Westchester Library System
Annual Report for Library Systems - 2021 (Public Library Systems 2021)

1. General System Information

System/Director Information

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

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

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

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

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

1.1	SEDCODE	660409700029
1.2	Institution ID	800000035474
1.3	System Name	Westchester Library System
1.4	Beginning Reporting Year	01/01/2021
1.5	Ending Reporting Year	12/31/2021
1.6	Street Address	570 Taxter Road - Ste 400
1.7	City	Elmsford
1.8	Zip Code	10523
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	2337

1.10	Mailing Address	570 Taxter Road - Ste 400

1.11	City	Elmsford

1.12	Zip Code	10523

1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	2337

1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(914) 674-3600

1.15	Fax Number (enter 10 digits only)	(914) 674-4185

1.16	System Home Page URL	www.westchesterlibraries.org

1.17	URL of the system's complete Plan of Service	https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLApprvd-2021-1022.pdf

Note: Different URL points to the 2022-2026 WLS Plan of Service that was approved in 2021.

1.18	Population Chartered to Serve (2010 Census)	949,113

1.19	Area Chartered to Serve (square miles)	431

1.20	Federal Employer Identification Number	131882114

1.21	County	Westchester

1.22	County (Counties) Served	Westchester

1.23	School District	Elmsford Union Free School District

1.24	First Name of System Director	Terry L

1.25   Last Name of System Director   Kirchner

1.26   NYS Public Librarian Certification   24140
Number of the Director of Public Library System,
and Reference and Research Library Resources
System.

1.31   Telephone Number of the System   (914) 231-3223
Director, including area code and extension (enter
digits only, field will automatically format with
extension)

1.32   E-Mail Address of the System Director   tkirchner@wlsmail.org

1.33   Fax Number of the System Director   (914) 674-4185
(enter 10 digits only and hit the Tab key)

1.34   Name of Outreach Coordinator   Elena Falcone

Contracts/Unusual Circumstances

1.48   Does the reporting system have a   N
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.

1.   Name of Contracting Municipality or   N/A
District

2.   Is this a written contract? (Enter Y for N/A
Yes, N for No)

3.   Population of the geographic area served N/A
by this contract

4.   Dollar amount of contract   N/A

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

1.49   For the reporting year, has the system   Y
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.

Note: WLS Headquarters re-opened in 2021, but staff were allowed to continue to work remotely
where possible. Some in-person events were held but most were done virtually via Zoom.

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

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

1.51   President/CEO Phone Number

1.52   President/CEO Email

2. Personnel Information

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

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

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

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

2.10   Librarians - Filled Position(s) FTE   5

2.11   Librarians - Vacant Position(s) FTE   0

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

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

2.14   Total Certified Librarians - Filled   7.00
Position(s) FTE (total questions 2.4 + 2.10 + 2.12)

2.15   Total Certified Librarians - Vacant   0.00
Position(s) FTE (total questions 2.5 + 2.11 + 2.13)

2.16   Total Other Professional Staff - Filled   3
Position(s) FTE

2.17   Total Other Professional Staff - Vacant   0
Position(s) FTE

2.18   Total Other Staff - Filled Position(s) FTE 14.16

2.19   Total Other Staff - Vacant Position(s)   0
FTE

2.20   Total Paid Staff - Filled Position(s) FTE 24.16
(total questions 2.14 + 2.16 + 2.18)

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

SALARY INFORMATION

2.22   Entry-Level Librarian (certified) FTE   N/A

2.23   Entry-Level Librarian (certified) Current N/A
Annual Salary

2.24   System Director FTE   1

2.25   System Director Current Annual Salary $198,327

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

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

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	8
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 |

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2022, through December 31, 2022.

President/Council Chair

3.29	Status	Filled
3.30	First Name	Karen
3.31	Last Name	Zevin
3.32	Institutional Affiliation	N/A
3.33	Professional Title	Retired
3.34	Mailing Address	176 Cleveland Drive
3.35	City	Croton-on-Hudson
3.36	Zip Code (enter five digits only)	10520
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(914) 271-1193
3.38	E-mail Address	wlsdistrict01@wlsmail.org
3.39	Term Begins - Month	January

3.40   Term Begins - Year (yyyy)   2022

3.41   Term Expires - Month or N/A   December

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

3.43   Is this trustee serving a full term? If No,   Yes
add a State Note if this trustee's term is not a full
term (for example, this trustee was appointed to
complete the remainder of a term of a trustee who
resigned their position).

3.44   The date the board president took the   1/29/2022
Oath of Office (mm/dd/yyyy)

3.45   The date the Oath of Office was filed   03/03/2022
with town or county clerk (mm/dd/yyyy)

3.46   Is this a brand new trustee?   N

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

1.   Status   Filled

2.   First Name   Jonathan

3.   Last Name   Marshall

4.   Institutional Affiliation   JM Media Sales

5.   Professional Title   Owner

6.   Mailing Address   289 South Broadway #C

7.   City   Tarrytown

8.   Zip Code (enter five digits only)   10591

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2018

11.   Term Expires - Month or N/A   December

12.   Term Expires - Year (YYYY) or N/A   2022

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

14.   The date the trustee took the Oath of   1/30/2018
Office (mm/dd/yyyy)

15.   The date the Oath of Office was filed   1/31/2018
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Catherine

3.   Last Name   Draper

4.   Institutional Affiliation   N/A

5.   Professional Title   Retired

6.   Mailing Address   1385 Roosevelt Avenue

7.   City   Pelham

8.   Zip Code (enter five digits only)   10803

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2018

11.   Term Expires - Month or N/A   December

12.   Term Expires - Year (YYYY) or N/A   2022

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

14.   The date the trustee took the Oath of   1/30/2018
Office (mm/dd/yyyy)

15.   The date the Oath of Office was filed   1/31/2018
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Karen

3.   Last Name   Kelley

4.   Institutional Affiliation   N/A

5.   Professional Title   Retired

6.   Mailing Address   46 Roma Orchard Road

7.   City   Peekskill

8.   Zip Code (enter five digits only)   10566

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2018

11.   Term Expires - Month or N/A   December

12.   Term Expires - Year (YYYY) or N/A   2022

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

14.   The date the trustee took the Oath of   01/30/2018
Office (mm/dd/yyyy)

15.   The date the Oath of Office was filed   01/31/2018
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Edris

3.   Last Name   Scherer

4.   Institutional Affiliation   Scherer TV & AC

5.   Professional Title   Vice President & CFO

6.   Mailing Address   7 Great Oaks Lane

7.   City   North Salem

8.   Zip Code (enter five digits only)   10560

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2019

11.   Term Expires - Month or N/A   December

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

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

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Maureen

3.   Last Name   LeBlanc

4.   Institutional Affiliation   LeBlanc Orthodontic

5.   Professional Title   Office Manager

6.   Mailing Address   10 Overlook Terrace

7.   City   Larchmont

8.   Zip Code (enter five digits only)   10538

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2019

11.   Term Expires - Month or N/A   December

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

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

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Francis

3.   Last Name   Okelo

4.   Institutional Affiliation   United Nations

5.   Professional Title   Retired

6.   Mailing Address   17 Barnard Road

7.   City   New Rochelle

8.   Zip Code (enter five digits only)   10801

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2019

11.   Term Expires - Month or N/A   December

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

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

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Wes

3.   Last Name   Iwanski

4.   Institutional Affiliation   Downtown Travel

5.   Professional Title   Vice President of Technology

6.   Mailing Address   9 Genessee Trail

7.   City   Harrison

8.   Zip Code (enter five digits only)   10528

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2020

11.   Term Expires - Month or N/A   December

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

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

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

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

16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Denise
3.	Last Name	Matthews-Serra
4.	Institutional Affiliation	Mutual of America Life Ins. Co.
5.	Professional Title	Certified Pension Consultant
6.	Mailing Address	12 Richbell Road
7.	City	White Plains
8.	Zip Code (enter five digits only)	10605
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2020
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2024
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/25/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/26/2020
16.	Is this a brand new trustee?	N

1.   Status   Filled

2.   First Name   Joseph

3.   Last Name   Puglia

4.   Institutional Affiliation   N/A

5.   Professional Title   Retired

6.   Mailing Address   59 Avondale Road

7.   City   Yonkers

8.   Zip Code (enter five digits only)   10710

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2020

11.   Term Expires - Month or N/A   December

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

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

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Jennifer

3.	Last Name	Kothari
4.	Institutional Affiliation	N/A
5.	Professional Title	Project Management Professional (PMP)
6.	Mailing Address	2 Brundage Ridge Road
7.	City	Bedford
8.	Zip Code (enter five digits only)	10506
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2022
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/29/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/11/2022
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name	Andrea
3.	Last Name	Zuckerman Bober

4.	Institutional Affiliation	CITI

5.	Professional Title	Vice President, American Airlines Co-Brand Portfolio- Program Management & Business Development

6.	Mailing Address	8 Old Oak Road

7.	City	Rye Brook

8.	Zip Code (enter five digits only)	10573

9.	Term Begins - Month	January

10.	Term Begins - Year (yyyy)	2021

11.	Term Expires - Month or N/A	December

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

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

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

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

16.	Is this a brand new trustee?	N

1.	Status	Filled

2.	First Name	Julie

3.	Last Name	Mills-Worthey

4.	Institutional Affiliation	N/A

5.	Professional Title	Attorney
6.	Mailing Address	151 Prospect Avenue
7.	City	Mount Vernon
8.	Zip Code (enter five digits only)	10550
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2021
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2025
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/07/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Nishat
3.	Last Name	Hydari
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	14 Barron Circle

7.   City   Chappaqua

8.   Zip Code (enter five digits only)   10514

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2022

11.   Term Expires - Month or N/A   December

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

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

14.   The date the trustee took the Oath of   01/29/2022
Office (mm/dd/yyyy)

15.   The date the Oath of Office was filed   03/03/2022
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   Y

1.   Status   Filled

2.   First Name   Susan

3.   Last Name   Morduch

4.   Institutional Affiliation   N/A

5.   Professional Title   Psychologist

6.   Mailing Address   11 Riverview Avenue

7.   City   Ardsley

8.   Zip Code (enter five digits only)   10502

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2022

11.   Term Expires - Month or N/A   December

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

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

14.   The date the trustee took the Oath of   01/29/2022
Office (mm/dd/yyyy)

15.   The date the Oath of Office was filed   04/11/2022
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   N

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the
period January 1, 2022, through December 31, 2022. For each vacant position, select "Vacant" in
question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the
Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and
Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data
for uploading, you must enter the data into the spreadsheet form available in the survey by clicking
here. Complete this form and email it to collectconnect@baker-taylor.com. The number of council
members must be 5 to 11 (no less than five and no more than 11).

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

1.   Status   Filled

2.	First Name	Andrew
3.	Last Name	Bell
4.	Institutional Affiliation	Westchester County Department of Mental Health
5.	Professional Title	Program Director, Community Support Services
1.	Status	Filled
2.	First Name	Barbara
3.	Last Name	Lambros
4.	Institutional Affiliation	Westchester County Renentry Task Force
5.	Professional Title	Westchester County Reentry Coordinator, Department of Community Mental Health
1.	Status	Filled
2.	First Name	Wendy
3.	Last Name	Armstrong
4.	Institutional Affiliation	Volunteer NY
5.	Professional Title	Director, RSVP of Westchester
1.	Status	Filled
2.	First Name	Dianne
3.	Last Name	Poonai

4.	Institutional Affiliation	Westchester County Department of Senior Programs & Services
5.	Professional Title	HIICAP Coordinator/NYConnects
1.	Status	Filled
2.	First Name	Karen
3.	Last Name	LaRocca-Fels
4.	Institutional Affiliation	Ossining Public Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Sarah
3.	Last Name	Steckler
4.	Institutional Affiliation	Keane & Beane LTD
5.	Professional Title	Partner
1.	Status	Filled
2.	First Name	Nory
3.	Last Name	Padilla
4.	Institutional Affiliation	Westchester County Jail
5.	Professional Title	First Deputy Commissioner, Westchester Dept of Corrections
1.	Status	Filled

2.	First Name	Janet
3.	Last Name	Donat
4.	Institutional Affiliation	Family Services of Westchester
5.	Professional Title	Program Coordinator of Early Childhood & Parenting Programs

4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/ Holdings

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	107
4.2	System Visits	75

Note: Even though the WLS Headquarters did not officially close for anytime in 2021 due to Covid-19, the majority of events were held virtually and not in-person.

CIRCULATION

4.3	Total Cataloged Book Circulation	3,732
4.4	Total Circulation of Other Materials	135
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	3,867
4.6	Use of Electronic Material	2,424
4.7	Successful Retrieval of Electronic Information	125
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	2,549

4.9   Total Circulation of Materials (Total   6,291
Questions 4.5 & 4.6)

4.10   Total Collection Use (Total Questions   6,416
4.7 & 4.9)

GENERAL SYSTEM HOLDINGS

4.11   Total Cataloged Book Holdings   87

4.12   Uncataloged Book Holdings   0

4.13   Total Print Serial Holdings   0

4.14   All Other Print Materials Holdings   0

4.15   Total Print Materials (Total questions   87
4.11, 4.12, 4.13 and 4.14)

4.16   Electronic Books   120,928

Note: WLS purchased more electronic resources in 2021 to meet demand due to Covid-19.

4.17   Local Electronic Collections   8

4.18   Total Number of NOVELNY Databases   15

4.19   Total Electronic Collections (Total   120,936
questions 4.16 + 4.17)

4.20   Audio - Downloadable Units   27,607

Note: WLS purchased more electronic resources in 2021 to meet demand due to Covid-19.

4.21   Video - Downloadable Units   834

Note: WLS purchased more electronic resources in 2021 to meet demand due to Covid-19.

4.22   Other Electronic Materials (Include   3,943
items that are not included in the above categories,
such as e-serials; electronic files; collections of
digital photographs; and electronic government
documents, reference tools, scores and maps.)

Note: WLS purchased e-serials/magazines from OverDrive in 2021.

4.23   Total Electronic Materials (Total   153,335
questions 4.18, 4.19, 4.20, 4.21 and 4.22)

Holdings Continued

Non-Electronic Materials

4.24   Audio - Physical Units   110

4.25   Video - Physical Units   0

4.26   Other Non-Electronic Materials   21

4.27   Total Other Materials Holdings (Total   131
questions 4.24 through 4.26)

4.28   Grand Total Holdings (Total questions   153,553
4.15, 4.23 and 4.27)

ROTATING COLLECTIONS/BOOK LOANS

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

4.30   Number of collections   1

Note: Sewing Machines

4.31   Average number of items per collection   8

Note: Sewing machines

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

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

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

5.3   Identify ILS system vendor   Evergreen

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

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

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

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

a.   ILS shared with other library systems   No

b.   ILS software permits patron-initiated   Yes
ILL

c.   ILL feature implemented and used   Yes

5.8   Number of titles in the ILS bibliographic 942,421
database

5.9   Number of new titles added by the   30
system in the reporting year

5.10   Number of Central Library Aid titles   0
added in the reporting year

5.11   Number of new titles added by the   35,473
members in the reporting year

5.12   Total new titles (total questions 5.9   35,503
through 5.11)

Catalog

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

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

a.   Print   No

b.   Disc   No

c.   Online (virtual catalog)   Yes

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

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

5.16   Number of titles in the system's union   942,421
catalog

5.17   Number of holdings in the system's   3,457,166
union catalog

5.18   Number of new titles added in the last   39,713
year

5.19   Number of holdings added in the last   212,243
year

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   No
checked, please name non-member catalogs using
the State note)

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

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

UNION LIST OF SERIALS

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

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

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	642,287

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	1,090

5.26	Total items received (borrowed)	4,026

5.27	Total requests provided (loaned) unfilled	1,537

5.28	Total requests received (borrowed) unfilled	561

5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	7,214

DELIVERY

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

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

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

b.	Other system's courier	No

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

e.	U.S. Mail	No

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

g.	Other (specify using the note)	No

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

Note: In 2021, a total of 1,442,878 items were routed system wide through delivery; 618,352 were online holds.

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32   Number of sessions   0

5.33   Number of participants   0

Continuing Education Cont.

Technology

5.34   Number of sessions   152

5.35   Number of participants   1,148

Digitization

5.36   Number of sessions   0

5.37   Number of participants   0

Leadership

5.38   Number of sessions   7

5.39   Number of participants   91

Management & Supervisory

5.40   Number of sessions   0

5.41   Number of participants   0

Planning and Evaluation

5.42   Number of sessions   0

5.43   Number of participants   0

Awareness and Advocacy

5.44   Number of sessions   2

Note: Advocacy Day Virtual Event & WLS Annual Meeting

5.45   Number of participants   75

Trustee/Council Training

5.46   Number of sessions   4

5.47   Number of participants   221

Special Client Populations

5.48   Number of sessions   0

5.49   Number of participants   0

Children's Services/Birth to Kindergarten

5.50   Number of sessions   0

5.51   Number of participants   0

Children's Services/Elementary Grade Levels

5.52   Number of sessions   12

5.53   Number of participants   171

Young Adult Services/Middle and High School Grade Levels

5.54   Number of sessions   0

Note: Services to this population were curtailed due to Covid-19.

| 5.55 | Number of participants | 0 |

Note: Services to this population were curtailed due to Covid-19.

General Adult Services

| 5.56 | Number of sessions | 33 |

| 5.57 | Number of participants | 422 |

5.58   **Other:** Does the system provide other   Y
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.

| 1. | Topic | NYS Annual Report |

| 2. | Number of sessions | 1 |

| 3. | Number of participants | 10 |

| 1. | Topic | NYS Construction Aid Applications |

| 2. | Number of sessions | 1 |

| 3. | Number of participants | 5 |

5.59   **Grand Total Sessions** (total questions   212
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)

5.60   **Grand Total Participants** (total   2,143
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)

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

Coordinated Services/Consulting/Reference

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63   Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding   237

5.64   Number of contacts - Consulting with member libraries and/or branches on funding and governance   266

5.65   Number of contacts - Consulting with member libraries and/or branches on charter and registration work   175

5.66   Number of contacts - Consulting with member libraries and/or branches on automation and technology   4,486

5.67   Number of contacts - Consulting with member libraries and/or branches on youth services   141

5.68   Number of contacts - Consulting with member libraries and/or branches on adult services   208

5.69   Number of contacts - Consulting with member libraries and/or branches on physical plant needs   15

5.70   Number of contacts - Consulting with member libraries and/or branches on personnel and management issues   48

5.71   Number of contacts - Consulting with state and county correctional facilities   29

5.72   Number of contacts - Providing information to local, county, and state legislators and their staffs   23

5.73   Number of contacts - Providing system and member library information to the media   54

5.74   Number of contacts - Providing website   16
development and maintenance for member
libraries

5.75   Does the system provide other   Y
Consulting and Technical Assistance Services not
listed above? Enter Y for Yes, N for No. If Yes,
complete one record for each topic. If No, enter
N/A for questions 1 and 2 of one repeating group.

1.   Topic   NYS Annual Report

2.   Number of contacts (all types)   252

5.76   **Total other contacts** (total of question   252
#2 of Repeating Group #6)

5.77   **Total number of contacts** (total of   5,950
questions 5.63 through 5.74 and 5.76)

REFERENCE SERVICES

5.78   Total Reference Transactions   0

Special Clients/Fees

SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)

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

a.   Services for patrons with disabilities   Yes

b.   Services for patrons who are   Yes
educationally disadvantaged

c.   Services for patrons who are aged   Yes

d.   Services for patrons who are   No
geographically isolated

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

f.   Services to patrons who are in   Yes
institutions

g.   Services for unemployed and   Yes
underemployed individuals

i.   N/A   No

5.80   Number of BOOKS BY MAIL loans   0

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

5.82   Number of State Correctional Facilities   3
libraries served

5.83   Number of County Jails libraries served   1

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

5.85   Does the system provide other special   Y
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.

1.   Service provided   For patrons with disabilities

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   38

1.   Service provided   for patrons who are
                                                                educationally disadvantaged

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   38

1.   Service provided   for patrons who are aged

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   38

1.   Service provided   For ethic or minority groups in
                                                          need of special services

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   38

1.   Service provided   For unemployed or
                                                          underemployed individuals

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   38

1.   Service provided   Service to Outreach Partners

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   3

1.   Service provided   Mental Health Programming

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   N/A

1.   Service provided   Westchester Seniors Out
                                                          Speaking (WSOS)

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   45

1.   Service provided   Senior Benefits Individual
                                             Counseling (SBIC)

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   N/A

1.   Service provided   Reentry Services

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   3

1.   Service provided   Reentry Resource Reviews

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   3

1.   Service provided   Youth Workforce
                                             Development

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   38

1.   Service provided   Senior Law Day Collaborative
                                             Website Inquiries

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   N/A

1.   Service provided   Senior Law Day Collaborative
                                             Consultation Events

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.   Number of facilities/institutions served   N/A

1.   Service provided   Senior Law Day Collaborative
                                             Live Webinars

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.	Number of facilities/institutions served	N/A

1.	Service provided	WEBS/Career Coaching Seminars

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.	Number of facilities/institutions served	38

1.	Service provided	WEBS/Career Coaching Individual Counseling

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.	Number of facilities/institutions served	38

1.	Service provided	WEBS/Career Coaching Workshops

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.	Number of facilities/institutions served	38

1.	Service provided	WEBS/Career Coaching Counselor Training

Note: Resilience Coalition Events: 21 sessions; 525 participants in 2021

2.	Number of facilities/institutions served	38

5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y

5.87	Description of fees	Most programs are free to participants, but occasionally WLS will ask for reimbursement of materials.

5A. COVID

NOTE: This section of the survey (5A) collects data on the impact of the COVID-19 pandemic .
Report all information in Part 5A from January 1, 2021 to December 31, 2021.

CV1   Was the library system headquarters   No
building physically closed to the public/member
library staff for any period of time due to the
Coronavirus (COVID-19) pandemic?

CV3   Did the library system allow users to   Yes
complete registration for system library cards
online without having to come to the system
during the Coronavirus (COVID-19) pandemic?

CV6   Enter the Number of Weeks System   0
Headquarters Building Closed Due to COVID-19.
This is the number of weeks during the year that
due to the Coronavirus (COVID-19) pandemic,
the library system headquarters building was
physically closed, and the public/member library
staff could not enter, when it otherwise would
have been open.

CV7   Enter the Number of Weeks a system   0
headquarters building Had Limited Occupancy
Due to COVID-19. This is the number of weeks
during the year that a system headquarters
building implemented limited public occupancy
practices for in person services at the building in
response to the Coronavirus (COVID-19)
pandemic.

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

6.1   Does the system receive county funding?   Y
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.

1.   County Name   Westchester County

2.   Amount $836,200

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

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

6.2   Total County Funding $836,200

6.3   All Other Local Public Funds $0

6.4   **Total Local Public Funds** (total $836,200
questions 6.2 and 6.3)

STATE AID RECEIPTS - arranged in alphabetical order

6.5   Adult Literacy Library Services Grants $1,664

6.6   Central Library Services Aid $414,885

6.8   Conservation/Preservation Grants $0

6.9   Construction for Public Libraries Aid $0

6.10   Coordinated Outreach Services Aid $203,049

Note: In 2021, Year 3 of Adult Literacy ($7463) and Family Literacy ($11610) was included in
Coordinated Outreach.

6.11   Correctional Facilities Library Aid $36,739

6.12   County Jails Library Aid $15,637

6.14   Family Literacy Grants $2,588

6.18   Local Library Services Aid - Kept at $17,297
System

Note: Explanations of some other issues with LLSA: 1. Breakdown of what was distributed:
$49,560 (20% hold back from 2020-2021), $27,532 (Final 10% of 2020-2021), $230,456 (90% of
2021-2022). (Total is off by a dollar due to rounding) 2. There is a balance of $17,297 that was
received, but not distributed. This was money released to WLS intended for MTV and then ordered
by DLD to be held. We received an allocation modification that then adjusted our final 10%
payment (made in 2022) to reduce our receipts by that amount to effectively eliminate the MTV
allocation.

6.19   Local Library Services Aid - Distributed $307,549
to Members

Note: Explanations of some other issues with LLSA: 1. Breakdown of what was distributed:
$49,560 (20% hold back from 2020-2021), $27,532 (Final 10% of 2020-2021), $230,456 (90% of
2021-2022). (Total is off by a dollar due to rounding) 2. There is a balance of $17,297 that was
received, but not distributed. This was money released to WLS intended for MTV and then ordered
by DLD to be held. We received an allocation modification that then adjusted our final 10%
payment (made in 2022) to reduce our receipts by that amount to effectively eliminate the MTV
allocation.

6.20   Total LLSA (total questions 6.18 and $324,846
6.19)

6.21   Local Services Support Aid $224,110

6.22   Local Consolidated Systems Aid $0

6.26   Public Library System Basic Aid $1,831,715

6.27   Public Library System Supplementary $243,501
Operational Aid

Note: Incorrectly reported in 2020.

State Aid

6.36   Special Legislative Grants and Member $440,000
Items

6.37   The New York Public Library - The $0
Research Libraries

6.38   The New York Public Library, Andrew $0
Heiskell Library for the Blind and Physically
Handicapped Aid

6.39   The New York Public Library, City $0
University of New York

6.40   The New York Public Library, $0
Schomburg Center for Research in Black Culture
Library Aid

6.41   The New York Public Library, Science, $0
Industry and Business Library

6.42   Does the system receive state funding   N
from other sources? Enter Y for Yes, N for No.
(Report Special Legislative Grants and Member
Items on Q 6.36).

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

1.   Funding Source   N/A

2.   Amount   N/A

6.43   Total Other State Aid (total question #2 $0
of Repeating Group #9 above)

6.44   **Total State Aid Receipts** (total $3,738,734
questions 6.5 through 6.14, questions 6.20 through
6.22, questions 6.26 through 6.27, questions 6.36
through 6.41, and question 6.43)

FEDERAL AID

6.45   Library Services and Technology Act $0
(LSTA)

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

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   Project Hope

2.   Amount $140,204

1.   Funding Source   NY CARES

2.   Amount $65,927

Federal Aid/Contracts

6.47   Total Other Federal Aid (total questions $206,131
#2 of Repeating Group #10 above)

6.48   **Total Federal Aid** (total questions 6.45 $206,131
and 6.47)

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

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

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

1.	Contracting Agency	WLS Member Libraries
2.	Contracted Service	Cooperative Services
3.	Total Contract Amount	$2,912,530

6.50   **Total Contracts** (total question #3 of $2,912,530
Repeating Group #11 above)

MISCELLANEOUS RECEIPTS

6.51   Gifts, Endowments, Fundraising, $276,434
Foundations (include Gates Grants here; specify
project number(s) and dollar amount using the
state note)

6.53   Income from Investments $1,367

Miscellaneous

Proceeds from Sale of Property

6.54   Real Property $0

| 6.55 | Equipment | $0 |

6.56   Does the system have other
miscellaneous receipts in categories not listed in
questions 6.51 through 6.55? Enter Y for Yes, N
for No.

Y

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

1.	Receipt category	Non-Res Cards
2.	Amount	$1,990
1.	Receipt category	Movie Licensing
2.	Amount	$12,469
1.	Receipt category	WSOS
2.	Amount	$15,000
1.	Receipt category	LIU Palmer School Certificate Program
2.	Amount	$17,375
1.	Receipt category	Insurance Reimbursements
2.	Amount	$4,010
1.	Receipt category	Other Miscellaneous Reimbursements
2.	Amount	$4,249
1.	Receipt category	IT Fines & Fees - Pass-thru
2.	Amount	$11,355
1.	Receipt category	BTOP-New Rochelle PL

| 2. | Amount | $19,425 |

| 1. | Receipt category | e-Rate |

| 2. | Amount | $168,449 |

6.57 Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) — $254,322

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) — $532,123

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) — $8,225,718

6.60 **BUDGET LOANS** — $0

Transfers/Grand Total

TRANSFERS

6.61 Transfers from Capital Fund (Same as question 9.6) — $172,947

6.62 Transfers from Other Funds — $0

6.63 **Total Transfers** (total questions 6.61 and 6.62) — $172,947

6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year:
Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2020.) — $2,614,378

6.67   GRAND TOTAL RECEIPTS, BUDGET $11,013,043
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)

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$955,637
7.2	Other Staff	$1,364,774
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$2,320,411
7.4	Employee Benefits Expenditures	$796,391
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$3,116,802

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$7,510
7.7	Electronic Materials Expenditures	$385,977
7.8	Other Materials Expenditures	$0
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$393,487

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$307,549
7.11	Central Library Services Aid (CLSA)	$335,644

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$0
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$12,956
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$656,149
7.19	Book/Library Materials Grants	$0
7.20	Other Non-Cash Grants	$0
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$656,149

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$516,635
7.25	Furniture/Furnishings	$8,738
7.26	Other Capital Expenditures	$0
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$525,373

Capital Cont./Operation and Maintenance/Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0

7.29   From Other Funds (71OF) $525,373

7.30   **Total Capital Expenditures by Source** $525,373
**(total questions 7.28 and 7.29; same as question
7.27)**

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31   From Local Public Funds (72PF) $0

7.32   From Other Funds (72OF) $0

7.33   **Total Repairs to Buildings and** $0
Building Equipment (total questions 7.31 and
7.32)

7.34   Other Building & Maintenance Expenses $382,064

7.35   **Total Operation and Maintenance of** $382,064
Buildings (total questions 7.33 and 7.34)

MISCELLANEOUS EXPENSES

7.36   Total Operation & Maintenance of $2,113
Bookmobiles and Other Vehicles

7.37   Office and Library Supplies $33,940

7.38   Equipment $24,027

7.39   Telecommunications $397,616

7.40   Postage and Freight $10,000

7.41   Publicity and Printing $54,376

7.42   Travel $22,932

7.43   Fees for Consultants and Professionals - $332,071
Please include a Note with the consultants' or
vendors' names and a brief description of the
service(s) provided.

Note: Name / Amount / Purpose Compufit / $54,015.00 / Managed IT Service Evolytix / $37,500.00 / Software Development AnatomyIT/ $34,534.50 / Managed IT Service Dorfman, Abrams, Music / $24,000.00 / Auditing Services Marie Montuori / $21,975.00 / Career Coaching Rebecca Mazin / $19,775.00 / Career Coaching Tierpoint / $18,617.50 / Network Management Filomena Blake / $14,962.50 / Career Coaching Elaine Dreyer / $14,612.50 / Career Coaching Fran Feuerman / $14,280.00 / Bookkeeping / Audit Prep Tel/Logic / $12,800.00 / eRate Consulting CDW / $10,737.38 / Hardware support FullDeck / $8,978.60 / Printing of Materials Lingualinx / $7,305.08 / Interpretation STEM Alliance / $6,795.00 / Equipment prep USI Consulting / $6,625.00 / Actuarial Services Equinox / $6,300.00 / WLS ILS Management Pam Bodley / $3,120.00 / Literacy Coaching Next Step Digital / $3,060.00 / Web Development First Advantage / $2,245.81 / Background checks for recruitment Indeed.com / $2,058.65 / Recruitment Law Offices of Stephanie Adams / $1,943.50 / Legal Services Harrison Public Library / $950.00 / Grant NonProfit Association of Westchester / $750.00 / Focus Group Amy Lopez / $700.00 / Office Skills Instruction Gig Marketing / $670.00 / Content development Westchester Jewish Community Services / $510.00 / Workshops Ann Fleuchous / $375.00 / BBM Coaching Excellency Coaching & Consulting Services LLC / $300.00 / Content development Rye Free Reading Room / $300.00 / Grant LatPro Inc / $295.00 / Classified Ads Queens Library / $290.00 / Cataloging Services In Voice Media / $247.50 / Classified Ads Criminal Watchdog / $227.89 / Background checks for recruitment Barnes and Nobel / $214.59 / Literacy Coaching NYS Dept. of Law / $50.00 / Legal Services Total $332,071.00

7.44   Membership Dues - Please include a $17,010
State Note listing Professional Organization
Memberships for which dues are being paid.

Note: Hudson Valley Gateway Chamber of Commerce = $ 215 Association of Fundraising Professionals = 330 Empire State Library Network = 3,761 NYLA = 2,954 METRO = 3,305 Public Library Dirs Assn = 35 ProLiteracy = 39 PULISDO = 400 Society of Human Resource Managers = 368 Westchester Community Assn = 1,000 Westchester Historical Society = 1,000 Westchester Library Assn = 300 Schools, Health & Libraries Broadband Coalition = 500 Nonprofit Westchester = 2,500 American Library Association = 303 Total = 17,010

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

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

1.   Expense category   Ret Hlt Ins

Note: Retiree Health Insurance

2.   Amount $264,520

1.   Expense category   Software Mnt

Note: Retiree Health Insurance

2.   Amount $496,831

1.   Expense category   Mtg In-House

Note: Retiree Health Insurance

2.   Amount $94

1.   Expense category   Misc Exp

Note: Retiree Health Insurance

2.   Amount $4,111

1.   Expense category   Bank Chrg

Note: Retiree Health Insurance

2.   Amount $1

1.   Expense category   OCLC Chrgs

Note: Retiree Health Insurance

2.   Amount $111,884

1.   Expense category   P/R Prc Fees

Note: Retiree Health Insurance

2.   Amount $8,792

1.   Expense category   Delivery Srv

Note: Retiree Health Insurance

2.   Amount $415,494

Miscellaneous Cont./Contracts/Debt Service

7.46   Total Other Miscellaneous Expenses $1,301,727
(total question #2 of Repeating Group #13)

7.47   **Total Miscellaneous Expenses** (total $2,195,812
questions 7.36 through 7.45 and 7.47)

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

7.48   Does the system contract with libraries   N
and/or library systems in New York State? Enter
Y for Yes, N for No.

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

1.   Contracting Agency (specify using the   N/A
State note)

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

3.   Total Contract Amount   N/A

7.49   **Total Contracts** (total question #3 of $0
Repeating Group #14 above)

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.50   From Local Public Funds (73PF) $0

7.51   From Other Funds (73OF) $0

7.52   **Total Capital Purposes Loans** (total $0
questions 7.50 and 7.51)

Transfers

Other Loans

7.53   Other Loans $0

7.54   Total Debt Service (total questions 7.52 $0
and 7.53)

7.55   TOTAL TOTAL DISBURSEMENTS - $7,269,687
**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, 7.47, 7.49, and 7.54)**

TRANSFERS

Transfers to the Capital Fund

7.56   From Local Public Funds (76PF) $0

7.57   From Other Funds (76OF) $0

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

7.59   **Total Transfers to Other Funds** $0

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

7.61   **TOTAL DISBURSEMENTS AND** $7,269,687
TRANSFERS (total questions 7.55 and 7.60)

Cash Balance/Grand Total/Audit/Bank Balance

7.62   **CLOSING CASH BALANCE at the** $3,743,356
**End of the Current Fiscal Reporting Year
(For Public Library Systems - December 31,
2021)**

7.82   GRAND TOTAL DISBURSEMENTS, $11,013,043
TRANSFERS, & ENDING BALANCE (total
questions 7.61 and 7.62)

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)   04/01/2021

7.84   Time period covered by this audit   01/01/2020-12/31/2020
(mm/dd/yyyy - mm/dd/yyyy)

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

ACCOUNT INFORMATION
Complete one record for each financial account

1.   Name of bank or financial institution   TD Bank

2.   Amount of funds on deposit $3,745,277

7.86   Total Bank Balance (total question #2 $3,745,277
of Repeating Group #15)

7.87   Does the system have a Capital Fund?   Y
Enter Y for Yes, N for No. If yes, please complete
the Capital Fund Report. If no, stop here.

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

8.2   **Transfer From Operating Fund** $0
(same as question 7.58)

STATE AID FOR CAPITAL PROJECTS

8.3   State Aid Received for Construction $0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4   Does the system receive any other aid   N
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.

1.   Contracting Agency   N/A

2.   Amount   N/A

Totals/Cash Balance

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

8.6   **TOTAL RECEIPTS - Revenues from** $0
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)

8.7   **NONREVENUE RECEIPTS** $702

8.8   **TOTAL RECEIPTS - Total Receipts** $702
and Nonrevenue Receipts (total questions 8.6
and 8.7)

8.9   CASH BALANCE - Beginning of $881,450
Current Fiscal Reporting Year: Public Library
Systems - January 1, 2021. (Same as closing cash
balance at the end of previous fiscal reporting
year: Public Library Systems - December 31,
2020.)

Note: The closing balance of 2020 was adjusted due to a data entry error discovered after
submission of the 2020 Annual Report. Therefore, the opening balance 2021 should be $881,450.
this will also bring the Total Receipts and Balance to $882,152, which will equal the Total
Disbursements and Balance. Changed balance from $892,901 to $881,450 per system. 8.7 from
2020 report should have been $2832. NYSL 6/30/22, aeh

Grand Total

8.10   **TOTAL RECEIPTS AND CASH** $882,152
BALANCE (total questions 8.8 and 8.9)

Note: The closing balance of 2020 was adjusted due to a data entry error discovered after
submission of the 2020 Annual Report. Therefore, the opening balance 2021 should be $881,450.
this will also bring the Total Receipts and Balance to $882,152, which will equal the Total
Disbursements and Balance. Change in 8.9 adjusted this number. NYSL 6/30/22, aeh

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1   Total Construction $0

9.2   Incidental Construction $0

9.3   Books and Library Materials $0

9.4   Total Other Disbursements $0

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

9.6   TRANSFER TO OPERATING FUND $172,947
(Same as question 6.61)

Note: Note to Albany: This amount was entered into Q6.61 but did not automatically flow to this field. It had to be manually entered.

9.7   TOTAL NONPROJECT $0
EXPENDITURES

9.8   TOTAL DISBURSEMENTS - Total $172,947
Project Expenditures, Transfer to Operating
Fund, and Total Nonproject Expenditures (total
questions 9.5 through 9.7)

9.9   CLOSING CASH BALANCE IN $709,205
CAPITAL FUND at the End of the Current
Fiscal Year (December 31, 2021, for Public
Library Systems)

Grand Total

9.10   TOTAL DISBURSEMENTS AND $882,152
CASH BALANCE (total questions 9.8 and 9.9)

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2022 - December 31, 2022

PROJECTED OPERATING FUND - RECEIPTS

12.1   Total Operating Fund Receipts   **$6,645,400**
(include Local Aid, State Aid, Federal Aid,
Contracts and Miscellaneous Receipts)

12.2   Budget Loans   **$0**

12.3   Total Transfers   **$0**

**12.4   Cash Balance/Ending Balance in $3,743,356
Operating Fund at the end of the previous
fiscal year
(For Public Library Systems, opening balance
on January 1, 2022 must be the same as the
December 31, 2021, closing balance reported on
Q7.62 of the 2021 annual report)**

12.5   Grand Total Operating Fund Receipts, **$10,388,756**
**Budget Loans, Transfers and Ending Balance
(total questions 12.1 through 12.4)**

PROJECTED OPERATING FUND - DISBURSEMENTS

**12.6   Total Operating Fund Disbursements $7,193,300
(include Staff Expenditures, Collection
Expenditures, Grants to Member Libraries,
Capital Expenditures from Operating Funds,
Operation and Maintenance of Buildings,
Miscellaneous Expenses, Contracts with
Libraries and Library Systems in New York
State and Debt Service)**

12.7   Total Transfers $0

**12.8   Cash Balance/Ending Balance in $3,195,456
Operating Fund at the end of the fiscal year
(For Public Library Systems, balance as of
December 31, 2022)**

12.9   Grand Total Operating Fund **$10,388,756**
**Disbursements, Transfers and Ending Balance
(total questions 12.6 through 12.8)**

PROJECTED CAPITAL FUND - RECEIPTS

**12.10   Capital Fund Receipts (include $0
Revenues from Local Sources, Transfer from
Operating Fund, State Aid for Capital Projects
and All Other Aid for Capital Projects)**

12.11   Nonrevenue Receipts $0

12.12   Cash Balance in Capital Fund at the   **$709,205**
end of the previous fiscal year
(For Public Library Systems, opening balance
on January 1, 2022, must be the same as the
December 31, 2021, closing balance reported on
Q9.9 of the 2021 annual report)

12.13   Grand Total Capital Fund Receipts   **$709,205**
and Balance (total questions 12.10 through
12.12)

Note: The closing balance of 2020 was adjusted due to a data entry error discovered after
submission of the 2020 Annual Report. Therefore, the opening balance 2021 should be
$881,450. This will also bring the Total Receipts and Balance to $882,152, which will equal the
Total Disbursements and Balance. This entry is pre-filled and cannot be changed; Albany has
been notified.

PROJECTED CAPITAL FUND - DISBURSEMENTS

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

12.15   Cash Balance in Capital Fund at the   **$0**
end of the current fiscal year
(For Public Library Systems, December 31,
2022)

12.16   Grand Total Capital Fund   **$0**
Disbursement, Transfers, and Balance (Sum of
questions 12.14 and 12.15)

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)   5.5

13.1.2   Total Expenditure for Professional Salaries $622,221

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

13.1.3   Total Full-Time Equivalents (FTE)   3.5

13.1.4   Total Expenditure for Other Staff Salaries   **$229,323**

13.1.5   Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.   **$598,724**

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

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

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

1.	**Expenditure Category**	**Building and maintenance expenses**
2.	**Provider of Services**	**570 Taxter**
3.	**Expenditure**	**$187,006**
1.	**Expenditure Category**	**Commercial electronic content vendor contracts**
2.	**Provider of Services**	**Gannett**
3.	**Expenditure**	**$256**
1.	**Expenditure Category**	**Printing**
2.	**Provider of Services**	**Full Deck**
3.	**Expenditure**	**$1,016**
1.	**Expenditure Category**	**Institutional membership dues**
2.	**Provider of Services**	**Various**

3.	Expenditure	$12,805
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various
3.	Expenditure	$16,261
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	All Island
3.	Expenditure	$3,134
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$90,619

13.1.7	Total Expenditure - Purchased Services	$311,097

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

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

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

1.	Expenditure Category	Office/library supplies and postage

2.   Expenditure $7,047

**13.1.9   Total Expenditure - Supplies and $7,047
Materials**

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

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

1.   Type of Travel   System Staff Travel

2.   Expenditure $1,104

13.1.11   Total Expenditures - Travel $1,104

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

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

1.   Type of Item   Copier

2.   Quantity   1

3.   Unit Cost   N/A

4.   Expenditure $14,213

Note: Lease payments on copier/scanner and 2 printers (new in 2021)

**13.1.13   Total Expenditure - Equipment and $14,213
Furnishings**

13.1.14 Local Library Services Aid   **$307,549**
Expenditures: Indicate the total expenditures
to member libraries for Local Library Services
Aid.

Note: Explanations of some other issues with LLSA: 1. Breakdown of what was distributed:
$49,560 (20% hold back from 2020-2021), $27,532 (Final 10% of 2020-2021), $230,456 (90% of
2021-2022). (Total is off by a dollar due to rounding) 2. There is a balance of $17,297 that was
received, but not distributed. This was money released to WLS intended for MTV and then
ordered by DLD to be held. We received an allocation modification that then adjusted our
final 10% payment (made in 2022) to reduce our receipts by that amount to effectively
eliminate the MTV allocation.

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

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

1.   Recipient   **N/A**

2.   Allocation   **N/A**

3.   Project Description (no more than 300   **N/A**
words)

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

13.1.17 Total Expenditure (total 13.1.2, 13.1.4, **$2,091,278**
13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14,
and 13.1.16)

13.1.18 Cash Balance at the Opening of the   **$0**
Fiscal Year
NOTE: The opening balance must be the same
as the closing balance of the previous year.

13.1.19 Total Allocation from 2021 - 2022   **$2,175,284**
State Aid:

13.1.20 Total Available Before Expenditures   **$2,175,284**
(total 13.1.18 + 13.1.19)

**13.1.21   Cash Balance at the End of the $84,006
Current Fiscal Year (total 13.1.19 + 13.1.18 -
13.1.17)**

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

""NYS General Library Aid Budget Application Narrative 2021 [includes Basic Library Aid; Supplemental Library Aid; Local Services Support Aid; and Local Library Services Aid - Total: $2,175,284] Resource Sharing - NYS Element #1 To help reach the goal to facilitate & encourage member libraries to make their full collections available by providing a centralized catalog that "we can trust" as well as the continued development of catalog entries for Spanish language materials the following was expended: Salaries and benefits for cataloging department staff [13.1.2-Professional Salaries: $234,890; 13.1.5-Benefits: $172,585]; office supplies [13.1.9-Supplies & Materials: $561]; and portion of office rent [13.1.7-Purchased Services: $49,654]. Special Client Groups - NYS Element #3 For WLS to achieve its goal to assist member libraries & external partners to serve diverse constituencies, the following was expended: For the support of the Career Coaching Services Program (formerly WEBS) that helps the un- and under-employed: portion of computer software for skill testing [13.1.7-Purchased Services: $256]; a portion of staff salaries [13.1.4-Other Salaries: $60,752; 13.1.5-Benefits: $35,515]; office supplies [13.1.9-Supplies & Materials: $1,443]; and portion of office rent [13.1.7-Purchased Services: $66,047]. Continuing Education - NYS Element #4 To achieve the goal to

present a continuum of learning opportunities by providing training to member librarians, both WLS & member library trustees, conducting training needs assessments and expanding offerings of special skills workshops, the following was expended: supplies [13.1.9-Supplies & Materials: $4,129]; and portion of office rent [13.1.7-Purchased Services: $51,513]. Consulting, Coordination, Construction - NYS Element #5 To support WLS's service as a repository of specialized knowledge on statewide regulatory & construction grant program procedures; keeping abreast of service innovations; advising on special collections; and negotiating group discounts, the following administrative costs was expended: a portion of staff salaries and benefits [13.1.2-Professional Salaries: $13,056; 13.1.5-Benefits: $9,584]; and portion of office rent [13.1.7-Purchased Services: $19,792]. Coordinated Services - NYS Element #6 To achieve the goal of providing technology to enhance library services, expenses included: office supplies [13.1.9-Supplies & Materials: $41]. Awareness & Advocacy - NYS Element #7 To help WLS achieve the goal of maintaining support for & increasing awareness of libraries, raising the profile of WLS advocacy on the website and via our Facebook account; expanding upon partnerships; continuing and providing social networking opportunities & special

events, the following administrative costs were expended: printing [13.1.7-Purchased Services: $1,016]; office supplies [13.1.9-Supplies & Materials: $874]; memberships to & sponsorships for professional organizations [13.1.7-Purchased Services: $12,805]; travel expense [13.1.11-Travel: $1,105. Communication & Cooperative Efforts - NYS Elements #8 & 9 WLS encouraged learning about library issues & services by supporting communications. Expenses included: a portion of staff salaries that support a distribution service offered to local non-profits funded by the State or County [13.1.2-Professional Salaries: $5,354; 13.1.5-Benefits: $3,939]. Other - NYS Element #13 Remaining administrative costs encompass all of the above goals/intended results: a portion of salaries & benefits for administrative staff [13.1.2-Professional Salaries: $368,920; 13.1.4-Other Salaries: $168,571; 13.1.5-Benefits: $377,105]; building maintenance expenses-insurance [13.1.7-Purchased Services: $16,261]; other operating expenses [13.1.7-Purchased Services: $3,134]; professional fees for auditor, accountant, etc. [13.1.7-Purchased Services: $90,620]; furnishings over unit cost of $5,000 [13.1.13-Equipment: $14,212]; and distribution of Local Library Services Aid funds [13.1.14-LLSA Expenditures: $307,549] as follows: 1. Breakdown of what was distributed: $49,560 (20% hold back from 2020-2021),

$27,532 (Final 10% of 2020-2021), $230,456 (90% of 2021-2022). (Total is off by a dollar due to rounding) 2. There is a balance of $17,297 that was received, but not distributed. This was money released to WLS intended for MTV and then ordered by DLD to be held. We received an allocation modification that then adjusted our final 10% payment (made in 2022) to reduce our receipts by that amount to effectively eliminate the MTV allocation. """"""""

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Reference:	**Education Law § 273(1)(b)**
	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)**	**N/A**

13.2.2	**Total Expenditure for Professional Salaries**	**N/A**

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)   N/A

13.2.4   Total Expenditures for Other Staff Salaries   N/A

13.2.5   Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds).   N/A

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

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

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

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

Note: Commercial electronic content vendors for 2021 includes: Linked In $27,500 Patient Education = $10,000 ProQuest = $28,500 Press Reader = $32,640 OverDrive Magazines = $45,000 Midwest = $118,942 Kanopy = $72,062

2.   Provider of Services   **Various**

3.   Expenditure   **$334,644**

1.   Expenditure Category   **Consultant fees/professional fees**

Note: Commercial electronic content vendors for 2021 includes: Linked In $27,500 Patient Education = $10,000 ProQuest = $28,500 Press Reader = $32,640 OverDrive Magazines = $45,000 Midwest = $118,942 Kanopy = $72,062

2.   Provider of Services   **Various**

3.   Expenditure   **$1,000**

13.2.7   Total Expenditure - Purchased Services   **$335,644**

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

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

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

1.   Expenditure Category   N/A

2.   Expenditure   N/A

**13.2.9   Total Expenditure - Supplies and $0
Materials**

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

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

1.   Type of travel   N/A

2.   Expenditure   N/A

13.2.11   Total Expenditures - Travel $0

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

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

1.   Type of item   N/A

2.   **Quantity**   N/A

3.   **Unit cost**   N/A

4.   **Expenditure**   N/A

13.2.13 Total Expenditure - Equipment and $0
Furnishings

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

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

1.   **Recipient**   N/A

2.   **Allocation**   N/A

3.   **Project Description (no more than 300** N/A
words)

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

13.2.16 Total Expenditure (total 13.2.2, 13.2.4, $335,644
13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and
13.2.15)

13.2.17 Cash Balance at the Opening of the $192,239
Fiscal Year
NOTE: The opening balance must be the same
as the closing balance of the previous year.

13.2.17a CBA Cash Balance at the Opening of $5
the Fiscal Year

13.2.17b CLDA Cash Balance at the Opening of   192,234.00
the Fiscal Year

13.2.18   Total Allocation from 2021 - 2022 State Aid: **$345,729**

13.2.19   Total Available Before Expenditures (total 13.2.17 + 13.2.18)   **$537,968**

13.2.20   Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)   **202,324.00**

13.2.18   Total Allocation from 2021 - 2022 State Aid: **$345,729**

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.

CENTRAL LIBRARY SERVICES AID (CLSA) NARRATIVE 2021 [Central Library Services Aid Allocation = $345,729] WLS and Mount Vernon Public Library, WLS's Central Library, continued to provide the services noted below to the System and its member libraries in 2021: Goal Statement - Resource Sharing/Collection Development: To support and provide access to online and print content for all Westchester residents. Intended Result: Use support provided to the Central Library to acquire on-line databases and other electronic resources and online content to be made available to all WLS member libraries for both onsite and remote access by patrons and library staff and provision of training on these materials. Resources were purchased to enhance collections for the eligible portion of electronic resources of non-fiction and foreign language materials available through Kanopy ($72,062 - CLSA Question 13.2.7-Purchased Services). Resources were purchased for online learning and other electronic resources ($334,644 - CLSA Question 13.2.7-Purchased Services) and training ($1,000 - CLSA Question 13.2.7-Purchased Services). Q13.2.7-Purchased Services = $334,644 for the following: Overdrive Magazines: $45,000; Press Reader: $32,640; ProQuest: $28,500; Patient Ed: $10,000; LinkedIn: $27,500; eligible portion of non-fiction and foreign language

materials provided through
Midwest-hoopla: $118,942

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

Beginning with 2021 report, Year 3 Adult and Family Literacy allocations and expenses should be included in Coordinated Outreach Services Aid.

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)	.75

13.4.2	Total Expenditure for Professional Salaries	$93,232

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)	N/A

13.4.4	Total Expenditure for Other Staff Salaries	N/A

13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$53,150

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

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

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$5,977
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	NYLA
3.	Expenditure	$114

13.4.7   Total Expenditure - Purchased Services $6,091

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

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

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$317
1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$1,698

13.4.9   Total Expenditure - Supplies and Materials   2,015

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.   N

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

1.	Type of Travel	N/A
2.	Expenditure	N/A

13.4.11   Total Expenditure - Travel $0

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

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

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

13.4.13   Total Expenditure - Equipment and Furnishings $0

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

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

1.	Recipient	N/A
2.	Allocation	N/A

3.   Description of Project   N/A

13.4.15   Total Expenditure - Grants to Member $0
Libraries

13.4.16   Total Expenditure (total 13.4.2, 13.4.4, $154,488
13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and
13.4.15)

13.4.17   **Cash Balance at the Opening of the** $9,828
Fiscal Year
NOTE: The opening balance must be the same as
the closing balance of the previous year.

13.4.18   **Total Allocation from 2021 - 2022** $174,502
State Aid:

13.4.19   Total Available Before Expenditures $184,330
(total 13.4.17 + 13.4.18)

13.4.20   **Cash Balance at the End of the** $29,842
Current Fiscal Year (total 13.4.18 + 13.4.17 -
13.4.16)

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

Coordinated Outreach Services, 2021 Program Year [Total: $174,502] Consultant and staff services comprise the largest portion of the outreach budget. WLS personnel create and execute numerous outreach projects and activities in member libraries. Programming for older adults and ethnic minorities of all ages is a vital part of the library services offered in Westchester County. Key programming partnerships took place with the Medicare Rights Center, SUNY Purchase College (Great Potentials, JobStar), Family Services of Westchester, Senior Law Day Collaborative, Ossining Open Door/Communities that Care, Westchester County Reentry Task Force, the Westchester County Department of Community Mental Health and the Department of Senior Programs and Services, and WestCOP (Westchester Community Opportunity Program). Personnel expenses included salary and benefits for library staff totaling $93,232 - Question 13.4.2-Professional Salaries; $53,150 - Question 13.4.5-Benefits. WLS worked with library professionals to provide innovative training opportunities (and transition of services to a virtual platform) for member library administrators and staff to help them incorporate outreach policies and practices in their regular service delivery plans-- such as empathy-driven approach to problems - ($5,977 - Question 13.4.7-Purchased Services). WLS produced flyers, notices, announcements and other materials to alert member

libraries and the public to the availability of programs and services. Expenses included printing and related office supplies ($2,015 - Question 13.4.9-Supplies & Materials). Other expenses included reimbursement of system staff for organizational membership dues ($114 - Question 13.4.7-Purchased Services).

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference:	Education Law § 285(2)

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

13.5.2	Total Expenditure for Professional Salaries	N/A

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)	N/A

13.5.4	Total Expenditures for Other Staff Salaries	N/A

13.5.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits	N/A

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

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

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	$1,412

13.5.7   Total Expenditure - Purchased Services $1,412

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

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

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$12,485
1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	$136

13.5.9   Total Expenditure - Supplies and Materials $12,621

13.5.10   Total Expenditure (total 13.5.7, and 13.5.9)   14,033.00

13.5.11   Cash Balance at the Opening of the Fiscal Year: $7,033
NOTE: The opening balance must be the same as the closing balance from the previous year.

13.5.12   Total Allocation from 2021 - 2022 State Aid   7,818

13.5.13   Total Available Before Expenditures (total 13.5.11 + 13.5.12) $14,851

13.5.14   Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10) $818

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.   County Jails: 2021 Program Year [Total: $7,818] WLS provided continuing collection development support to Westchester County Department of Corrections incarcerated individuals through Westchester Connections, a re-entry guide and web-based reference tool to support those formerly incarcerated, families and service providers; additionally, WLS provided resources for an incarcerated individuals book group and initial planning for a facility library ($1,412 - Question 13.5.2-Purchased Services; $12,621 - Question 13.5.4-Supplies & Materials).

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)
Reference: Commissioners Regulations 90.14
The amount provided in Education Law is $9.25 per 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

13.6.2   Total Expenditure for Professional $25,017
Salaries

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)   N/A

13.6.4   Total Expenditure for Other Staff   N/A
Salaries

13.6.5   **Employee Benefits:** Indicate the total $7,290
expenditures for all system employee benefits.

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

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

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

1.   Expenditure Category   Consultant fees/professional
fees

2.   Provider of Services   Avanti

3.   Expenditure $3,632

13.6.7   Total Expenditure - Purchased   3,632
Services

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

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

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

1.   Expenditure Category   Books and other print
                                                  materials

2.   Expenditure $13,390

13.6.9   Total Expenditure - Supplies and $13,390
Materials

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

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

1.   Type of Travel   N/A

2.   Expenditure   N/A

13.6.11   Total Expenditure - Travel $0

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

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

1.   Type of item   N/A

2.   Quantity   N/A

3.   Unit Cost   N/A

4.   Expenditure   N/A

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

13.6.14 Total Expenditure (total 13.6.2, 13.6.4, $49,329
13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)

13.6.15 **Cash Balance at the Opening of the** $34,568
Fiscal Year:
NOTE: The opening balance must be the same as
the closing balance of the previous year.

13.6.16 **Total Allocation from 2021 - 2022** $30,615
State Aid:

13.6.17 Total Available Before Expenditures $65,183
(total 13.6.15 + 13.6.16)

13.6.18 **Cash Balance at the End of the** $15,854
Current Fiscal Year (total 13.6.16 + 13.6.15 -
13.6.14)

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

State Correction Aid, 2021 Program Year [Total $30,615] WLS continued to provide collection development support to the general incarcerated individuals' libraries at all three State facilities through the purchase of library materials ($13,390-Question 13.6.9-Supplies & Materials) and exploration of new access services ($3,632 - Question 13.6.7-Purchased Services). During COVID-19 services were greatly curtailed but staff services re-started in 2021 ($25,017 - Question 13.6.2-Professional Salaries; $7,290 - Question 13.6.5-Benefits).

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 5 (2021).

14.1   Element 1: Resource Sharing - Results

Westchester Library System (WLS) Cataloging Services replaced the subject headings "Aliens" and "Illegal aliens" with "Noncitizens" in the WLS catalog during the summer of 2021, ahead of the Library of Congress, after securing the approval of the Public Library Directors Association (PLDA). Meetings were held with the National Maritime Historical Society in Peekskill, NY, to explore the possibility of having WLS Cataloging Services catalog the Society's book collection. Jill Davis, Director of Hendrick Hudson Free Library, was involved, as that library is a potential partner. Mr. Wray and Ms. Glazer cataloged a representative sample of the books, to help determine the scope of the work involved. A significant portion of the collection requires original cataloging. A relationship with the National Maritime Historical Society was solidified with a MOU that was signed in November 2021 to formalize how WLS and the Society will work together to include the Society's library collection in the WLS online catalog to make it accessible to all member library patrons and interlibrary loan. Mr. Wray and Cataloger Melissa Glazer began work on a large collection of Spanish primary readers owned by Port Chester-Rye Brook Public Library. These educational picture books help to teach young children about language, mathematics and other subjects. In addition to the usual materials, catalogers worked on a variety of projects throughout the year. Cataloger Qingshe Ren cataloged DVDs and Blu-rays; audiobooks;

Chinese books; and Japanese books. Cataloger Melissa Glazer cataloged French, Spanish, Italian and Russian books. Mr. Wray cataloged a guitar, educational kits, board games, a "concentration" game (created by children), music CDs, magazines, Korean, Italian and Spanish books. The variety of materials shows the diverse populations and interests that libraries serve. The WLS catalogers also continued to provide original cataloging for requests from a member library that cannot be filled by a MARC record from a vendor or by a bibliographic record found in the OCLC database. In 2021, ILL services had a busy year as member library requests continued to return to pre-Covid levels. Total requests received increased by almost 70% going from 4,192 to 7,104; and requests filled went from 2,902 to 4,899.

14.2   Element 2: Special Client Groups - Results

""Westchester Breathes/Resilience Coalition Facilitators Guide: The Mid Hudson Regional Youth Justice Initiative provided funds for a broad printing and distribution of the Westchester Resilience Coalition Facilitators Guide and a collection of suggested handouts. Printed materials were shared among agencies supporting trauma/resilience education across the Mid-Hudson area. Materials were also posted to the Westchester Resilience Coalition website. BBM for Teens: Several libraries supported "A Quiet Space: Breath-Body-Mind Workshop for Teens." This two-session workshop is a response to concerns raised about teen stress in the current school year and will help assess opportunities for teen-directed programming in 2022. Funding was made possible by a dedicated grant for teen programming from Hope for Youth. The Senior Law Day Collaborative provides access to the knowledge and guidance of more than 150 professionals focused on elder law and related topics, i.e., the concerns of older adults, caregivers and people with disabilities. The Collaborative's attorneys, financial planners, geriatric care managers, and other specialists deliver free community presentations and brief one-to-one consultations at Collaborative events throughout the year. During the pandemic, the collaborative moved from delivering in-person programming, most frequently at libraries, to producing bi-weekly webinars. WLS Public Innovation & Engagement

(PIE) helped guide the group in using the Zoom platform and continued to help with program coordination and moderation. The webinar topics listed below give a sense of the type of issues the Collaborative routinely addresses. Medicaid Home Care Services New Power Of Attorney Form In New York in 2021: What You Need To Know Asking The Right Questions: An Inclusive Approach To Estate Planning I Don't Want To Talk About It: The Most Frequently Overlooked Aspects Of End-of-life Planning How Do I Pay For Long-Term Care? Planning With And Without Long Term Care Insurance Should I Get A Will Or Trust? Who's Afraid of Probate? Legal & Health Concerns for Grandparents Raising Grandchildren Are you Looking to Sell your Home in the Midst of COVID-19? Housing Law And Eviction Prevention PIE Director Elena Falcone has served as a program co-chair for the last five years. The Department's contribution to this program include: hosting the project's website - seniorlawday.info; assisting with content production (e.g., video editing of webinars, layout of the annually-published Elder Law Q&A); providing reference and referral services through the website's ASK US feature; and developing and presenting programs related to topics such as health literacy and computer privacy. Webinars: Four webinars were produced, promoted, and posted. Topics included "67 decisions that need to be made when a death occurs," "Aging in place: options, choices and

affordability," "Making medical decisions for another," "Special needs planning and guardianship for persons with intellectual and developmental disabilities." Consumer guidance: Elena Falcone partnered with attorney and advocate Deborakh Truhowsky to develop and deliver a webinar on Oct 6 - "Making Tough Choices: Using Public Data and Good Questions to Compare Nursing Homes, Rehabilitation Centers, and Hospitals." In addition to the session's 23 attendees, the program was added to the website's growing collection of webinars. One-to-one assistance: Since being able to schedule an in-person outdoor event, assistance was offered to the more than 250 people in attendance. Among the featured speakers at the event was Elena Falcone (on resilience) and Krishna Horrigan (on VisionLabs). Elder Law Q&A 22nd edition: Megan Brown provided a new, more readable, layout for the latest edition of this valuable consumer resource. The new English language edition is posted to the website; the Spanish edition will be similarly redesigned and posted before the end of the year. The new version will be available primarily online; a limited print run will be provided to WLS member libraries for reference and circulation. Continued work with the Collaborative supports WLS's ongoing relationship with the Westchester County Department of Senior Programs and Services (DSPS), a group that also participates in Senior Law Day programming. As a result of

this relationship, WLS also assisted the public and staff in securing vaccine appointments through DSPS channels. In addition, it supports WLS's position as a key resource for the County's older adults and helps promote other WLS programs--Westchester Seniors Out Speaking (WSOS), VisionLabs: Reading for a Lifetime, and Music and Memory at the Library. Youth/Family Outreach Throughout April, May, and June, five presentations were delivered to students and their families regarding the valuable e-resources they could access with a library card. These presentations focused heavily on the importance of literacy in learning as a whole, demonstrating how families can find materials (e-books, audiobooks, comics) that can help younger audiences build a love for reading. For the older students, more emphasis was placed on study help through Tutor.com/westchester. Parents and staff at these presentations were also shown resources like FirstFind.org where they could find support for job searching, adult learning, and accessing family benefits. The message was well-received, with the Greenburgh Eleven school making immediate plans to get all of their on-site high school and middle school students signed up for library cards through the Dobbs Ferry Public Library. Adult Education Starting in 2021, the new fully online high school equivalency preparation tool was implemented - EssentialEd - which includes "TABE Academy" and "TASC Academy." As a result, our adult education program - HSE Connect! - shifted from a

tutoring model to a coaching model. Once students are guided in the use of EssentialEd, their progress is monitored through the EssentialEd Instructor Panel. A coach connects with the student as appropriate (weekly or biweekly) to guide the review of content that has not been fully mastered and to offer encouragement. When time on task is evidently not taking place, students are helped to reassess and/or rededicate their ability to address their HSE goal as well as to connect to other services that can support their progress and needs, e.g., job search, social services. In April, there were 42 students enrolled on EssentialEd. A total of 31 volunteers were actively engaged, with some continuing to work one-to-one on other tasks such as core literacy. The HSE Connect! And Read Better programs continue with their work, with program content available online at firstfind.org. Monthly High School Equivalency (HSE) Information Session are held online, and students may also leave their name with our hotline to contact a Read Better program coordinator to find a study coach who can meet with the student online or by phone at a time that works for their schedule. Study coaches meet with students weekly, provide all the print study materials, and introduce library resources. Reentry Programming As part of our ongoing support of library services at the Westchester County Jail, WLS uploaded several of our publications— Guide to Getting Your High School Diploma, Job Search Toolkit (English and Spanish

versions), Westchester Reentry Task Force Resource Guide—to the tablets available to several units within the jail. WLS's work with the provider of the tablets (American Prison Data Systems a/k/a APDS) led to making graphic literature content available via their library card—in English and Spanish—from WLS and assured that security concerns were addressed and made library resources integral to jail orientation and pre-release programming. PIE staff provide staff training and commenced a Zoom-based book group in November. In addition, EssentialEd is also made available on the tablets used in the jail. Those participating in the jail's education programs are able to continue toward their high school equivalency goal by connecting with WLS's reentry services. Purchasing: Two of the three state correctional facilities were without a librarian who usually orders library materials. To help, PIE obtained resources from member library donations and selective purchasing of reading and other materials using WLS State correctional funds. Storytelling: PIE supported the work of Family Services of Westchester's EMERGE program to integrate a storytelling component into their programming. Involvement includes materials curation, modeling of storytelling techniques and planning for integration of this content onto the new tablets. RAP sheets: Collaboration with the County Jail and the Legal Aid Society of Westchester resulted in several new actions to educate current inmates, and those recently

released, on the importance of and steps to obtain, review and repair RAP sheets (record of arrests in prosecution). This effort expanded in importance in light of revised drug laws and is critical to removing barriers to housing and employment. The Career Coaching Services (CCS) continued to provide their Seminar, "Managing Your Career in Changing Times." This seminar was traditionally done in-person in five libraries throughout Westchester County, and consisting of eight sessions along with an orientation and individual participant sessions. Due to Covid-19, the program was re designed, utilizing past materials, and changed to a virtual format. The new format offered three programs, each consisting of six virtual sessions, 90 minutes each, that included an individual orientation upfront to familiarize participants with the program content and logistics. The seminar ended with an individual session to address participants' specific career goals and needs. There were a total of 30 participants for the Winter Program with ten in each group. Feedback showed that 100% of participants responded that the virtual format worked well. Phyllis Blake was hired as Director of CCS in September 2021, and the name of the program was changed to CCS from WEBS in 2021. Westchester Seniors Out Speaking (WSOS) / Senior Benefits Individual Counseling (SBIC) WSOS, run by WLS since 2013, was reorganized to specifically focus on providing education information through our website and outreach and

use of the name of Senior Benefits Individual Counseling (SBIC). This year began with a continuation of the general pause on in-person Medicare counseling and community presentations which began with quarantine due to COVID-19 in early 2020. For the first two quarters of 2021, counseling activity was directed towards three volunteer coordinators via the SBIC helpline (phone and email). During the second quarter, the idea of reopening library counseling sites was entertained, which prompted a series of strategic meetings to discuss re-training volunteers, selecting library sites, preparing hardware and engaging volunteers in counseling activities via the helpline. Two counseling sites were chosen—the John C. Hart Memorial Library in Yorktown and Grinton I. Will Library Branch in Yonkers—for reopening late in the 3rd quarter. Throughout the third quarter, our core of 24 volunteers confirmed their commitment to providing 10 hours of service a month, spread between counseling hours, update meetings and training. A new part-time Program Coordinator, Amanda Goodstadt, was recruited from our volunteer pool, replacing two significant staff members who contributed to the program (Betsy Prokop and Marna Schirmer). The client reception at the sites was overwhelmingly positive. In the final quarter, active sites and the helpline prepared for the annual Open Enrollment Period (10/15-12/7). Promotion continued through social media, print materials and event tabling (Livable

Communities, Senior Law Day, Booming Better). Strategy meetings were held to determine the shape and size of the program for 2022, including the prospect of opening a third SBIC site (static or mobile), increasing volunteer ownership of the SBIC helpline, continued training, and eventually recruitment. WLS continued to work with the Westchester County Department of Mental Health to participate in Project Hope. The Westchester Crisis Counseling Team worked with organizations across Westchester to provide crisis counseling, resource referral and navigation, working with organizations such as Family Services of Westchester, NAACP of Peekskill, Hastings-on-Hudson and Katonah School Districts. There were six trained Crisis Counselors on the team (four bilingual). The WLS Team held weekly events at the Larchmont Public Library and at the Greenburgh Public Library. NY Project Hope's (NYPH) Westchester Crisis Counseling Team did a great amount of outreach in communities throughout Westchester and collaborated with many of the member libraries by holding groups and giving presentations. NYPH staff participated at Westchester's Salute to Seniors events; and this opportunity was used, not only to inform people about NYPH, but to let them know about all of WLS's offerings for the senior population. Through our helpline, the WLS team was able to provide digital access to remote students and seniors. Tables were set up at Farmers Markets throughout the

county. WLS's participation with the NY Project Hope Program ended on August 20, 2021. A lot was learned about working with the Federal Emergency Management Agency (FEMA) and the NYS Office of Mental Health. The program was successful in deepening the relationship of the System and the libraries with our other partners as well as strengthening the role of the library to the public as a trusted resource for helpful, non-biased information. Although the telephone helpline did not receive a lot of traffic, the web content did; and the people that we did connect with were extremely pleased with the help provided. Highlights included: A woman suffering from the loss of her husband due to COVID was comforted by one of our counselors and referred to services in her community. This encounter also helped initiate the start of grief counseling groups in collaboration with other NY Project Hope Westchester agencies. A student with a difficult home life was provided with internet access and a mobile hotspot for remote learning. This was in collaboration with WLS's Digital Equity program. Working together with People USA, clinical help was found for a person suffering from PTSD (post traumatic stress disorder). Educating library communities on the importance of caring for their mental health during a pandemic through presentations given during related library programs. The content on the webpage will be maintained and will continue to provide guidance on

COVID-19 resources as well
as health resources available in
the community.""

COVID-19 resources as well
as health resources available in
the community.""

14.3   Element 3: Professional Development and Continuing Education - Results

Professional Development

Both Elena Falcone & Krishna Horrigan were accepted as "Trauma-Informed Champions" and participated in the Westchester County Trauma-Informed Learning Collaborative. This collaborative recognizes that translating the need to become trauma-informed into a comprehensive and actionable plan can be a daunting task for organizations and communities. Training leadership is being provided by the Institute for Trauma and Trauma-Informed Care (University of Buffalo). Their vision is to promote and support a shared approach for expanding and sustaining trauma-informed care throughout the county by: 1) offering a process, framework and tools for implementing and measuring trauma-informed care; 2) building a referral network of trauma-informed agencies within and across service sectors; and 3) forming a workgroup/cohort of trauma-informed Champions and organizations who work both independently and collectively toward necessary changes in practices, policies, and culture. PIE's intent is to integrate several aspects of this approach - trauma-informed care, motivational interviewing, empathy-driven problem solving, social justice - into a program that addresses the experiences of library staff serving the public. Director of Development Pat Brigham attended the virtual NYS Education Department Second Digital Equity Summit and facilitated one of its 11 breakout rooms. The Digital Equity Summit endeavors to establish a shared

understanding of digital inequity and create a joint vision toward achieving digital equity in New York State for all New Yorkers. The summits brought together education, government, community, and business partners to recommend next steps (both short-term and long-term) at all levels—federal, state, local, and organizational. With presentations by national speakers and breakout discussions, invited participants took part in facilitated small group discussions, sharing their ideas, expertise and experiences. A final report will help identify barriers to achieving digital equity and contain recommendations for action at federal, state, regional, local and organizational levels. Continuing Education In collaboration with Manhattanville College, a series of 3 library author talks were presented and promoted among library staff and trustees as follows: Design Thinking for Libraries offered by Dr. Alison Carson, the Director of Manhattanville's Center for Design Thinking, was held as a WLS Trustee Institute and well attended. Social Poetics: Coronavirus Haiku, a conversation with Prof. Mark Nowak & the Worker Writers School, was an evening of exceptional poetry and stories from "frontline workers" during the COVID crises who shared their stories of isolation, survival, fear, joy, politics, race, and laughter. Author Lori Soderlind (Director of the Manhattanville College Master of Fine Arts Creative Writing Program) read from her new

book, The Change, which tells the story of a journey in a trailer with an old dog, finding hope in despair and coming to terms with loss. Afterward, there was a discussion on the shifting identity of the United States, and how to find hope in times of struggle.
PROGRAMMING FOR OUTREACH AUDIENCES Seniors with Low-Vision - Vision Labs: Due to COVID, there was a shift in priority for the Vision Labs project. Initial planning had centered around acquisition of hardware and space. After reconnecting with our contacts in low vision services, it was decided to provide virtual programs for library staff and patrons alike. In 2021, a VisionLabs guest presentation was held on BARD audiobooks attended by 25 librarians, and two desktop magnification units were received as donations from patrons of the John C. Hart Memorial Library. As libraries reopened their spaces and COVID restrictions were lifted, an in-person presence for the VisionLabs program was set up at the Yonkers Public Library Grinton I. Will Branch Library.

14.5   Element 5: Consulting and Development
Services - Results

Manager of Cataloging Services Douglas Wray and Systems Librarian Lindsay Stratton worked with Scarsdale Public Library and the vendors Baker & Taylor and Brodart to ensure that Scarsdale's acquisitions process with the two vendors functions smoothly. In both cases, brief on-order MARC records representing materials purchased by either one of the vendors is provided to WLS Cataloging Services by the vendor. After reviewing and editing them to reflect local practices, they are added to the WLS catalog by WLS Cataloging Services. Patrons are able to see the titles in the catalog and place holds. The vendors subsequently provide full MARC records for the same titles that contain more complete data, making for fuller description and better discovery when searching. The WLS catalogers overlay the brief records with the full ones. At the point of ordering the titles, the library provides the vendor with information which allows the vendor to make the materials "shelf-ready": a member library's circulation staff no longer has to carry out processing, such as creating item records, applying bar codes, or even attaching spine labels. This custom service must be set up with input from a library, a vendor, WLS Cataloging Services and the Equinox Open Library Initiative. Getting it off the ground has been a challenge because of the necessary coordination of communication and information sharing between the four parties. Mr. Wray and Ms. Stratton participated in virtual meetings and email

discussions with all involved
to arrive at a more routine way
of navigating this process,
especially as more member
libraries gradually consider
different plans with vendors.

14.6   Element 6: Coordinated Services - Results

"""""""""""Service Level Agreement (SLA): In follow-up to the audits done in 2020, the WLS IT Audit Group continued its work on the SLA. The WLS IT Audit Committee worked on the SLA for the Integrated Library System (ILS) and the new billing structure. The SLA was reviewed and modified by legal counsel. The new billing structure was reviewed with the Public Library Directors Association (PLDA) in March. This version takes into consideration PLDA's request to have the ILS service billed separately from all other WLS IT services in order to pave the way for an a la carte service model. The proposed model consists of 4 categories: ILS Maintenance, Network Managed Service, Device Support and Maintenance, and Wireless Service. While each category will be considered independently of each other, there are some uncontrollable overlaps. Efforts have been made to separate them as best as possible. Digital Content is not part of this model since WLS IT does not administer this service. In June, PLDA voted to approve the PLDA Finance Committee's recommendation to use Option B, which used the current model with the base membership and ILS maintenance factors combined, for the ILS Maintenance portion of the IT invoices for FY 2022. Information sessions were also held regarding the 2022 IT invoices. In the summer of 2021, the final version of the SLA was completed and presented to all libraries. WLS IT held multiple information sessions for library board members to

review and provide feedback on the new SLA. A total of 24 individuals attended representing 14 libraries and 10 staff members and 2 trustees representing WLS. Each library received a unique version of the SLA which covers their contracted services from WLS IT in 2022. Upgrade to Windows 10: The IT Department began swapping out old Windows 7 computers with new Windows 10 computers in libraries. This process encountered different states of COVID in libraries—with some being closed and others open to patrons, and some with areas cordoned off to minimize contact with IT staff. The first phase of replacement focused on the reservation software computers at each library. Public computers were replaced in the first weeks of 2021. Virtual Desktop Infrastructure (VDI): The capital project to upgrade the VDI environment was completed. This new hardware will enable the installation of a newer version of VMware Horizon, which will allow for better performance and the installation of Windows 10 on virtual machines. 2021 Capital Fund Projects: The following projects were planned: replacement of WLS network equipment, replacement of the WLS vehicle for IT staff use in the field and replacement of aging hardware at the libraries. A new wireless system was installed in two-thirds of the libraries who are subscribing to the WLS IT Managed Wireless Service in 2022. However, the pandemic caused supply shortages, and the wireless networking equipment did not come in

until the end of the year. Therefore, the remainer of the main network redesign will take place in 2022 to allow the networking staff to dedicate all their attention to the project. Library Data Specialist: This position went through two rounds of interviews, but unfortunately, a viable candidate was not found. The post is still. In the interim, WLS IT contracted with a development company for a trial period to try develop the library data dashboard—work duties which would have been part of the role of the Library Data Specialist. This project is not scheduled to launch until 2022. Part-Time Support Technician: Recruitment and interviews took place in April, and Jorry Dorelian was hired and started working in mid-May on the evening and weekend shift. IT Operations Manager: One key recommendation from the Operations Audit was the hiring of an IT Operations Manager to focus on the monitoring of the helpdesk system, to improve customer service performance with the member libraries and to expand and enhance the support documentation that will be created to help IT staff and member library staff in performing their daily activities. The job advertisement was posted in numerous online locations to maximize awareness of this employment opportunity to a diverse audience. Sites used to promote this job advertisement included the WLS website, NYLINE listserv, METRO Job Bank, Diversityjobs.com, Indeed.com, Nonprofit Westchester (NPW) Job Board, Facebook, Twitter and

LinkedIn. Numerous applications were received, and first round interviews began in mid-July. In early November, WLS welcomed Marcus Byers as our IT Operations Manager. Mr. Byers has over 12 years of experience in IT leadership roles and in fostering and sustaining change within an organization. New Helpdesk: The helpdesk system was deployed in early January 2021. Below are the current numbers of opened and closed work orders since using the new system. """""""""""""

14.7   Element 7: Awareness and Advocacy - Results

In support of New York Library Association's (NYLA) traditional Library Advocacy Day, a virtual Library Advocacy Visit was held on 2/26 for library trustees, directors and staff. Due to COVID-19, the meeting went virtual. Over 40 people in attendance met with their local State representatives. The meeting began with an overview of WLS system and member library services. Following the introduction, the meeting broke into two groups. NYS Legislators present included: Andrea Stewart-Cousins (35th Senate District); Jamaal Bailey (36th Senate District); Shelley Mayer (37th Senate District); Elijah Reichlin-Melnick (38th Senate District); Peter Harckham (40th Senate District); Nader Sayegh (90th Assembly District); Steven Otis (91st Assembly District); Thomas Abinanti (92nd Assembly District); Chris Burdick (93rd Assembly District); Kevin Byrne (94th Assembly District). Libraries shared specific stories (in some cases via video) of the creative solutions they found for providing their communities with what they needed to survive during COVID. A video recording of the event was posted to the WLS website. Those who could not attend were encouraged to use NYLA's Online Advocacy Center to send email messages and to share postings on social media in support of library aid. WLS Trustee Institute: WLS hosted a virtual Trustee Institute on 3/3 via Zoom with over 65 people joining in. Gerald (Jerry) Nichols of Library Consulting Services discussed

Trustee Roles &
Responsibilities including the
following topics: the job as a
trustee and the obligations of
the duty of care, loyalty &
obedience; the roles of the
director and the trustees;
basics of library law and
structure; and best practices
for effective meetings. The
video of Mr. Nichols'
presentation and the slides that
he followed were posted to the
WLS website.

14.8   Element 8: Communication among
Member Libraries and/or Branch Libraries -
Results

WLS's 62st Annual Meeting
was held virtually for the
second time via Zoom prior to
our regular board meeting on
11/30. A recap of WLS
services was given, and all
were thanked for their
continued support of WLS and
the member libraries.
Internally, WLS and the Public
Library Directors Association
(PLDA) worked together to
complete the SLA. WLS
promoted the Handbook for
Library Trustees of New York
State Bookclub with co
authors Jerry Nichols and
Rebekkah Smith Aldrich.
Program details were shared
via the WLS Executive
Director Report and all
trustees were encouraged to
join in.

14.9   Element 9: Cooperative Efforts with Other Library Systems - Results

WLS, the Mid-Hudson Library System (MHLS) and the Palmer School of Library & Information Science at Long Island University partnered to bring back the Advanced Certificate in Public Library Administration courses to the Hudson Valley. MHLS is serving as the host site for the 2021-2023 program. WLS had served as a host site for the program from 2016-2020. The Public Library Administrator's Certificate program consists of five courses that carry graduate academic credit and culminate in an Advanced Certificate in Public Library Administration recognized by the New York State Education Department. The New York Library Association (NYLA) held its first virtual Annual Conference from 11/5-6, with the theme of Strengthening Our Core. The conference was well attended, and a number of WLS Trustees participated. Jennifer Brown, Executive Director of The Field Library in Peekskill, and Terry Kirchner, WLS Executive Director, gave a presentation on Leading the Library through Turbulent Times. The key objectives covered the following: help attendees better understand how work style influences reactions to change; identify typical responses to change; encourage use of bridges' transitions model to frame conversations about change; and explore strategies to help oneself and others better manage the change process. The presentation slides were posted to the WLS website as part of the online WLS Trustee Manual that was organized.

14.10   Element 10: Construction - Results

For the FY2021-2022 of NYS Public Library Construction Aid, the PLDA Grants Committee consisted of Chair Angela Groth, Director of the Ardsley Public Library, and committee members Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem); Beth Bermel, Director of Scarsdale Public Library; Cindy Rubino, Director of Lewisboro Library; Jennifer Daddio, Director of Somers Library; Andrew Farber, PLDA President and Director of Chappaqua Library. The Committee, along with Dr. Kirchner of WLS, met to review the 15 applications received. This year's allocation for WLS totaled $1,590,468, and the application request amounts totaled $1,267,269; therefore, all requests could be met and the request for Warner Library was increased, bringing the total of the recommended award amounts submitted to Albany as $1,292,269. Due to COVID-19, a number of Public Library Construction Aid projects from previous fiscal year cycles faced challenges with delays. WLS supplied assistance to those libraries with questions from Albany on how to move their projects forward to completion.

14.11   Element 11: Central Library - Results

The WLS Central Library, Mount Vernon Public Library, was required by the NYS Library Division of Library Development (DLD) to complete its registration application, which was never completed after their budget went to a public vote. WLS assisted the library with initial and secondary reviews to help the library structure what it is that they needed to work on. The library needed to submit their materials to DLD to allow for State library staff to complete their review by March 31st. The library also needed to re-submit the financial sections of their NYS 2020 Annual Report because these sections were not accepted by DLD as originally submitted.

14.12   Element 12: Direct Access - Results

The WLS Free Direct Access Plan approved in 2016 remains active. As part of the 2022-2026 WLS Plan of Service, a revised Free Direct Access Plan was approved by a majority of member libraries as of 7/8/21 and approved by the WLS Board on 9/28/21. The revised version will become effective as of 1/1/2022.

14.13   Element 13: Other Goal(s) - Results

"""In 2021, the WLS Headquarters did not officially close due to the Coronavirus (COVID-19) pandemic. However, WLS staff worked remotely from their homes, with a few staff members reporting to our Headquarters for brief periods of time to complete tasks that need to be done at the office. Weekly manager and staff meetings were scheduled and were a good way to connect with each other. WLS continued to assist with disseminating information about the various directives being received from NYS and how libraries fit, which was not always clear, especially at the beginning. The effects of the pandemic exposed Westchester's digital divide and emphasized the public library as a driving force in fostering digital equity and digital literacy. A grant for $158,700 from the Westchester Community Foundation's Covid-19 Relief Fund helped WLS to connect some of Westchester's neediest families with a Chromebook and an internet connection, provide basic training on how to use the device (following COVID-19 safety protocols) and support to access online information and resources with their library card. Westchester County Social Services/Department of Temporary Housing, Westchester County Head Start, and the Westchester County Reentry Task Force, all important WLS community outreach partners, assisted in identifying individuals and families to participate in this project. Needs ranged from a lack of a device in the household or inadequate devices for a family, poor or

no internet connection, and little or no technology skills. In fact, the majority of people served had no experience using a mouse or a keyboard-- let alone the intricacies of using a browser, creating documents or even accessing an email account. Participating in the training sessions was a criterion for receiving the Chromebook and therefore required focused small group training. Presenting training in small groups, and using links for how-to videos and printed directions, addressed various learning styles. Where possible, trained agency partners were trained to work directly with clients. Many clients were not native English speakers. Recognizing that bilingual trainers were not available at the agencies, a team of TD Bank bilingual volunteers was enlisted to assist when possible, which eased the burden on an already overwhelmed staff at shelters and Head Starts. All participants were given a temporary library card, if needed, and were shown how to access online resources as part of the training. Overall, through this initiative, WLS distributed 268 Chromebooks with mice and cases and 200 WiFi devices with one-year subscription. Families in Temporary Housing: Activities took place at three Westchester Shelters located in Mount Vernon and White Plains. Job loss and housing issues exacerbated by the pandemic added families to Westchester's limited temporary housing. The Department of Social Services/ Temporary Housing (DSS) facilitated connecting WLS staff with the shelters.

Although there were challenges - such as finding available community space at the shelter, shelter staff availability, and continued COVID restrictions - a series of small group training sessions was set up at the shelters at times that were convenient for the individuals receiving the devices. Most shelter families had a cell phone - which had been their only device for email, job, and housing search and to communicate with their counselors. Receiving a Chromebook provided a sense of personal agency, opened the door for new opportunities, easier access to tools and information they needed to meet their goals. Head Start Families: Training and Chromebook distributions took place at six member libraries in Ossining, Yonkers, Mamaroneck, Port Chester - Rye Brook, Mount Vernon, Peekskill (Field Library). The delay in procurement of Chromebooks and Wi-Fi connections due to the supply chain challenges early in the project gave this phase of the project a slow and often frustrating start. Our original plan to meet with families in their Head Start Center with their family advocate was no longer possible due to organizational transitions within the Head Start Centers, and Covid shutdowns. Without Head Start facilities open, it was challenging to update the list of families in need, locate a communal location for training and distribution, find Spanish translators, and make the connection to the families. These challenges did not deter; we pivoted to offer training at centrally located libraries

coordinating with member library staff and Head Start staff. For example, at Yonkers Riverfront Library we arranged to meet with families prior to the Head Start Story Hour (a temporary Head Start program while they awaited re-opening). We continued to work closely with the Family Services of Westchester and their Community Engagement Manager. Reentry Individuals: In partnership with Westchester Reentry Task Force (WCRTF), WLS provided Chromebooks and training to WCRTF staff working directly with formerly incarcerated individuals. Battle of the Books competition was cancelled again in 2021 due to COVID-19. The decision was driven by restrictions of hosting a large gathering of over 300 individuals. The competition is expected to resume in 2022. """

15. Current system URL's

15.1	System Home Page URL	https://www.westchesterlibraries.org/
15.2	URL of Current List of Members	https://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/
15.3	URL of Current Governing Bylaws	https://www.westchesterlibraries.org/wp-content/files/wls-board/WLS_Bylaws_Apprvd20210126.pdf
15.4	URL of Evaluation Form	N/A
15.5	URL of Evaluation Results	N/A

| 15.6 | URL of Central Library Plan | https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central_Library_Plan_of_Service_2022-2026-WLSBrdApprvd20210928.pdf |
| 15.7 | URL of Direct Access Plan | https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Free_Direct_Access_Plan-BrdApprvd2021-09-28.pdf |

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

| 16.4 | The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) | 04/26/2022 |

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). | 8/10/2022 |

Suggested Improvements

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

Phone Number and Extension (enter area   9142313225
code, telephone number and extension only):

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