in larger group events. CCS had 528 participants. Outreach had 53 participants.

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

Y

1. Topic Annual Report *Annual reports*

2. Number of sessions 2 2

3. Number of participants 13 15

1. Topic Public Library Construction Aid *Public library construction aid*

2. Number of sessions 1 2

3. Number of participants 4 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) 881 346

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) 1,618 1,671

Note: More small group sessions hosted to support individual/local community needs.

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	Y
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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	Yes
b.	Coordinated purchase of non-print materials	Yes	Yes
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes	Yes
d.	Cataloging	Yes	Yes
e.	Materials processing	No	No
f.	Coordinated purchase of office supplies	Yes	Yes
g.	Coordinated computer services/purchases	Yes	Yes
h.	Virtual reference	Yes	Yes

i.	Other (describe using the note)	No	No
j.	N/A	No	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	Y
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Note: 8 consultations

5.64	Consulting with member libraries and/or branches on funding and governance	Y	Y
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Note: 367 consultations

5.65	Consulting with member libraries and/or branches on charter and registration work	Y	Y
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Note: 53 consultations

5.66	Consulting with member libraries and/or branches on automation and technology	Y	Y
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Note: 4,806 consultations

5.67	Consulting with member libraries and/or branches on youth services	Y	Y
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Note: 258 consultations

5.68 Consulting with member libraries and/or branches on adult services	Y	Y
Note: 372 consultations		
5.69 Consulting with member libraries and/or branches on physical plant needs	Y	Y
Note: 225 consultations		
5.70 Consulting with member libraries and/or branches on personnel and management issues	Y	Y
Note: 276 consultations		
5.71 Consulting with state and county correctional facilities	Y	Y
Note: 30 consultations		
5.72 Providing information to local, county, and state legislators and their staffs	Y	Y
Note: 15 consultations		
5.73 Providing system and member library information to the media	Y	Y
Note: 5 consultations		
5.74 Providing website development and maintenance for member libraries	Y	Y
Note: 2 consultations		

5.75	Other Consulting and Technical Assistance Services not listed above – Add Note	Y	Y
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Note: 128 friends/foundations/grant writing consultations 242 annual report consultations

REFERENCE SERVICES

5.76	Total Reference Transactions	0	0
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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	Yes
b.	Services for patrons who are educationally disadvantaged	Yes	Yes

Note: 17 events / 36 participants

c.	Services for patrons who are aged	Yes	Yes
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Note: 4 events / 503 participants

d.	Services for patrons who are geographically isolated	No	No
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e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes	Yes
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f.	Services to patrons who are in institutions	Yes	Yes
Note: 30 events / 226 participants			
g.	Services for unemployed and underemployed individuals	Yes	Yes
Note: 27 events / 43 participants			
i.	N/A	No	No
5.78	Number of BOOKS BY MAIL loans	0	0
5.79	Number of member libraries with Job/Education Information Centers or collections	14	14
5.80	Number of State Correctional Facilities libraries served	3	3
5.81	Number of County Jails libraries served	1	1
5.82	Number of institutions served other than jails or correctional facilities	0	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	Y
1.	Service provided	Services to outreach partners	<i>Community Outreach Partner updates and consultations</i>

2.	Number of facilities/institutions served	13	15
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Note: 13 events attended / 220 participants

1.	Service provided	Service advocacy
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Note: Visited 92 agencies to provide information about WLS and member library services.

2.	Number of facilities/institutions served	92
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1.	Service provided	Westchester Breathes - Mental Health Programming
----	------------------	--

2.	Number of facilities/institutions served	31
----	--	----

Note: 31 events / 700 participants

1.	Service provided	Reentry Services
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2.	Number of facilities/institutions served	8
----	--	---

Note: 8 events / 134 participants

1.	Service provided	Youth Workforce Development
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2.	Number of facilities/institutions served	8
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Note: 8 events / 264 participants

1.	Service provided	Senior Law Day Collaborative
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2.	Number of facilities/institutions served	19
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Note: 19 events / 1,224 participants

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	N
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5.85	Description of fees	N/A	<i>Response has been entered.</i>
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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	Y
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1.	County Name	Westchester	<i>Westchester</i>
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2.	Amount	\$1,333,345	<i>\$1,282,677</i>
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3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N	N
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4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y	Y
----	--	---	---

6.2	Total County Funding	\$1,333,345	<i>\$1,282,677</i>
6.3	All Other Local Public Funds	\$0	<i>\$0</i>
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$1,333,345	<i>\$1,282,677</i>

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$391,143	<i>\$376,382</i>
6.8	Conservation/Preservation Grants	\$0	<i>\$0</i>
6.9	Construction for Public Libraries Aid	\$0	<i>\$0</i>
6.10	Coordinated Outreach Services Aid	\$195,687	<i>\$188,302</i>
6.11	Correctional Facilities Library Aid	\$33,075	<i>\$31,827</i>
6.12	County Jails Library Aid	\$8,446	<i>\$8,754</i>
6.18	Local Library Services Aid - Kept at System	\$774	<i>\$43</i>
6.19	Local Library Services Aid - Distributed to Members	\$287,836	<i>\$277,979</i>

Note: The amounts listed in Q16.9 and Q7.10 are the same - \$287,836. Not sure why the error is occurring.

6.20	Total LLSA (total questions 6.18 and 6.19)	\$288,610	<i>\$278,022</i>
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6.21	Local Services Support Aid	\$214,422	<i>\$207,111</i>
6.22	Local Consolidated Systems Aid	\$0	<i>\$0</i>
6.26	Public Library System Basic Aid	\$1,738,313	<i>\$1,672,710</i>
6.27	Public Library System Supplementary Operational Aid	\$228,983	<i>\$220,341</i>
State Aid			
6.36	Special Legislative Grants and Member Items	\$319,228	<i>\$0</i>
6.37	The New York Public Library - The Research Libraries	\$0	<i>\$0</i>
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0	<i>\$0</i>
6.39	The New York Public Library, City University of New York	\$0	<i>\$0</i>
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0	<i>\$0</i>
6.41	The New York Public Library, Science, Industry and Business Library	\$0	<i>\$0</i>

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).	Y	Y
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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	Love My Library	<i>Love Your Library</i>
----	----------------	-----------------	--------------------------

2.	Amount	\$4,721	<i>\$7,111</i>
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6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$4,721	<i>\$7,111</i>
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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)	\$3,422,628	<i>\$2,990,560</i>
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FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0	<i>\$0</i>
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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	<i>N</i>
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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	<i>N/A</i>
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2.	Amount	N/A	<i>\$0</i>
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Federal Aid / Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$0	\$0
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6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$0	\$0
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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	Y
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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	<i>Member libraries</i>
2.	Contracted Service	Technology-related services	<i>Technology-related services</i>
3.	Total Contract Amount	\$2,715,101	\$2,684,088

6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$2,715,101	\$2,684,088
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MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$27,038	\$56,328
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6.53	Income from Investments	\$79,493	\$43,624
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Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	\$0	\$0
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6.55	Equipment	\$0	\$0
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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	Y
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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	Recovered abandoned property	<i>Movie licensing</i>
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2.	Amount	6440	<i>\$12,284</i>
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1.	Receipt category	Movie licensing	<i>Connect Westchester</i>
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2.	Amount	13906	<i>\$3,000</i>
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1.	Receipt category	Connect Westchester	<i>Cataloging services for National Maritime Historical Society</i>
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2.	Amount	11500	<i>\$3,005</i>
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1.	Receipt category	Cataloging for National Maritime Historical Society	<i>Insurance reimbursements</i>
2.	Amount	\$819	<i>\$2,473</i>
1.	Receipt category	Long Island University - Palmer School	<i>Long Island University - Palmer School</i>
2.	Amount	30750	<i>\$29,150</i>
1.	Receipt category	Insurance reimbursements	<i>Fines and fees for member libraries</i>
2.	Amount	2088	<i>\$11,719</i>
1.	Receipt category	Fines and fees	<i>New Rochelle Public Library - Job Skills Program</i>
2.	Amount	17680	<i>\$21,840</i>
1.	Receipt category	New Rochelle Public Library - Digital trainers	<i>Erate</i>
2.	Amount	15015	<i>\$131,043</i>
1.	Receipt category	E-rate	
2.	Amount	\$149,964	
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$248,162	<i>\$214,514</i>

6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$354,693	<i>\$314,466</i>
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$7,825,767	<i>\$7,271,791</i>
6.60	BUDGET LOANS	\$0	<i>\$0</i>
Transfers / Grand Total			
TRANSFERS			
6.61	Transfers from Capital Fund (Same as question 9.6)	\$0	<i>\$0</i>
6.62	Transfers from Other Funds	\$0	<i>\$0</i>
6.63	Total Transfers (total questions 6.61 and 6.62)	\$0	<i>\$0</i>
6.64	CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.)	\$1,822,803	<i>\$2,261,708</i>

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)	\$9,648,570	<i>\$9,533,499</i>
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7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Certified Librarians	\$1,028,822	<i>\$940,708</i>
7.2	Other Staff	\$1,297,019	<i>\$1,258,779</i>
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$2,325,841	<i>\$2,199,487</i>
7.4	Employee Benefits Expenditures	\$924,874	<i>\$975,701</i>
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$3,250,715	<i>\$3,175,188</i>

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$15,137	<i>\$19,774</i>
7.7	Electronic Materials Expenditures	\$1,144,217	<i>\$998,867</i>
7.8	Other Materials Expenditures	\$0	<i>\$0</i>

7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$1,159,354	<i>\$1,018,641</i>
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GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$280,105	<i>\$277,979</i>
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7.11	Central Library Services Aid (CLSA)	\$0	<i>\$0</i>
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7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$134,442	<i>\$7,111</i>
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Note: Large increase in number of member library grants-in-aid.

7.16	Federal Aid	\$0	<i>\$0</i>
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7.17	Other cash grants paid from system funds	\$0	<i>\$0</i>
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7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$414,547	<i>\$285,090</i>
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7.19	Book/Library Materials Grants	\$0	<i>\$0</i>
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7.20	Other Non-Cash Grants	\$0	<i>\$0</i>
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7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$414,547	<i>\$285,090</i>
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CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0	<i>\$0</i>
7.23	Other Vehicles	\$0	<i>\$0</i>
7.24	Computer Equipment	\$53,728	<i>\$159,707</i>

Note: Equipment was ordered in 2024 but the invoice was not received and paid until January 2025. This expense will be reflected in the 2025 report.

7.25	Furniture/Furnishings	\$1,448	<i>\$0</i>
7.26	Other Capital Expenditures	\$10,970	<i>\$0</i>

Note: A drive duplicator was purchased from Logicube.

7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$66,146	<i>\$159,707</i>
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Capital Cont. / Operation and Maintenance / Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$16,252	<i>\$98,603</i>
7.29	From Other Funds (71OF)	\$49,894	<i>\$61,104</i>
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$66,146	<i>\$159,707</i>

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0	<i>\$0</i>
7.32	From Other Funds (72OF)	\$0	<i>\$0</i>
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$0	<i>\$0</i>
7.34	Other Building & Maintenance Expenses	\$437,258	<i>\$386,094</i>
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$437,258	<i>\$386,094</i>

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$4,825	<i>\$1,646</i>
7.37	Office and Library Supplies	\$25,102	<i>\$8,045</i>
Note: New program launched - Homebound Services. Included startup expenses for supplies and promotional materials for the program.			
7.38	Equipment	\$0	<i>\$0</i>
7.39	Telecommunications	\$451,425	<i>\$479,637</i>
7.40	Publicity and Printing	\$56,335	<i>\$49,113</i>
7.41	Travel	\$36,732	<i>\$91,590</i>

7.42 Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$265,380	<i>\$439,911</i>
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Note: TierPoint: Datacenter hosting Evolytix: Data Dashboard development and hosting Rebecca Mazin: Interview training Queens Library: Foreign language cataloging Francine Feuerman: Audit preparation Tel/Logic: Erate filing support Ann Flechous: BBM Program Elaine Dreyer: Career Coaching Marie Riffel: Career Coaching Full Deck Design: Website Design Lingualinx: Translation Services Allison Lopez: Word Training Equinox: ILS Consulting JMT: Finance system migration Peter Riffel: Workforce development consulting Buetti: Support facility program StemAlliance: Technology training for justice impacted individuals TransPerfect: Translation Services PB Initiatives: Job readiness workshops Elisse W. Barnes: LinkedIn training Dorilynn Ferrara: Benefits management consulting UBER: Travel services for justice impacted individuals attending technology training Alexandra Yoken: Career Coaching Southeastern NY Library Resources Council: Digital Navigators of the Hudson Valley

7.43 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$9,535	<i>\$18,361</i>
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Note: Association of Fundraising Professionals (AFP) Metropolitan New York Library Council Empire State Library Network / ELD SHLB Westchester County Association Nonprofit Westchester American Library Association PULISDO NYLA Westchester Library Association National College Attainment Network Hudson Valley Gateway Chamber of Commerce Westchester County Historical Society ProLiteracy Westchester Women's Agenda

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	<i>Y</i>
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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	<i>Retirees</i>
2.	Amount	\$361,354	<i>\$361,014</i>
1.	Expense category	Equip rental	<i>Equipment re</i>

2.	Amount	1865	\$3,348
1.	Expense category	Software	<i>Software mai</i>
2.	Amount	637077	\$647,511
1.	Expense category	Meetings	<i>Meetings Inh</i>
2.	Amount	6033	\$5,964
1.	Expense category	Misc	<i>Misc</i>
2.	Amount	1323	\$2,584
1.	Expense category	Equip mainta	<i>Bank fees</i>
2.	Amount	4279	\$2,571
1.	Expense category	Bank fees	<i>OCLC charges</i>
2.	Amount	8529	\$106,872
1.	Expense category	OCLC charges	<i>Payroll proc</i>
2.	Amount	88193	\$12,630
1.	Expense category	Payroll proc	<i>Delivery ser</i>
2.	Amount	9694	\$444,813

1.	Expense category	Delivery	<i>Copier lease</i>
2.	Amount	459264	<i>\$10,366</i>
1.	Expense category	Copier lease	
2.	Amount	\$7,887	

Miscellaneous Cont. / Contracts / Debt Service

7.45	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$1,585,498	<i>\$1,597,673</i>
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7.46	Total Miscellaneous Expenses (total questions 7.36 through 7.44 and 7.46)	\$2,434,832	<i>\$2,685,976</i>
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CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE

7.47	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	N	<i>N</i>
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Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1.	Contracting Agency (specify using the State note)	N/A	<i>N/A</i>
2.	Contracted Service (specify using the State note)	N/A	<i>N/A</i>

3.	Total Contract Amount	N/A	N/A
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7.48	Total Contracts (total question #3 of Repeating Group #14 above)	\$0	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.49	From Local Public Funds (73PF)	\$0	\$0
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7.50	From Other Funds (73OF)	\$0	\$0
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7.51	Total Capital Purposes Loans (total questions 7.49 and 7.50)	\$0	\$0
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Transfers

Other Loans

7.52	Other Loans	\$0	\$0
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7.53	Total Debt Service (total questions 7.51 and 7.52)	\$0	\$0
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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)	\$7,762,852	<i>\$7,710,696</i>
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TRANSFERS

Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	\$0	<i>\$0</i>
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7.56	From Other Funds (76OF)	\$0	<i>\$0</i>
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7.57	Total Transfers to Capital Fund (total questions 7.55 and 7.56; same as question 8.2)	\$0	<i>\$0</i>
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7.58	Total Transfers to Other Funds	\$0	<i>\$0</i>
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7.59	Total Transfers (total questions 7.57 and 7.58)	\$0	<i>\$0</i>
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7.60	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.54 and 7.59)	\$7,762,852	<i>\$7,710,696</i>
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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, 2024)	\$1,885,718	<i>\$1,822,803</i>
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7.82	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.60 and 7.61)	\$9,648,570	<i>\$9,533,499</i>
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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)	04/01/2024	<i>05/05/2023</i>
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7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2023-12/31/2023	<i>01/02/2022-12/31/2022</i>
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7.85	Indicate type of audit (select one from drop-down):	Private Accounting Firm	<i>Private Accounting Firm</i>
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ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	TD Bank	<i>TD Bank</i>
2.	Amount of funds on deposit	1763119	<i>\$2,100,507</i>
1.	Name of bank or financial institution	TD Bank	<i>TD Bank</i>
2.	Amount of funds on deposit	\$124,832	<i>\$100,851</i>

7.86	Total Bank Balance (total question #2 of Repeating Group #15)	\$1,887,951	\$2,201,358
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7.87	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	Y
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8. Capital Fund Receipts

State Aid and Grants for Capital Projects

8.1	Total Revenue From Local Sources	\$0	\$0
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8.2	Transfer From Operating Fund (same as question 7.57)	\$0	\$0
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STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	\$0	\$0
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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	N
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1.	Contracting Agency	N/A	N/A
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2.	Amount	N/A	N/A
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Totals / Cash Balance

8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	\$0	<i>\$0</i>
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	<i>\$0</i>
8.7	NONREVENUE RECEIPTS	\$51,519	<i>\$45,461</i>
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$51,519	<i>\$45,461</i>
8.9	CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.)	\$1,756,569	<i>\$1,711,108</i>
Grand Total			
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$1,808,088	<i>\$1,756,569</i>

9. Capital Fund Disbursements

Project Expenditures / Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	\$0	<i>\$0</i>
9.2	Incidental Construction	\$0	<i>\$0</i>
9.3	Books and Library Materials	\$0	<i>\$0</i>
9.4	Total Other Disbursements	\$0	<i>\$0</i>
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0	<i>\$0</i>
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$0	<i>\$0</i>
9.7	TOTAL NONPROJECT EXPENDITURES	\$0	<i>\$0</i>
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$0	<i>\$0</i>
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2024, for Public Library Systems)	\$1,808,088	<i>\$1,756,569</i>

Grand Total

9.10	TOTAL DISBURSEMENTS AND CASH	\$1,808,088	\$1,756,569
	BALANCE (total questions 9.8 and 9.9)		

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2025 - December 31, 2025

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$7,391,500	\$7,341,000
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12.2	Budget Loans	\$0	\$0
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12.3	Total Transfers	\$0	\$0
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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, 2025 must be the same as the December 31, 2024, closing balance reported on Q7.61 of the 2024 annual report)	\$1,885,718	\$1,822,803
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12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$9,277,218	\$9,163,803
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PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$7,958,900	<i>\$7,909,500</i>
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12.7	Total Transfers	\$0	<i>\$0</i>
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12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2025)	\$1,318,318	<i>\$1,254,303</i>
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12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$9,277,218	<i>\$9,163,803</i>
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PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$0	<i>\$0</i>
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12.11	Nonrevenue Receipts	\$0	<i>\$0</i>
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12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2025, must be the same as the December 31, 2024, closing balance reported on Q9.9 of the 2024 annual report)	\$1,808,088	<i>\$1,756,569</i>
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12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$1,808,088	<i>\$1,756,569</i>
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PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$0	<i>\$0</i>
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12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2025)	\$1,808,088	<i>\$1,756,569</i>
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12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$1,808,088	<i>\$1,756,569</i>
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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 Equivalents (FTE)	2.5	4
13.1.2 Total Expenditure for Professional Salaries	\$364,202	\$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 Equivalents (FTE)	4.75	3
13.1.4 Total Expenditure for Other Staff Salaries	\$314,759	\$289,374
13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.	\$864,294	\$780,012
13.1.6 Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	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	Building and maintenance expenses	<i>Building and maintenance expenses</i>
2. Provider of Services	Madison Properties - 570 Taxter Rd, Elmsford, NY 10523	<i>Madison Properties - 570 Taxter Rd, Elmsford, NY 10523</i>
3. Expenditure	171278	\$225,267
1. Expenditure Category	Telecommunications	<i>Telecommunications</i>

2.	Provider of Services	Verizon Wireless	<i>Verizon Wireless</i>
3.	Expenditure	6688	<i>\$4,518</i>
1.	Expenditure Category	Telecommunications	<i>Other (specify using Note field)</i>
2.	Provider of Services	T-Mobile	<i>Quadient</i>
3.	Expenditure	\$77	<i>\$8,578</i>
1.	Expenditure Category	Telecommunications	<i>Other (specify using Note field)</i>
2.	Provider of Services	Spectrotel/Landline	<i>Multiple software subscriptions - see notes</i>
3.	Expenditure	1580	<i>\$71,380</i>
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
Note: Postage equipment			
2.	Provider of Services	Quadient	<i>Multiple publicity & awareness related service providers - see notes</i>
3.	Expenditure	9364	<i>\$11,827</i>
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
Note: Software subscriptions			

2.	Provider of Services	Software subscriptions	<i>Multiple staff and member library training service providers - see notes</i>
Note: JMT / Sage Canva Patron Point Zoom ELEO Inmotion hosting / Firstfind TrustID Hootsuite Constant Contact LibCal Advantage Financial Services / Docstar Andrews Technology Adobe			
3.	Expenditure	70752	\$5,993
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
Note: Publicity/Advertising			
2.	Provider of Services	United Way, Westchester Library Association, Mines Press, Corporate Fun Run	<i>Multiple service providers - see notes</i>
3.	Expenditure	5142	\$15,429
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
Note: Staff and member library training			
2.	Provider of Services	Gerald Nichols, Nonprofit Westchester, American Library Association, WCC Peekskill, Nonprofit Learning Lab	<i>Clancy</i>
3.	Expenditure	14867	\$720
1.	Expenditure Category	Institutional membership dues	<i>Other (specify using Note field)</i>

2.	Provider of Services	See note	<i>Dorilynn Ferrara / Francine Feuerman</i>
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Note: Association of Fundraising Professionals (AFP) Metropolitan New York Library Council Empire State Library Network / ELD SHLB Westchester County Association Nonprofit Westchester American Library Association PULISDO NYLA Westchester Library Association National College Attainment Network Hudson Valley Gateway Chamber of Commerce Westchester County Historical Society ProLiteracy Westchester Womans Agenda

3.	Expenditure	24620	<i>\$24,980</i>
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1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
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Note: Storage

2.	Provider of Services	Clancy	<i>Queens Library</i>
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3.	Expenditure	720	<i>\$340</i>
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1.	Expenditure Category	Consultant fees/professional fees	<i>Other (specify using Note field)</i>
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Note: Benefits admin & finance consulting

2.	Provider of Services	Dorilynn Ferrara and Francine Feuerman	<i>Shred-It</i>
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3.	Expenditure	\$42,504	<i>\$573</i>
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1.	Expenditure Category	Consultant fees/professional fees	<i>Other (specify using Note field)</i>
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Note: Legal & audit services

2.	Provider of Services	See note	<i>Multiple service providers - see notes</i>
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Note: Law Offices of Stephanie Adams USI Dorfman, Abrams, Music

3.	Expenditure	19500	\$25,619
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
	Note: Payroll processing		
2.	Provider of Services	See note	<i>ADP</i>
	Note: ADP Novatime		
3.	Expenditure	7439	\$9,328
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
	Note: Bank fee		
2.	Provider of Services	See note	<i>JMT</i>
	Note: TD Bank Bill.com		
3.	Expenditure	307	\$41,828
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
	Note: Insurance		
2.	Provider of Services	See note	<i>TD Bank</i>
	Note: State Insurance Fund Shelterpoint CHUBB Utica Insurance Mt. Vernon Fire Insurance Avanti		
3.	Expenditure	\$20,600	<i>\$150</i>

13.1.7 Total Expenditure - Purchased Services	\$395,438	\$460,902
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13.1.8 Supplies and Materials: Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	Y	Y
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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	Non-print resources (electronic content)	<i>Books and other print materials</i>
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Note: hoopla digital Kanopy Consumer Lab

2. Expenditure	\$251,579	\$1,501
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1. Expenditure Category	Books and other print materials	<i>Office/library supplies and postage</i>
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2. Expenditure	\$1,365	\$11,694
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1. Expenditure Category	Office/library supplies and postage
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2. Expenditure	\$12,957
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13.1.9 Total Expenditure - Supplies and Materials	\$265,901	\$13,195
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13.1.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	Y	Y
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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	<i>System Staff Travel</i>
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2.	Expenditure	\$22,035	<i>\$21,141</i>
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13.1.11	Total Expenditures - Travel	\$22,035	<i>\$21,141</i>
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13.1.12	Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	Y	<i>Y</i>
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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	Laptop	<i>Laptops</i>
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2.	Quantity	2	<i>12</i>
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3.	Unit Cost	1879	<i>\$1,442</i>
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4.	Expenditure	3758	<i>\$17,304</i>
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1.	Type of Item	Carpet cleaner	<i>Carpet cleaner</i>
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2.	Quantity	1	<i>1</i>
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3.	Unit Cost	494	<i>\$275</i>
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4.	Expenditure	494	<i>\$275</i>
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1.	Type of Item	Shelving	<i>Coffee machine</i>
2.	Quantity	1	<i>1</i>
3.	Unit Cost	665	<i>\$486</i>
4.	Expenditure	665	<i>\$486</i>
1.	Type of Item	Scanners	<i>Tablet</i>
2.	Quantity	2	<i>1</i>
3.	Unit Cost	219	<i>\$717</i>
4.	Expenditure	438	<i>\$717</i>
1.	Type of Item	Audio equip	<i>Postage machine</i>
2.	Quantity	1	<i>1</i>
3.	Unit Cost	79	<i>\$470</i>
4.	Expenditure	79	<i>\$470</i>
1.	Type of Item	Postage machine	<i>Copier</i>
2.	Quantity	1	<i>1</i>
3.	Unit Cost	885	<i>\$10,366</i>

4.	Expenditure	885	<i>\$10,366</i>
1.	Type of Item	Copier	
2.	Quantity	1	
3.	Unit Cost	\$7,867	
4.	Expenditure	\$7,867	

13.1.13 Total Expenditure - Equipment and Furnishings	\$14,186	<i>\$29,618</i>
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13.1.14 Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.	\$280,105	<i>\$277,961</i>
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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	<i>Y</i>
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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	<i>Love Your Library</i>
2.	Allocation	N/A	<i>\$7,111</i>
3.	Project Description (no more than 300 words)		

13.1.16 Total Expenditures - Grants for Member Libraries	\$0	<i>\$7,111</i>
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)	\$2,520,920	<i>\$2,389,836</i>
13.1.18 Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$405,974	<i>\$417,626</i>
13.1.19 Total Allocation from 2024 - 2025 State Aid:	\$2,471,455	<i>\$2,378,184</i>
13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19)	\$2,877,429	<i>\$2,795,810</i>
13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)	\$356,509	<i>\$405,974</i>

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.

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 the system board, library boards and directors, and setting strategic directions for the organization.

Response has been entered.

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 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 and trustee training for WLS and member libraries**
- o Memberships in professional organizations (METRO, ALA, AFP,**

PULISDO, West. Women's Agenda,
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. Liability)

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 Equivalents (FTE)	0	0
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13.2.2	Total Expenditure for Professional Salaries	\$0	\$0
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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 Equivalents (FTE)	0	0
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13.2.4	Total Expenditures for Other Staff Salaries	\$0	\$0
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13.2.5	Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds).	\$0	\$0
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13.2.6	Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	Y
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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	<i>Commercial electronic content vendor contracts</i>
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2.	Provider of Services	See note	<i>Multiple service providers - see notes</i>
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Note: OverDrive OverDrive magazines Midwest Tape/hoopla digital Kanopy LinkedIn Learning Tutor.com The Shelf Proquest/Syndetics Medici.tv University of Fashion Mango Languages

3.	Expenditure	\$482,430	\$412,865
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13.2.7	Total Expenditure - Purchased Services	\$482,430	\$412,865
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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.	Y	Y
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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	Adult non-fiction and foreign language library materials - print	<i>Other (specify using Note field)</i>
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2.	Expenditure	111	<i>\$3,150</i>
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1.	Expenditure Category	Office/library supplies and postage	<i>Other (specify using Note field)</i>
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2.	Expenditure	33	<i>\$169</i>
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1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
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Note: Member library staff and trustee workshops

2.	Expenditure	\$4,650	<i>\$298</i>
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13.2.9 Total Expenditure - Supplies and Materials	\$4,794	<i>\$3,617</i>
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13.2.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	N	N
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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	<i>N/A</i>
2.	Expenditure	N/A	<i>N/A</i>
13.2.11	Total Expenditures - Travel	\$0	<i>\$0</i>
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	<i>N</i>

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	<i>N/A</i>
2.	Quantity	N/A	<i>N/A</i>
3.	Unit cost	N/A	<i>N/A</i>
4.	Expenditure	N/A	<i>N/A</i>
13.2.13	Total Expenditure - Equipment and Furnishings	\$0	<i>\$0</i>
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	<i>N</i>

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	<i>N/A</i>
2. Allocation	N/A	<i>N/A</i>
3. Project Description (no more than 300 words)		
13.2.15 Total Expenditure - Grants to Central/Co-Central Libraries	\$0	<i>\$0</i>
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)	\$487,224	<i>\$416,482</i>
13.2.17 Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	244,935.00	<i>285,035.00</i>
13.2.18 Total Allocation from 2024 - 2025 State Aid:	\$391,143	<i>\$376,382</i>
13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18)	\$636,078	<i>\$661,417</i>
13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)	148,854.00	<i>244,935.00</i>

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
 o Resources and services brochures

Response has been entered.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1	Total Full-Time Equivalents (FTE)	1.75	1.5
13.4.2	Total Expenditure for Professional Salaries	\$103,116	\$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 Equivalents (FTE)	.5	0
13.4.4	Total Expenditure for Other Staff Salaries	\$5,568	\$0

13.4.5 Employee Benefits: Indicate the total expenditures for all system employee benefits.	\$59,928	\$45,582
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13.4.6 Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	Y
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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	<i>Consultant fees/professional fees</i>
2.	Provider of Services	Full Deck Design	<i>Rebecca Mazin; Full Deck Design</i>
3.	Expenditure	\$43	<i>\$6,941</i>
1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Other (specify using Note field)</i>
2.	Provider of Services	Essential Education	<i>Essential Education</i>
3.	Expenditure	29	<i>\$862</i>
1.	Expenditure Category	Telecommunications	<i>Telecommunications</i>
2.	Provider of Services	Verizon Wireless	<i>Verizon Wireless</i>
3.	Expenditure	5952	<i>\$9,199</i>

1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
Note: Web hosting			
2.	Provider of Services	Full Deck Design	<i>InMotionHosting.com</i>
3.	Expenditure	31	<i>\$1,381</i>
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
Note: Software maintenance			
2.	Provider of Services	See note	<i>Meister Labs</i>
Note: Zoom FirstFind (cpanel) Vimeo inmotion			
3.	Expenditure	883	<i>\$120</i>
1.	Expenditure Category	Institutional membership dues	<i>Other (specify using Note field)</i>
2.	Provider of Services	American Library Association	<i>ProLiteracy</i>
3.	Expenditure	123	<i>\$99</i>
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>
Note: Background checks			
2.	Provider of Services	Criminal Watchdogs	<i>CriminalWatchdog.com</i>
3.	Expenditure	\$123	<i>\$70</i>

13.4.7	Total Expenditure - Purchased Services	\$7,184	<i>\$18,672</i>
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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	<i>Y</i>
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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)	<i>Office/library supplies and postage</i>
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Note: Supplies, printing and buzzers to support Battle of the Books

2.	Expenditure	\$1,524	<i>\$391</i>
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1.	Expenditure Category	Books and other print materials	<i>Books and other print materials</i>
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2.	Expenditure	\$158	<i>\$929</i>
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13.4.9	Total Expenditure - Supplies and Materials	1,682	<i>1,320</i>
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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	<i>Y</i>
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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	<i>System staff</i>
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2.	Expenditure	\$816	\$2,099
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13.4.11	Total Expenditure - Travel	\$816	\$2,099
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13.4.12	Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N	Y
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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	<i>Laptops</i>
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2.	Quantity	N/A	<i>\$6</i>
----	----------	-----	------------

3.	Unit Cost	N/A	<i>\$1,533</i>
----	-----------	-----	----------------

4.	Expenditure	N/A	<i>\$9,198</i>
----	-------------	-----	----------------

13.4.13	Total Expenditure - Equipment and Furnishings	\$0	<i>\$9,198</i>
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13.4.14	Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.	N	N
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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	<i>N/A</i>
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2.	Allocation	N/A	<i>N/A</i>
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3.	Description of Project	<ul style="list-style-type: none"> • 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 / Cell phone / data service for outreach staff • Zoom for outreach staff • Springshare Libanswers • FindFind Hosting and Maintenance • Attendance at ALA and NYLA • Membership to ProLiteracy • Contractors for Westchester Breathes • Background checks for volunteers 	
	13.4.15 Total Expenditure - Grants to Member Libraries	\$0	\$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)	\$178,294	\$214,758
	13.4.17 Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$72	\$26,528
	13.4.18 Total Allocation from 2024 - 2025 State Aid:	\$195,687	\$188,302
	13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$195,759	\$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)

\$17,465

\$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 / 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 Westchester Breathes
- Background checks for volunteers

Response has been entered.

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 Equivalents (FTE)	0	0
13.5.2	Total Expenditure for Professional Salaries	\$0	\$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	0
13.5.4	Total Expenditures for Other Staff Salaries	\$0	\$0
13.5.5	Employee Benefits: Indicate the total expenditures for all system employee benefits	\$0	\$0
13.5.6	Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	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	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	Comics Plus	<i>Supersummary</i>
3.	Expenditure	2071	\$36
1.	Expenditure Category	Other (specify using Note field)	<i>Other (specify using Note field)</i>

Note: Software subscription

2.	Provider of Services	SpringShare	<i>SpringShare LibAnswers</i>
3.	Expenditure	635	<i>\$2,011</i>
1.	Expenditure Category	Consultant fees/professional fees	<i>Printing</i>
2.	Provider of Services	Full Deck Design	<i>Mines Press</i>
3.	Expenditure	\$311	<i>\$497</i>
13.5.7	Total Expenditure - Purchased Services	\$3,017	<i>\$2,544</i>
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.	Y	<i>Y</i>

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	<i>Books and other print materials</i>
2.	Expenditure	4454	<i>\$6,210</i>
1.	Expenditure Category	Office/library supplies and postage	
2.	Expenditure	391	

1.	Expenditure Category	Other (specify using Note field)	
	Note: Minds Press - printing services		
2.	Expenditure	\$584	
13.5.9	Total Expenditure - Supplies and Materials	\$5,429	<i>\$6,210</i>
13.5.10	Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)	8,446.00	<i>8,754.00</i>
13.5.11	Cash Balance at the Opening of the Fiscal Year: NOTE: The opening balance must be the same as the closing balance from the previous year.	\$0	<i>\$0</i>
13.5.12	Total Allocation from 2024 - 2025 State Aid	\$8,446	<i>\$8,754</i>
13.5.13	Total Available Before Expenditures (total 13.5.11 + 13.5.12)	\$8,446	<i>\$8,754</i>
13.5.14	Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)	\$0	<i>\$0</i>
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.	<ul style="list-style-type: none"> • Books for county correctional facilities • Book reviews subscription for CF librarians • ComicsPlus • LibAnswers • Connections Guide printing • Connections site maintenance 	<i>Response has been entered.</i>

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 for more information.

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

13.6.1	Total Full-Time Equivalents (FTE)	.25	0.75
13.6.2	Total Expenditure for Professional Salaries	\$19,363	\$14,490

Note: Utilized a higher paid staff member for this service.

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

13.6.3	Total Full-Time Equivalents (FTE)	0	0
13.6.4	Total Expenditure for Other Staff Salaries	\$0	\$0
13.6.5	Employee Benefits: Indicate the total expenditures for all system employee benefits.	\$3,092	\$5,921

13.6.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. Y 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 Other (specify using Note field) *Consultant fees/professional fees*

Note: Staff training

2. Provider of Services Ramapo Catskill Library System *Buetti*

3. Expenditure \$107 *\$40*

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

2. Provider of Services Comics Plus *Baker & Taylor*

3. Expenditure \$5,429 *\$81*

13.6.7 **Total Expenditure - Purchased Services** 5,536 689

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. Y Y

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

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

1.	Expenditure Category	Books and other print materials	<i>Books and other print materials</i>
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2.	Expenditure	\$5,084	\$5,771
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13.6.9	Total Expenditure - Supplies and Materials	\$5,084	\$7,570
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13.6.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	N	N
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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	N/A
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2.	Expenditure	N/A	N/A
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13.6.11	Total Expenditure - Travel	\$0	\$0
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13.6.12	Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N	N
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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	N/A
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2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	N/A	N/A
13.6.13 Total Expenditure - Equipment and Furnishings		0.00	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)		\$33,075	\$28,670
13.6.15 Cash Balance at the Opening of the Fiscal Year: NOTE: The opening balance must be the same as the closing balance of the previous year.		\$12,866	\$9,709
13.6.16 Total Allocation from 2024 - 2025 State Aid:		\$33,075	\$31,827
13.6.17 Total Available Before Expenditures (total 13.6.15 + 13.6.16)		\$45,941	\$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	\$12,866
13.6.19 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds		<ul style="list-style-type: none"> • Portions of system staff that support state corrections operations • Books for state correctional facilities • Re-entry brochures • Staff training 	Response has been entered.

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 3 (2024).

14.1 Element 1: Resource Sharing - Results

WLS cataloging staff processed materials *Response has been entered.*
in many non-English languages
including: Albanian, Arabic, Chinese,
Croatian, French, German, Gujatar,
Hebrew, Hindi, Italian, Japanese, Korean,
Persian, Portuguese, Punjabi, Russian,
and Spanish

WLS Cataloging continues to catalog
materials for the National Maritime
Historical Society. These items are
available for WLS card holders to access
and check out.

WLS implemented OCLC's Real Time
Availability Interlibrary Loan Tool,
which automates the task of "checking
the shelves" of WLS member libraries to
quickly determine title availability of ILL
requests.

WLS Cataloging staff began processing
of Greenburgh Public Library's gift
acquisition of a 469 CD set from Spoken
Arts - one of the first audiobook
publishers.

14.2 Element 2: Special Client Groups - Results

WLS co-sponsored with the United Way of Westchester and Putnam a canned food drive. *Response has been entered.*

WLS Career Coaching Services (CCS) has expanded the option for individual assessment and coaching sessions to address the growing need for one-on-one services.

WLS was a sponsor at the 4th Annual Westchester Women's Summit, an event that focused on women's empowerment and professional growth. WLS hosted a vendor table to showcase related library resources and services.

WLS tabled at the Westchester County Energy Careers Job and Resource Fair. The career development and job skills resources and services available at WLS and the libraries were showcased.

WLS Career Coaching Services (CCS) hosted a "Fighting Ageism" workshop at the Scarsdale Public Library.

WLS continued to offer Reconnect with Tech, a digital connectivity program for formerly incarcerated individuals. Graduates learn digital skills and receive a hotspot and Chromebook.

2024 marked the return of the annual Senior Law Day event. WLS supports this initiative year around with technology and information referral support.

WLS and the United Way of Westchester and Putnam co-sponsored a Winter Coat

and Accessories drive.

WLS Career Coaching Services (CCS)
hosted a webinar for job seekers:
"Levering AI for Targeted Resume
Writing: Showcasing Your Unique
Value". Session had strong attendance
and garnered much engagement.

14.3 Element 3: Professional Development and Training - Results

All on the Same Page workshops to foster more inclusive environments co-hosted with Westchester County of Health and the Local Early Intervention Coordination Council.

Response has been entered.

WLS staff member Megan Brown participates in the 2024 Nonprofit Westchester Emerging Leaders Program

WLS hosted numerous Trustee Institutes for public library trustees and staff. Topics included understanding how to run a 414 budget vote campaign and municipality/library relationships.

WLS worked with the Child Care Council and Westchester Children's Museum to develop training webinars for staff on the topic of "Storytelling as a tool to support early literacy".

WLS hosted a "Reasonable Accommodations" workshop for library staff with presenters from Westchester County Office for People with Disabilities and Westchester Independent Living Center.

WLS hosted a "Wealth Strategies to Support Loved Ones and Organizations You Care About" geared to directors and trustees from association libraries and friends/foundations groups.

WLS staff facilitated "Effective Interviewing" workshops for member library supervisors, managers and directors.

14.4 Element 4: Consulting and Development
Services - Results

WLS staff participated in a "Level-Up: Start, Launch, and Grow a Business" small business event co-sponsored by SCORE and SUNY Westchester.

Response has been entered.

WLS Development hosted a series of roundtables and discussions on development and fundraising for member library staff, trustees, friends and foundations.

14.5 Element 5: Coordinated Services for Members Cleanup project of over 255,000 expired *Response has been entered.*
- Results library patron records in ILS

WLS & STEM Alliance worked with member libraries as "Connect Westchester", a digital access program to provide those in need with hardware, internet access, and digital skills. Participating libraries include: Bedford Hills, Eastchester, Greenburgh, Mount Kisco, Ossining, Port Chester-Rye Brook, The Field (Peekskill), and White Plains.

WLS Career Coaching Services (CCS) worked with 26 WLS member libraries to facilitate a Teen Job Search, Resumes, and More workshop.

WLS Career Coaching Services (CCS) hosted a LinkedIn 101 workshop at the John C Hart Memorial Library. This workshop was designed for LinkedIn beginners to help them understand how to use this social media tool in their job search more effectively. Attendees also received assistance in creating an effective LinkedIn profile.

The 10th Annual Battle of the Books took place in Ossining.

WLS partnered with The Sharing Shelf to do a Denim Drive to support Earth Day and Denim Day. Participating libraries: Hastings, Harrison and West Harrison, Pound Ridge, New Rochelle, John C. Hart (Yorktown), Larchmont, North Castle and North White Plains, Dobbs Ferry, Lewisboro, and White Plains.

14.6 Element 6: Awareness and Advocacy - Results	Library Advocacy Day 2024 buses and activities co-sponsored by MHLS, RCLS & WLS	<i>Response has been entered.</i>
	WLS hosted 4 regional legislative breakfasts for county, local and state representatives. Locations were Hastings, Larchmont, Montrose (Hendrick Hudson), and Pound Ridge.	
	WLS sponsored a wall ad at the Westchester County Airpost to support WLS member library digital resources. Flyers received trial access to selected hoopla content to encourage the to visit their local library to sign up for a library card and/or to explore local digital resources.	
	WLS Career Coaching Services (CCS) launched a quarterly newsletter to increase awareness of the program's services and resources.	
	WLS Development launched a new website focused on fundraising to support the member libraries, friends and foundations.	
14.7 Element 7: Communication Among Member Libraries and/or Branch Libraries - Results	WLS Admin has increased marketing and information related "Digital Dives" for digital resources, offers monthly professional development/trustee education updates, and hosts numerous email listervs.	<i>Response has been entered.</i>

14.8 Element 8: Collaborative Efforts with Other Library Systems - Results	<p>WLS actively promotes the Trustee Handbook Book Club sessions to our member library trustees and directors</p> <p>WLS and RCLS co-hosted quarterly educational sessions on legal/policy issues</p> <p>WLS, MHLS and RCLS co-hosted an annual collaborative training day for correctional facility librarians.</p>	<i>Response has been entered.</i>
14.9 Element 9: Other - Results	<p>WLS Executive Director Terry Kirchner receives the 2024 Distinguished Service Award from Nonprofit Westchester for his support (via WLS) for Westchester County nonprofits.</p> <p>WLS participated in a local "Nonprofit Family Feud" event is a staff development/networking with local community partners: Feeding Westchester, United Way and VolunteerNY</p> <p>WLS staff hosted over 90 staff from the member libraries who joined us in a regional 5K walk/run event. A great way to foster stronger cross-library communication and to increase library visibility in our region.</p> <p>WLS Administration implemented Bill.com to automate and streamline back-office financial activities.</p>	<i>Response has been entered.</i>

14.10	Element 10: Construction - Results	WLS hosted systemwide construction aid related workshops and provides one-one-one support to libraries as needed to submit and complete applications and projects.	<i>Response has been entered.</i>
14.11	Element 11: Direct Access - Results	WLS provides 6-day per week delivery service between all library locations which helps to minimize overuse of any one particular library location. Expanded support of systemwide digital content by WLS has also evened out access across all libraries.	<i>Response has been entered.</i>
14.12	Element 12: Central Library - Results	Central library funds are used to support digital content and resources that are available to all member libraries.	<i>Response has been entered.</i>

15. Current system URL's

15.1	System Home Page URL	https://www.westchesterlibraries.org	https://www.westchesterlibraries.org/
15.2	URL of Current List of Members	https://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/	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	N/A
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Note: WLS engages in ongoing conversations with the directors, circulation/tech services staff, adult services and youth services staff through monthly meetings and listservs. Periodic site and regional visit also take place to further engage in "how are we doing" evaluations.

15.5	URL of Evaluation Results	N/A	N/A
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Note: WLS engages in ongoing evaluation via monthly meetings with the public library directors association.

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
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15.7	URL of Direct Access Plan	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/Free_Direct_Access_Plan-BrdApprvd2021-09-28.pdf
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16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Terry Kirchner	<i>Terry Kirchner</i>
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16.2	Contact telephone number (enter 10 digits only (914) 231-3223 and hit the Tab key)	(914) 231-3223	<i>(914) 231-3223</i>
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16.3	Contact e-mail address	tkirchner@wlsmail.org	<i>tkirchner@wlsmail.org</i>
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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)

03/25/2025

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).

08/28/2024

Suggested Improvements

Library System

Westchester Library System

Westchester Library System

Name of Person Completing Form

Terry Kirchner

Terry Kirchner

Phone Number and Extension (enter area code, (914) 231-3223 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!

WLS Executive Director Report

March 25, 2025

WLS Strategic Initiatives



Promoting equity and access



Expand Community/Member Library/Partner Engagement



Update and Improve Our Infrastructure

New York State and Federal Funding Updates

The New York State Senate and Assembly released their one house bills with proposed funding allocations for the FY2025-2026 budget.

	Executive Budget Proposal	Senate One House Proposal	Assembly One House Proposal	New York Library Assoc. (NYLA) Ask
Library Operating Aid	\$104.6M	\$109.6M	\$107.1M	\$176.8M
Public Library Construction Aid	\$34M	\$68M	\$54M	\$175M
School Library Materials Aid	\$6.25/pupil	\$11.50/pupil	\$11.33/pupil	\$11.33/pupil
NOVELny	\$3M	\$3M	\$3.25M	\$3.1M

At this point the FY2025-2026 funding from New York State looks promising, but we need to continue advocating for this funding until the final budget is approved.

On March 14, 2025, President Donald Trump signed an Executive Order advancing elimination of the Institute of Museum and Library Services (IMLS). It is still not clear if the IMLS funding that supports State Libraries has been cut or delayed. NYLA has initiated an email/phone call campaign to our congressional representatives encouraging them to advocate for the continued funding of IMLS supported services and programs. More information about the NYLA advocacy, budgetary, and policy/legislative initiatives can be found on the NYLA website at <https://www.nyla.org>.



Cataloging Services

The WLS catalogers perform original (“from scratch”) 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 some recent examples of original cataloging:

Never Give Up on a Kid: the Chronicles of the Life and Career of Emilio "Dee" DaBramo, Educator/Humanitarian Extraordinaire / by David E. Hennessy ; [foreword by Dr. Richard Keelor]

This biography covers DaBramo’s heroism in World War II, his role as a groundbreaking teacher and administrator in Mamaroneck and his early involvement with the Special Olympics.

(Cataloged for Mamaroneck Public Library by Cataloger Jenna Caccavale)

Cold Spring, NY & Its Surrounding Areas / photographs by Alissa & Will Malnati

This is a collection of more than 50 black and white photographs which depict the people, architecture, and beautiful natural surroundings of the Putnam County town.

(Cataloged for the Warner Library by Part-time Cataloger Steven Pisani)

The Ultimate Blues Collection

This is a CD compilation of songs performed by great artists such as Muddy Waters, Elmore James, John Lee Hooker, Mitty Collier, Little Milton and others.

(Cataloged for Yonkers Public Library by Director of Cataloging Services Douglas Wray)

Mr. Wray also cataloged an assortment of “library of things” objects for Croton Free Library: a car code reader and battery tester; an air quality monitor; a stud finder; and an electricity usage monitor.

WLS Cataloging Services acts as a liaison between the member libraries and their vendors. Recently, Mr. Wray worked with Ingram Library Services to help establish a pathway for MARC records representing titles ordered by Chappaqua Library. With crucial assistance from WLS Junior Network/Help Desk Administrator Michael Petrocelli, Mr. Wray resolved a technical issue which was preventing the delivery of Baker & Taylor MARC records representing titles ordered by Port Chester-Rye Brook Public Library.

WLS has a policy regarding immigration-related subject headings in the shared online catalog. For several years, the headings “Illegal aliens” and “Illegal immigration” have been changed to “Noncitizens” and “Unauthorized immigration.” This includes all permutations, e.g., “Noncitizen children--Education (Secondary)--Arizona--Phoenix” or “Unauthorized immigration--Government policy--United States.” Because this is a local rule, the catalog must be periodically checked for bibliographic records which have been provided by vendors or downloaded from the OCLC WorldCat database. In the past month, Mr. Wray found and edited four subject headings.

In early March, Mr. Wray finished cataloging Greenburgh Public Library’s Spoken Arts Collection, the mid-20th century recordings originally produced and published by New Rochelle’s Spoken Arts company and digitized in the 2000’s onto 289 CD audiobooks by Yale University. The entire collection required original cataloging.



Information Technology (IT)

Expanding and strengthening security protocols while maintaining a positive user experience is an ongoing focus of the IT department. Currently, the IT team is working on a network design rebuild at each WLS-hosted library location. In addition, the IT team is beginning to implement reputation-based website security on the networks of the WLS-hosted libraries.

The implementation of the reputation-based security services will occur in stages. As part of this launch, IT staff are working closely with several libraries to identify and gather additional information about the websites routinely used by staff in these locations. The IT staff will conduct tests on these frequently used websites to determine the potential impact of reputation-based security on the library staff members’ work environment.

From a security perspective, reputation-based security will add a dynamic security feature to the network environment. The reputation ranking of a particular website changes based on the activities that occur on that website, and therefore any malicious activity is automatically detected without requiring IT staff to take manual action. Reputation rankings will allow for real-time responses to potential security threats, while still providing opportunities for users (in this case, library staff) to evaluate access to a website that might have been tagged as a potential security threat. The goal is not to block access to sites, but rather to foster greater awareness and understanding of the potential security threats associated with a website.

WLS uses EZProxy to help patrons access to e-resources without the hassle of remembering multiple passwords and usernames. EZproxy remotely connects users to the e-resources they need using their existing single sign-on credentials. It also uses a robust and customizable set of security rules to detect and disable compromised single sign-on credentials before the credentials can be used to exploit any systems or data, protecting users and the WLS network from security threats. The Cybersecurity and Infrastructure Security Agency’s Cyber Assessment has flagged the local version of EZproxy as a potential security weakness, and WLS will transition from the local version of EZproxy to the hosted version later this month.

As noted in the Service Level Agreements (SLA) with the libraries, a SLA Core Security Standard confirmation letter is required from all libraries that do not have WLS-hosted networks and devices but have staff access to the ILS/online catalog and the patron database. This letter confirms that the library is adhering to the cybersecurity standards and best practices as outlined in the SLA. This is an important step in maintaining the overall security and protection of patron and bibliographic data in the ILS/online catalog.



Outreach Services

Expanding Outreach: Mental Health, Wellness, and Reentry Support

The Westchester Library System continues to expand its outreach efforts to better serve traditionally underserved populations. Current areas of emphasis include mental health, wellness, and reentry support.

Westchester Breathes

Westchester Breathes continues to foster resilience among communities across the county by leading classes and workshops on breathing practices that reduce stress, increase focus, and promote well-being. Led by Outreach Team Member Elena Falcone since 2020, Westchester Breathes has offered in-person and Zoom programming that engages library patrons from throughout the library system (31 Westchester libraries represented in our current registration). Additionally, the programming has been a feature of community programming and staff wellness events among Westchester non-profits, which have given WLS new opportunities to feature library services. With a focus on accessibility, first-quarter program partners have included The Arc Westchester (serving individuals with developmental disabilities as well as their families), and the White Plains Youth Bureau's Great Potentials Program (serving middle school and high school students). Ms. Falcone has also launched a small-group mentoring program for four new Westchester-based Breath-Body-Mind (BBM) teachers; their success and partnership will allow us to more fully respond to the ongoing demand for these services. First quarter programming to date has included more than 22 well-attended events.



Reentry Services

As part of our ongoing partnerships with the Westchester County Department of Corrections (WCDOC), the Westchester County Reentry Task Force, and the County Jail, WLS has been asked to provide curated information for residents who would like to learn more about maternal health, neonatal care, and childcare resources. This content will be hosted on the in-facility tablets where WLS already has modules providing information about our Job Search, High School Equivalency, and Reentry Information services. WLS has also been invited to provide materials and an information table for the upcoming Women's History Month celebration on

March 25th. The opportunity to provide more tablet content has once again opened the dialogue to get more WLS electronic resources into the hands of WCDOC residents.

Meeting with Regan House Residents



The Outreach team conducted a group presentation for residents at Sister Anne Mary Regan Residence in Port Chester. As an arm of St. Joseph's Medical Center's chemical dependency programs, Regan House provides comprehensive services to short-term residents. The bulk of the round-circle discussion revolved around the evolution of library services, and the types of services and resources residents could expect from public libraries in Westchester- including WLS outreach services. Regan House staff were left with a supply of temporary library cards for immediate access to eResources, and we will be working with Regan House to establish stronger connections with the Port Chester-Rye Brook Library.

Essential Online Health Information for Older Adults

A second update of the Essential Online Health Information for Older Adults guide is in the works. Originally published in 2019, the guide offers a list of selected resources that address typical health concerns, such as how to research a health topic, find and compare health services, and manage health insurance. Spurred by a grant from the National Library of Medicine (NLM), the guide was launched as part of a series of county-wide programs held at libraries and community centers. The initial run of 1,000 ran out quickly and we've been reprinting and updating ever since - all of which is maintained online at SeniorLawDay.info. Thanks to a partnership with the Yonkers Public Library's Alan Houston, Coordinator of Services for Special Populations, this latest update is a team effort that includes contributions from first year medical students participating in the Albert Einstein College of Medicine's Service-Learning Program. Publication and a new round of programming to be announced in June.



Canned Food Drive

In addition to our wellness initiatives, WLS partnered with United Way of Westchester &



Putnam, Feeding Westchester, Mid-Hudson Library System for the 2nd Annual Community Canned Food Drive, which collected 2,200 pounds of food for local families. Libraries played a key role in this effort, serving as donation drop-off sites to support the fight against food insecurity. Participating Libraries included Chappaqua Library, Greenburgh Public Library, Harrison Public Library, West Harrison Branch Library, Hastings-on-Hudson Public Library, Hendrick Hudson Free Library (Montrose), John C. Hart Memorial Library (Yorktown), Lewisboro Library, Mamaroneck Public Library District, Mount Kisco Public Library, Mount Pleasant Public Library, Port Chester-Rye Brook Public Library, Pound Ridge Library, Somers Library, The Field Library, Town of Pelham, Tuckahoe Public Library, White Plains Public Library and Westchester Library System.



Small Business and Workforce Development

The deployment of the Small Business Resources website and BlueCareer (on-line skilled-trades career exploration and planning tool) is progressing well. These new resources support economic growth and jobs and are located on the WLS website and available to our member libraries. Overall, the initial feedback regarding these small business and workforce resources is positive.

Recent community outreach activities include promoting the small business website and BlueCareer to key Westchester community organizations. As a starting point, the WLS staff and member libraries have been briefed on the new resources. WLS will attend business and workforce-related table events in the upcoming weeks which will increase awareness and promote use of the tools. Program brochures and table event flyers have been revised to include QR codes which will allow ease of use when engaging attendees at small business and workforce events. WLS participated in the launch meeting for a Nonprofit Westchester Small Non-Profit Affinity Group. This offered WLS an opportunity to raise awareness of our small business resources that can benefit small nonprofit organizations.

The small business website has been used to assist with several inquiries about small business-related issues. For example, information on how to become a minority and women owned business (MWBE), reasons for a woman owned business application not to be approved, and guidance on establishing a small business website was secured using our Small Business Resources @ Library website. As our community engagement expands, more small businesses, especially in underserved communities, are expected to find support resources directly through the website.



Strategic Data Analysis and Member Library Support

The member libraries' submission and WLS review of 2024 Annual Reports continue. Manager of Strategic Data Analysis and Member Library Support Allison Midgley has worked with libraries via email, phone, and on-site visits to help all but two libraries to submit their reports. During 2024, the NYS Division of Library Development (DLD) revised several sections of the Annual Report in keeping with Institute of Museums and Library Services (IMLS) requirements. Starting this year, libraries will report about which social media platforms they use for promotion and whether they collect fines or offer automatic renewal of items. Electronic resource reporting was simplified and focuses on formats – eBook, serials, audio, and video – which provides more meaningful metrics of patron use.

Executive Director Terry Kirchner, Director of IT Wilson Arana, and Integrated Library System Administrator / Systems Librarian Lindsay Stratton reviewed the first version of the WLS Data Dashboard in mid-March. Their responses will inform goals for a second version in April, when it will be developed further, shared with a wider audience, and be the foundation of a database development plan. That documentation will serve as WLS' guidelines for those who will maintain the database either in-house at WLS or outsourced to a developer. In addition, to address a broader goal of the project, a cycle of review by WLS and member library staff has been drafted to assure that there is periodic user feedback, that the dashboard stays relevant, and that WLS and libraries build data-driven decision-making practices.

Ms. Midgley presented a *WLS Digital Resources 2025 Overview* webinar that was attended by 23 WLS and library staff. A recording of the session is available for all staff to view throughout the year. Ms. Midgley has been working with vendor staff to schedule resource-specific webinars in the coming months, starting with hoopla and medici.tv.



Trustee Handbook Book Club / Trustee Education Opportunities

This year's Trustee Handbook Book Club sessions have been announced. These sessions, as well as previously recorded sessions, count towards the required 2-hours/year of trustee education.

April 30, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Board Development: Recruitment, Orientation, Education and Evaluation

July 15, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club: Recruiting & Retaining Quality Staff

November 18, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Next Level Trusteeship: Building an Effective and Impactful Board Culture

To register for and to learn more information about each of the 2025 sessions, go to the Trustee Handbook Book Club website at <https://midhudson.org/trusteebookclub/>. Archived recordings of earlier sessions are available on the Trustee Handbook Book Club Archive at <https://midhudson.org/trustee-handbook-book-club-archive/>.



Respectively Submitted,

Terry L. Kirchner, PhD.
Executive Director