

Westchester Library System Annual Report for Library Systems - 2016 (Public Library Systems 2016)

1. General System Information

1.1	SEDCODE	660409700029
1.2	System Name	Westchester Library System
1.3	Beginning Reporting Year	1/1/2016
1.4	Ending Reporting Year	12/31/2016
1.5	Street Address	570 Taxter Road - Ste 400
1.6	City	Elmsford
1.7	Zip Code	10523
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	2337
1.9	Mailing Address	570 Taxter Road - Ste 400
1.10	City	Elmsford
1.11	Zip Code	10523
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	2337
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(914) 674-3600
1.14	Fax Number (enter 10 digits only)	(914) 674-4185
1.15	System Home Page URL	www.westchesterlibraries.org
1.16	URL of the system's complete Plan of Service	http://www.westchesterlibraries.org/wp- content/files/pdfs/about- wls/WLS_Free_Direct_Access_Plan_2016.pdf
1.17	Population Chartered to Serve (2010 Census)	949,113
1.18	Area Chartered to Serve (square miles)	431
1.19	Federal Employer Identification Number	131882114
1.20	County	Westchester
1.21	County (Counties) Served	Westchester
1.22	School District	Elmsford Union Free School District
1.23	Title of System Director:	

- (drop-down): Mr., Mrs., Ms., Miss, Dr. Dr.
- 1.24 First Name of System Director Terry L
 - 1.25 Last Name of System Director Kirchner
 - 1.26 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. 24140
 - 1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (914) 231-3223
 - 1.32 E-Mail Address of the System Director tkirchner@wlsmail.org
 - 1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (914) 674-4185
 - 1.34 Name of Outreach Coordinator Elena Falcone
 - 1.47 Is the library system a member of the New York State and Local Retirement System? Y
 - 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N
 - 1. Name of Contracting Municipality or District N/A
 - 2. Is this a written contract? (Enter Y for Yes, N for No) N/A
 - 3. Population of the geographic area served by this contract N/A
 - 4. Dollar amount of contract N/A

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

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

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)
The number of hours per work week used to compute FTE for all budgeted positions. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	7.52
2.11	Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)	0

	(iii) - Vacant Position FTE	
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)	9.52
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	5.3
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	14.01
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	28.83
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00
SALARY INFORMATION		
2.22	Entry-Level Librarian (certified) FTE	N/A
2.23	Entry-Level Librarian (certified) Current Annual Salary	N/A
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$179,631

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	38
3.15	Main Library/System Headquarters	1
3.16	Branches	0
3.17	Bookmobiles	0
3.18	Reading Centers	0
3.19	Other Outlets	0
3.20	Total Public Service Outlets (total questions 3.15 through	1

3.19)

3.21 Name of Central Library/Co-Central Libraries Mount Vernon Public Library

BOARD/COUNCIL MEETINGS

3.22 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 9

3.24 Current number of voting positions on system board/council 15

3.25 Term length for system board/council members 5

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

3.26 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, 2017, through December 31, 2017.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2017, through June 30, 2018

President/Council Chair

3.27 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.

3.28 First Name Catherine

3.29 Last Name Draper

3.30 Institutional Affiliation NYS Assembly, Amy Paulin, 88th District

3.31 Professional Title Legislative Aide, part-time

3.32 Mailing Address 125 Pelhamdale Avenue

3.33 City Pelham

3.34 Zip Code (enter five digits) 10803

- only)
- 3.35 Telephone for the Board
President (enter 10 digits only (914) 738-2528
and hit the Tab key)
- 3.36 E-mail Address wlssdistrict08@wlsmail.org
- 3.37 Term Begins - Month January
- 3.38 Term Begins - Year (yyyy) 2013
- 3.39 Term Expires - Month or N/A December
- 3.40 Term Expires - Year (YYYY)
or N/A 2017
- 3.41 Is this trustee serving a full
term? If No, 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). Yes
- 3.42 The date the board president
took the Oath of Office 01/29/2013
(mm/dd/yyyy)
- 3.43 The date the Oath of Office
was filed with town or county
clerk (mm/dd/yyyy) 02/15/2013
- 3.44 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. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1. Title (drop-down): Mr., Mrs.,
Ms., Miss, Dr., The
Honorable, The Reverend,
Other (specify using the State
note), Vacant Vacant
2. First Name N/A
3. Last Name N/A
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address N/A
7. City N/A
8. Zip Code (enter five digits
only) N/A
9. Term Begins - Month January
10. Term Begins - Year (yyyy) N/A

11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A N/A
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). N/A
14. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee?
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Karen
3. Last Name Zevin
4. Institutional Affiliation N/A
5. Professional Title Market Researcher & Analyst
6. Mailing Address 176 Cleveland Drive
7. City Croton-on-Hudson
8. Zip Code (enter five digits only) 10520
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2017
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2021
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) 01/31/2017
15. The date the Oath of Office

- was filed with town or county clerk (mm/dd/yyyy) 02/08/2017
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Dr.
2. First Name Norman
3. Last Name Jacknis
4. Institutional Affiliation Intelligent Community Forum
5. Professional Title Senior Fellow
6. Mailing Address 39 Mountainside Trail
7. City Cortlandt Manor
8. Zip Code (enter five digits only) 10567
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2013
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2017
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) 01/29/2013
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/15/2013
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Barbara
3. Last Name Hickernell
4. Institutional Affiliation Engineering Conferences International
5. Professional Title Executive Director
6. Mailing Address 12 Terrich Court

- | | | |
|-----|--|------------------|
| 7. | City | Ossining |
| 8. | Zip Code (enter five digits only) | 10562 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2013 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2017 |
| 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) | 01/29/2013 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/15/2013 |
| 16. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Sean |
| 3. | Last Name | Ryan |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | 18 Bayberry Road |
| 7. | City | Armonk |
| 8. | Zip Code (enter five digits only) | 10502 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2016 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2020 |
| 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 | Yes |

- trustee who resigned their position).
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/26/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/27/2016
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Dr.
2. First Name LaRuth
3. Last Name Gray
4. Institutional Affiliation Metropolitan Center of Urban Education, School of Education, New York University
5. Professional Title Scholar in Residence
6. Mailing Address 300 Pelham Road
7. City New Rochelle
8. Zip Code (enter five digits only) 10805
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2014
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2018
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) 01/28/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2014
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State Ms.

- note), Vacant
2. First Name Sue
 3. Last Name Neale
 4. Institutional Affiliation N/A
 5. Professional Title Retired
 6. Mailing Address 23 Barry Road
 7. City Scarsdale
 8. Zip Code (enter five digits only) 10583
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2014
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2018
 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) 02/25/2014
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/12/2014
 16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
 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) 2014
 11. Term Expires - Month or N/A December

12. Term Expires - Year (YYYY) or N/A 2018
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) 01/28/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2014
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Mary
3. Last Name Amato
4. Institutional Affiliation N/A
5. Professional Title Administrator
6. Mailing Address 359 Westchester Avenue
7. City Tuckahoe
8. Zip Code (enter five digits only) 10707
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2015
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2019
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) 03/31/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/31/2015

16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Hope
3. Last Name Furth
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 35 Platt Place
7. City White Plains
8. Zip Code (enter five digits only) 10605
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2015
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2019
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) 03/31/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/31/2015
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Dave
3. Last Name Donelson
4. Institutional Affiliation N/A
5. Professional Title Writer
6. Mailing Address 44 Park Lane
7. City West Harrison
8. Zip Code (enter five digits

- only) 10604
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2015
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 2019
or N/A
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) 02/24/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/24/2015
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Alex
3. Last Name Payan
4. Institutional Affiliation Family Services of Westchester
5. Professional Title Director, Port Chester Cares
6. Mailing Address 434 West William Street
7. City Port Chester
8. Zip Code (enter five digits only) 10573
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 2020
or N/A
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) 01/26/2016
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/27/2016
- 16. Is this a brand new trustee? N
- 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
- 2. First Name Susan
- 3. Last Name Morduch
- 4. Institutional Affiliation CHE Senior Psychological Services
- 5. Professional Title Pyschologist
- 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) 2017
- 11. Term Expires - Month or N/A December
- 12. Term Expires - Year (YYYY) or N/A 2021
- 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) 01/31/2017
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/08/2017
- 16. Is this a brand new trustee? Y
- 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
- 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) | 2016 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2020 |
| 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) | 01/26/2016 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2016 |
| 16. | Is this a brand new trustee? | N |

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2017, through December 31, 2017. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. 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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

- | | | |
|----|---|---------|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Nory |
| 3. | Last Name | Padilla |

4. Institutional Affiliation Westchester County Dept. of Correction
5. Professional Title Director of Programs and Staff Development
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Isabel
3. Last Name Hershkowitz
4. Institutional Affiliation Berger & Gaines
5. Professional Title Director of Marketing & Outreach
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Janet
3. Last Name Donat
4. Institutional Affiliation Family Services of Westchester
5. Professional Title Coordinator of Early Childhood & Parenting Programs
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant
2. First Name Cornelia
3. Last Name Schimert
4. Institutional Affiliation Visiting Nurse Association of Hudson Valley
5. Professional Title Director, County Relations
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mr. Other (specify using the State note), Vacant
2. First Name Steve
3. Last Name Schurkman
4. Institutional Affiliation Keane & Beane
5. Professional Title Principal Member
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Ms. Other (specify using the State note), Vacant

2.	First Name	Gina
3.	Last Name	Bell
4.	Institutional Affiliation	Yonkers Public Schools
5.	Professional Title	Head of Library Services
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Laura
3.	Last Name	Eckley
4.	Institutional Affiliation	Larchmont Public Library
5.	Professional Title	Director

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	94
4.2	System Visits	482
CIRCULATION		
4.3	Total Cataloged Book Circulation	32,623
4.4	Total Circulation of Other Materials	4,935
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	37,558
4.6	Use of Electronic Material	9,998
4.7	Successful Retrieval of Electronic Information	4,320
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	14,318
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	47,556
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	51,876

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	65
4.12	Uncataloged Book Holdings	20
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0
4.15	Total Number of NOVELNY	10

Databases

4.16	Total Electronic Holdings	16,981
4.17	Other Non-Electronic Materials	20
4.18	Grand Total Holdings (total questions 4.11 through 4.17)	17,096

ROTATING COLLECTIONS/BOOK LOANS

4.19	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	N
4.20	Number of collections	0
4.21	Average number of items per collection	0

5. System Services**TECHNOLOGY AND RESOURCE SHARING****INTEGRATED LIBRARY SYSTEM (ILS)**

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

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

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	No
g.	Media Booking	No
h.	Community Information	Yes
i.	Electronic Resource Management	No
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	Sirsi Dynix
5.4	How many member libraries fully participate in the ILS?	38
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS	38

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 ILL | Yes |
| c. | ILL feature implemented and used | Yes |
| 5.8 | Number of titles in the ILS bibliographic database | 969,930 |
| 5.9 | Number of new titles added by the system in the reporting year | 0 |
| 5.10 | Number of Central Library Aid titles added in the reporting year | 423 |
| 5.11 | Number of new titles added by the members in the reporting year | 41,956 |
| 5.12 | Total new titles (total questions 5.9 through 5.11) | 42,379 |

UNION CATALOG OF RESOURCES

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

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

- | | | |
|------|--|-----------|
| a. | Print | No |
| b. | Disc | No |
| c. | Online (virtual catalog) | Yes |
| 5.14 | How many libraries participate in (or submit records for) the union catalog? | 38 |
| 5.15 | Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) | N |
| 5.16 | Number of titles in the system's union catalog | 969,930 |
| 5.17 | Number of holdings in the system's union catalog | 3,834,397 |
| 5.18 | Number of new titles added in the last year | 41,956 |
| 5.19 | Number of holdings added in | 251,959 |

the last 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 checked, please name non-member catalogs using the State note) No
- b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No
- c. Patron-initiated ILL available and used through this catalog Yes

UNION LIST OF SERIALS

- 5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) Y
- 5.22 How many libraries participate in (or submit records for) the union list of serials? 38

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 1,813,040

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 5,494
- 5.26 Total items received (borrowed) 6,398
- 5.27 Total requests provided (loaned) unfilled 8,657
- 5.28 Total requests received (borrowed) unfilled 616
- 5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 21,165

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 State 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	Yes
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No
g.	Other (specify using the State note)	No
5.31	Number of stops (pick-up and delivery sites per week)	264

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	8
5.33	Number of participants	155

Technology

5.34	Number of sessions	54
5.35	Number of participants	195

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	15
5.39	Number of participants	240

Management & Supervisory

5.40	Number of sessions	6
5.41	Number of participants	54

Planning and Evaluation

5.42	Number of sessions	0
5.43	Number of participants	0

Awareness and Advocacy

5.44	Number of sessions	1
5.45	Number of participants	71

Trustee/Council Training

5.46	Number of sessions	0
5.47	Number of participants	0

Special Client Populations

5.48	Number of sessions	67
5.49	Number of participants	840

Children's Services/Birth to Kindergarten

5.50	Number of sessions	1
5.51	Number of participants	28

Children's Services/Elementary Grade Levels

5.52	Number of sessions	5
5.53	Number of participants	190

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	5
5.55	Number of participants	150

General Adult Services

5.56	Number of sessions	39
5.57	Number of participants	110

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

1.	Topic	Annual Report Workshops
2.	Number of sessions	3
3.	Number of participants	15
1.	Topic	Construction Grant Workshop
2.	Number of sessions	2
3.	Number of participants	14
1.	Topic	Marketing Bootcamp
2.	Number of sessions	1
3.	Number of participants	18
1.	Topic	Using Data to Visualize your Story
2.	Number of sessions	1
3.	Number of participants	23
1.	Topic	Minigrant Workshops
2.	Number of sessions	2
3.	Number of participants	17
1.	Topic	Creative Aging Grant Workshop
2.	Number of sessions	1

3.	Number of participants	10
5.59	Grand Total Sessions (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	211
5.60	Grand Total Participants (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	2,130
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

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

Note: For questions which include a choice of "Other", please add a State 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	No
g.	Coordinated computer services/purchases	Yes
h.	Virtual reference	No
i.	Other (describe using the State note)	No

j.	N/A	No
CONSULTING AND TECHNICAL ASSISTANCE SERVICES		
5.63	Number of contacts - Consulting with member libraries on grants, and state and federal funding	246
5.64	Number of contacts - Consulting with member libraries on funding and governance	115
5.65	Number of contacts - Consulting with member libraries on charter and registration work	24
5.66	Number of contacts - Consulting with member libraries on automation and technology	3,532
5.67	Number of contacts - Consulting with member libraries on youth services	144
5.68	Number of contacts - Consulting with member libraries on adult services	392
5.69	Number of contacts - Consulting with member libraries on physical plant needs	0
5.70	Number of contacts - Consulting with member libraries on personnel and management issues	187
5.71	Number of contacts - Consulting with state and county correctional facilities	72
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	13
5.73	Number of contacts - Providing system and member library information to the media	196
5.74	Number of contacts - Providing website development and maintenance	0

for member libraries

5.75 Does the system provide other 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. Y

1. Topic NYS Annual Report

2. Number of contacts (all types) 264

1. Topic Westchester-Putnam One Stop Employment Workforce Development

2. Number of contacts (all types) 178

5.76 **Total other contacts** (total of question #2 of Repeating Group #6) 442

5.77 **Total number of contacts** (total of questions 5.63 through 5.74 and 5.76) 5,363

REFERENCE SERVICES

5.78 Total Reference Transactions 78

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 educationally disadvantaged Yes

c. Services for patrons who are aged Yes

d. Services for patrons who are geographically isolated No

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

f. Services to patrons who are in institutions Yes

g. Services for unemployed and underemployed individuals Yes

i. N/A No

5.80 Number of BOOKS BY N/A

	MAIL loans	
5.81	Number of member libraries with Job/Education Information Centers or collections	14
5.82	Number of State Correctional Facilities libraries served	3
5.83	Number of County Jails libraries served	0
5.84	Number of institutions served other than jails or correctional facilities	1
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	Y
1.	Service provided	Westchester Seniors Out Speaking (WSOS)
2.	Number of facilities/institutions served	10
1.	Service provided	HSE Connect!
2.	Number of facilities/institutions served	2
1.	Service provided	WEBS Individual Career Counseling
2.	Number of facilities/institutions served	2
1.	Service provided	WEBS Career Seminars
2.	Number of facilities/institutions served	10
1.	Service provided	WEBS Career Workshops
2.	Number of facilities/institutions served	20
1.	Service provided	WEBS Distance Counseling
2.	Number of facilities/institutions served	1
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.	N
5.87	Description of fees	Not Applicable

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y
1.	County Name	Westchester County
2.	Amount	\$1,000,000
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y
6.2	Total County Funding	\$1,000,000
6.3	All Other Local Public Funds	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$1,000,000

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$16,494
6.6	Central Library Development Aid	\$284,177
6.7	Central Book Aid	\$66,900
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$155,681
6.11	Correctional Facilities Library Aid	\$31,088
6.12	County Jails Library Aid	\$10,211
6.14	Family Literacy Grants	\$12,202
6.18	Local Library Services Aid - Kept at System	\$28,454
6.19	Local Library Services Aid - Distributed to Members	\$251,088
6.20	Total LLSA (total questions 6.18 and 6.19)	\$279,542
6.21	Local Services Support Aid	\$192,870

6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,550,007
6.27	Public Library System Supplementary Operational Aid	\$206,051
6.36	Special Legislative Grants and Member Items	\$194,028
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N

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

1.	Funding Source	N/A
2.	Amount	N/A
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0
6.44	Total State Aid Receipts (total questions 6.5 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)	\$2,999,251

FEDERAL AID

6.45 Library Services and

Technology Act (LSTA) \$0

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

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 IMLS

2. Amount \$221,135

6.47 Total Other Federal Aid (total questions #2 of Repeating Group #10 above) \$221,135

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$221,135

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

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

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

1. Contracting Agency WLS Member Libraries

2. Contracted Service WLS IT Services

3. Total Contract Amount \$2,789,926

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$2,789,926

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$141,773

6.53 Income from Investments \$2,683

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? Y

Enter Y for Yes, N for No.

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	WEBS
2.	Amount	\$27,665
1.	Receipt category	Non-resident Cards
2.	Amount	\$2,473
1.	Receipt category	Misc.-Movie license
2.	Amount	\$12,586
1.	Receipt category	WSOS
2.	Amount	\$17,388
1.	Receipt category	Palmer School PLAC
2.	Amount	\$37,084
1.	Receipt category	Battle of the Books
2.	Amount	\$3,000
1.	Receipt category	WLS Trustee Award
2.	Amount	\$397
1.	Receipt category	Insurance reimbursements
2.	Amount	\$20,795
1.	Receipt category	Other miscellaneous
2.	Amount	\$47,083
1.	Receipt category	IT Fines & Fees
2.	Amount	\$3,640
1.	Receipt category	WCC Pass-thru
2.	Amount	\$2,616
1.	Receipt category	SOM Pass-thru
2.	Amount	\$24,546
1.	Receipt category	BTOP subcontract-NEW
2.	Amount	\$33,680
1.	Receipt category	e-Rate
2.	Amount	\$2,167
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$235,120
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$379,576
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid,	\$7,389,888

Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)

6.60 **BUDGET LOANS** \$0

TRANSFERS

6.61 Transfers from Capital Fund (Same as question 9.6) \$449,401

6.62 Transfers from Other Funds \$0

6.63 **Total Transfers** (total questions 6.61 and 6.62) \$449,401

6.64 **CASH BALANCE - Beginning of Current Fiscal Reporting Year:**
Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016.) \$2,047,846

6.67 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER** (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83.) \$9,887,135

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1 System Director and Librarians \$933,438

7.2 Other Staff \$1,397,985

7.3 Total Salary and Wages Expenditures (total questions 7.1 and 7.2) \$2,331,423

7.4 Employee Benefits \$926,762

Expenditures

7.5 **Total Staff Expenditures** \$3,258,185
(total questions 7.3 and 7.4)

COLLECTION EXPENDITURES

7.6 Print Materials Expenditures \$74,541

7.7 Electronic Materials Expenditures \$410,154

7.8 Other Materials Expenditures \$0

7.9 **Total Collection Expenditures** (total questions 7.6 through 7.8) \$484,695

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10 Local Library Services Aid (LLSA) \$251,088

7.11 Central Library Aid (CLDA/CBA) \$351,077

7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) \$169,699

7.16 Federal Aid \$158,141

7.17 Other cash grants paid from system funds \$34,316

7.18 Total Cash Grants (total questions 7.10 through 7.17) \$964,321

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) \$964,321

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22 Bookmobile \$0

7.23 Other Vehicles \$0

7.24 Computer Equipment \$692,577

7.25 Furniture/Furnishings \$139,091

7.26 Other Capital Expenditures \$10,274

7.27 **Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26) \$841,942

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28 From Local Public Funds (71PF) \$0

7.29	From Other Funds (71OF)	\$841,942
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$841,942

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 Building Equipment (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$152,421
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$152,421

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$1,653
7.37	Office and Library Supplies	\$46,788
7.38	Telecommunications	\$311,956
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$17,991
7.41	Publicity and Printing	\$23,187
7.42	Travel	\$85,525
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$194,310
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$12,706
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y

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

1.	Expense category	Ret Hlt Ben
2.	Amount	\$242,680
1.	Expense category	Events
2.	Amount	\$14,127
1.	Expense category	Eqp rental
2.	Amount	\$3,283
1.	Expense category	Comp Mnt
2.	Amount	\$48,794
1.	Expense category	Eqp Mnt
2.	Amount	\$13,462
1.	Expense category	Softw Mnt
2.	Amount	\$431,632
1.	Expense category	Mtgs InHouse
2.	Amount	\$3,829
1.	Expense category	Misc
2.	Amount	\$16,754
1.	Expense category	Moving Exp
2.	Amount	\$20,080
1.	Expense category	OCLC Chrg
2.	Amount	\$63,607
1.	Expense category	PR Fees
2.	Amount	\$11,146
1.	Expense category	Delivery Srv
2.	Amount	\$395,883

7.47 Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) \$1,265,277

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$1,959,393

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

7.49 Does the system contract with libraries and/or library systems in New York State? N
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 State note) N/A

2.	Contracted Service (specify using the State note)	N/A
3.	Total Contract Amount	N/A
7.50	Total Contracts (total question #3 of Repeating Group #14 above)	\$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	\$0
7.52	From Other Funds (73OF)	\$0
7.53	Total Capital Purposes Loans (total questions 7.51 and 7.52)	\$0
7.54	Other Loans	\$0
7.55	Total Debt Service (total questions 7.53 and 7.54)	\$0
7.56	TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$7,660,957

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$0
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$0
7.60	Total Transfers to Other Funds	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$0

- 7.62 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61) \$7,660,957
- 7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For Public Library Systems - December 31, 2016) (For 3Rs - June 30, 2017) \$2,226,178
- 7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63) \$9,887,135

FISCAL AUDIT

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

- 7.84 Last audit performed (mm/dd/yyyy) 03/29/2016
- 7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2015-12/31/2015
- 7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

- 1. Name of bank or financial institution TD Bank
- 2. Amount of funds on deposit \$2,226,178
- 7.87 **Total Bank Balance** (total question #2 of Repeating Group #15) \$2,226,178
- 7.88 Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here. Y

8. Capital Fund Receipts

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

8.2 **Transfer From Operating Fund** \$0
(same as question 7.59)

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

1. Contracting Agency N/A

2. Amount N/A

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

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

8.7 **NONREVENUE RECEIPTS** \$2,704

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$2,704

8.9 **CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016.** (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016) \$1,911,880

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$1,914,584

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1	Total Construction	\$0
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$449,401
9.7	TOTAL NONPROJECT EXPENDITURES	\$0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$449,401
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2016, for Public Library Systems; June 30, 2017, for 3Rs)	\$1,465,183
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$1,914,584

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2017 - December 31, 2017

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$7,055,800
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance	

in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q7.63 of the 2016 annual report) \$2,226,178

- 12.5 Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance \$9,281,978 (total questions 12.1 through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

- 12.6 Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service) \$7,152,200
- 12.7 Total Transfers \$0
- 12.8 Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2017) \$2,129,778
- 12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8) \$9,281,978

PROJECTED CAPITAL FUND - RECEIPTS

- 12.10 Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects) \$0
- 12.11 Nonrevenue Receipts \$0
- 12.12 Cash Balance in Capital Fund at the end of the previous

fiscal year
 (For Public Library Systems,
 opening balance on January 1,
 2017, must be the same as the \$1,465,183
 December 31, 2016, closing
 balance reported on Q9.9 of
 the 2016 annual report)

12.13 Grand Total Capital Fund
 Receipts and Balance (total
 questions 12.10 through \$1,465,183
 12.12)

PROJECTED CAPITAL FUND - DISBURSEMENTS

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

12.15 Cash Balance in Capital Fund
 at the end of the current fiscal
 year \$1,465,183
 (For Public Library Systems,
 December 31, 2017)

12.16 Grand Total Capital Fund
 Disbursement, Transfers, and
 Balance (Sum of questions \$1,465,183
 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 Education Law § 272, 273(1)
Reference (a, c, d, e, n)
(Basic Aid): Commissioners Regulations
 90.3

Statutory Education Law § 272, 273(5)
Reference Commissioners Regulations
(LLSA): 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)(6)
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)(7)
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(12)(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) 6.5

13.1.2 Total Expenditure for Professional Salaries \$628,234

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) 3.1

13.1.4 Total Expenditure for Other Staff Salaries \$198,239

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$445,607

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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 CPC Group
3. Expenditure \$11,808

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Various
3. Expenditure \$880

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Various
3. Expenditure \$14,116

1. Expenditure Category Telecommunications
2. Provider of Services Magic Jack
3. Expenditure \$3,035

1. Expenditure Category Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)

2.	Provider of Services	Various
3.	Expenditure	\$176,447
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$17,834
1.	Expenditure Category	Printing
2.	Provider of Services	Canon
3.	Expenditure	\$2,918
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	Various
3.	Expenditure	\$10,186
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Utica
3.	Expenditure	\$14,215
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Waterline
3.	Expenditure	\$120
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Various
3.	Expenditure	\$580
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	\$31,245
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	HYK
3.	Expenditure	\$125,730
1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Empire
3.	Expenditure	\$227,407
13.1.7	Total Expenditure -	\$636,521

Purchased Services

- 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 State 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 | \$23,435 |

- | | | |
|----|----------------------|--------------------------------------|
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Expenditure | \$6,047 |

- 13.1.9 **Total Expenditure - Supplies and Materials** \$29,482

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

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 | \$10,843 |

- 13.1.11 **Total Expenditures - Travel** \$10,843

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

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 | N/A |
| 2. | Quantity | N/A |
| 3. | Unit Cost | N/A |

4. Expenditure N/A
- 13.1.13 Total Expenditure - Equipment and Furnishings \$0
- 13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$251,088
- 13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no. N

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

1. Recipient N/A
2. Allocation N/A
3. Project Description (no more than 300 words)

- 13.1.16 Total Expenditures - Grants for Member Libraries \$0
- 13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16) \$2,200,014
- 13.1.18 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$0
- 13.1.19 **Total Allocation from 2016 - 2017 State Aid:** \$2,228,469
- 13.1.20 **Cash Balance at the End of the Current Fiscal Year** \$28,455
- 13.1.21 **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 2016 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: \$237,161; 13.1.5-Benefits: \$127,870]; office supplies [13.1.9-Supplies & Materials: \$1,166]; and portion of office rent [13.1.7-Purchased Services: \$25,737]. 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: WEBS: For the support of the WEBS Educational & Career Counseling program that helps the un- and under-employed: computer software for skill testing [13.1.7-Purchased Services: \$11,808]; office supplies [13.1.9-Supplies & Materials: \$973]; a portion of staff salaries [13.1.4-Other Salaries: \$52,517; 13.1.5-Benefits: \$28,314]; training expenses [13.1.7-Purchased Services: \$880]; office supplies [13.1.9-Supplies & Materials: \$2,027]; and portion of office rent [13.1.7-Purchased Services: \$34,234]. 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: a portion of staff salaries and benefits [13.1.2-Professional Salaries: \$13,182; 13.1.5-Benefits: \$7,107]; supplies [13.1.9-Supplies & Materials: \$8,586]; and portion of office rent [13.1.7-Purchased Services: \$26,701]. 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: professional development expenses [13.1.7-Purchased Services: \$14,116]; telecommunications [13.1.7-Purchased Services: \$3,035]; meeting supplies [13.1.9-Supplies & Materials: \$1,759]; and portion of office rent [13.1.7-Purchased Services: \$10,259]. Coordinated Services - NYS Element #6 To achieve the goal of providing technology to enhance library services, expenses included: a portion of electronic library materials [13.1.7-Purchased Services: \$176,447]; office supplies [13.1.9-Supplies & Materials: \$85]. 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: publicity [13.1.7-Purchased Services: \$17,834]; printing [13.1.7-Purchased Services: \$2,918]; postage [13.1.9-Supplies & Materials: \$5,641]; office supplies [13.1.9-Supplies & Materials: \$1,817]; event program supplies [13.1.9-Supplies & Materials: \$1,381]; memberships to professional organizations [13.1.7-Purchased Services: \$10,186]; travel expense [13.1.11-Travel: \$10,844]; and portion of office rent [13.1.7-Purchased Services: \$28,799]. 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: \$5,406; 13.1.5-Benefits: \$2,915]. 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: \$372,485; 13.1.4-Other Salaries: \$145,722; 13.1.5-Benefits: \$279,401]; retiree health benefits [13.1.5-Benefits: \$227,407]; building maintenance expenses-insurance [13.1.7-Purchased Services: \$14,215]; other operating expenses [13.1.7-Purchased Services: \$120]; moving expenses [13.1.7-Purchased Services: \$580]; professional fees for auditor, accountant, legal services [13.1.7-Purchased Services: \$31,245]; furnishings under unit cost of \$5,000 [13.1.9-Supplies & Materials: \$6,047]; and payout of Local Library Services Aid funds [13.1.14-LLSA Expenditures: \$251,088]. The remaining 10% of LLSA funds were distributed in 2017 [13.1.20-Balance at the end of the year: \$28,454]."

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Reference: Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4
Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central

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

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

Yes must be answered at least once in Questions 13.2.1 - 13.2.5

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

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

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. 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 N/A
- 2. Provider of Services N/A
- 3. Expenditure N/A

13.2.2 Total Expenditure - Purchased Services \$0

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign language library materials 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 State 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, 3, and 4 of one repeating group.

- 1. Expenditure Category Adult non-fiction and foreign language materials - non-print
- 2. Quantity 36
- 3. Unit Cost \$60
- 4. Expenditure \$2,218

1.	Expenditure Category	Adult non-fiction and foreign language materials - electronic databases
2.	Quantity	3
3.	Unit Cost	\$21,560
4.	Expenditure	\$64,682

13.2.4 Total Expenditure - Supplies and Materials \$66,900

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

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

1.	Recipient	N/A
2.	Allocation	N/A
3.	Project Description (no more than 300 words)	

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

13.2.7 Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6) \$66,900

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

13.2.9 **Total Allocation from 2016 - 2017 State Aid** \$66,900

13.2.10 **Cash Balance at the End of the Current Fiscal Year** \$0

13.2.11 **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 NARRATIVE 2016 [Same Narrative used for both Central Book Aid (CBA): \$66,900 and Central Library Development Aid (CLDA): \$284,177 - Grand Total: \$351,077] Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2016: 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 via Central Library Development and Central Library Book Aid 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 for Central Library audio/visual materials and other resources to enhance the overall reference collection (\$66,900 - CBA Question 13.2.4-Supplies & Materials); for online learning and other electronic resources (\$279,172 - CLDA Question 13.3.9-Supplies & Materials) and training (\$5,005 - CLDA Question 13.3.7-Purchased Services).

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)
Reference: Commissioners Regulations 90.4
 The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.
 Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

13.3.1-13.3.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLDA funds).

- 13.3.1 Total Full-Time Equivalents (FTE) N/A
- 13.3.2 Total Expenditure for Professional Salaries N/A

13.3.3-13.3.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

- 13.3.3 Total Full-Time Equivalents (FTE) N/A
- 13.3.4 Total Expenditures for Other Staff Salaries N/A
- 13.3.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits N/A

(paid from CLDA funds).

13.3.6 **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 State 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
- 2. Provider of Services
- 3. Expenditure

- 1. Expenditure Category Consultant fees/professional fees
- 2. Provider of Services Various
- 3. Expenditure \$5,005

13.3.7 Total Expenditure - Purchased Services \$5,005

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

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

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

- 1. Expenditure Category Adult non-fiction and foreign language materials - electronic databases
- 2. Expenditure \$279,172

13.3.9 **Total Expenditure - Supplies and Materials** \$279,172

13.3.10 **Travel Expenditures:** Did the system expend funds for N

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

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

13.3.12 **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

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

13.3.14 **Grants to Central/Co-Central Libraries:**

Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. N

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

- 1. Recipient N/A
- 2. Allocation N/A
- 3. Project Description (no more than 300 words) Not applicable.

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

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** \$284,177

13.3.17 **Cash Balance at the Opening of the Fiscal Year**

NOTE: The opening balance must be the same as the closing balance of the previous year. \$0

13.3.18 **Total Allocation from 2016 - 2017 State Aid:** \$284,177

13.3.19 **Cash Balance at the end of the Current Fiscal Year** \$0

13.3.20 **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 NARRATIVE 2016 [Same Narrative used for both Central Book Aid (CBA): \$66,900 and Central Library Development Aid (CLDA): \$284,177 - Grand Total: \$351,077] Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2016: 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 via Central Library Development and Central Library Book Aid 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 for Central Library audio/visual materials and other resources to enhance the overall reference collection (\$66,900 - CBA Question 13.2.4-Supplies & Materials); for online learning and other electronic resources (\$279,172 - CLDA Question 13.3.9-Supplies & Materials) and training (\$5,005 - CLDA Question 13.3.7-Purchased Services).

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1 **Total Full-Time Equivalents (FTE)** 0.7

13.4.2 Total Expenditure for Professional Salaries \$71,285

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) 1.2

13.4.4 Total Expenditure for Other Staff Salaries \$22,262

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$24,885

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 State 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 Other (specify using the State note)
 2. Provider of Services Various
 3. Expenditure \$15,410

1. Expenditure Category Other (specify using the State note)
 2. Provider of Services Various
 3. Expenditure \$10,400

1. Expenditure Category Institutional membership dues
 2. Provider of Services Various
 3. Expenditure \$144

13.4.7 **Total Expenditure - Purchased Services** \$25,954

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

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

questions for any further requirements.

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

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	\$2,618

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$4,440

13.4.9	Total Expenditure - Supplies and Materials	\$7,058
--------	--	---------

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category. Y

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

1.	Type of Travel	System staff
2.	Expenditure	\$4,237

13.4.11	Total Expenditure - Travel	\$4,237
---------	-----------------------------------	---------

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

- 13.4.15 Total Expenditure - Grants to Member Libraries \$0
- 13.4.16 Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15) \$155,681
- 13.4.17 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$0
- 13.4.18 **Total Allocation from 2016 - 2017 State Aid:** \$155,681
- 13.4.19 **Cash Balance at the End of the Current Fiscal Year** \$0
- 13.4.20 **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, 2016 Program Year [Total: \$155,681] 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. Programming was continued with the Medicare Rights Center, Westchester Independent Living Center, Great Potentials of SUNY Purchase College, Family Services of Westchester, and other community organizations. Personnel expenses included salary and benefits for library and other staff totaling \$118,432 (\$71,285 - Question 13.4.2-Professional Salaries; \$22,262 - Question 13.4.4-Other Salaries; \$24,885 - Question 13.4.5-Benefits). WLS worked with library professionals to provide innovative training opportunities for member library administrators and staff to help them incorporate outreach policies and practices in their regular service delivery plans (\$15,410 - Question 13.4.7-Purchased Services; \$2,618 - Question 13.4.9-Supplies & Materials). WLS produced flyers,

notices, announcements and other materials to alert member libraries and the public to the availability of programs and services. Expenses included postage and office supplies (\$4,440 - Question 13.4.9-Supplies & Materials) and printing and publicity (\$10,400 - Question 13.4.7-Purchased Services). Other expenses included reimbursement of system staff travel to various conferences and meetings (\$4,237 - Question 13.4.11-Travel) and organizational membership dues and related meeting expenses (\$144 - 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 inmate's needs (Purchased Services).

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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 \$4,800

13.5.2 **Total Expenditure - Purchased Services** \$4,800

13.5.3 **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 Y

Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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 \$3,129

1. Expenditure Category Office/library supplies and postage
 2. Expenditure \$2,282

13.5.4 **Total Expenditure - Supplies and Materials** \$5,411

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$10,211

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

13.5.7 **Total Allocation from 2016 - 2017 State Aid** \$10,211

13.5.8 **Cash Balance at the End of the Current Fiscal Year** \$0

13.5.9 **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: 2016 Program Year [Total: \$10,211] WLS provided continuing collection development support to Westchester County Department of Corrections inmates through development of Westchester Connections, a re-entry guide to support those formerly incarcerated, families and service providers [\$4,800 - Question 13.5.2-Purchased Services; \$3,129 - Question 13.5.4-Supplies & Materials]. WLS will also provide consultation and technical assistance, and management of a donated items program. The department manager will allocate time for consultation and research to develop other services [\$2,282 - 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 inmate. Please see the State Corrections Program Guidelines at [http://collect.btol.com/\(S\(2bzpotmwaaz4txe01fjoxb45\)\)/www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://collect.btol.com/(S(2bzpotmwaaz4txe01fjoxb45))/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)	0.3
13.6.2	Total Expenditure for Professional Salaries	\$12,929

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

13.6.3	Total Full-Time Equivalents (FTE)	0.2
13.6.4	Total Expenditure for Other Staff Salaries	\$4,810

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$3,547

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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	Various
3.	Expenditure	\$4,120

13.6.7 **Total Expenditure - Purchased Services** \$4,120

13.6.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and Y

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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

- 1. Expenditure Category Books and other print materials
- 2. Expenditure \$5,682

13.6.9 **Total Expenditure - Supplies and Materials** \$5,682

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

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

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

13.6.11 **Total Expenditure - Travel** \$0

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

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

13.6.14 Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13) \$31,088

13.6.15 **Cash Balance at the Opening**

of the Fiscal Year:

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

- 13.6.16 **Total Allocation from 2016 - 2017 State Aid:** \$31,088
- 13.6.17 **Cash Balance at the End of the Fiscal Year:** \$0
- 13.6.18 **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, 2016 Program Year [Total \$31,088] WLS continued to provide collection development support to the general inmate libraries at all three State facilities through the purchase of library materials and delivery of selected donated items, and exploration of new access services (\$5,682-Question 13.6.9-Supplies & Materials). Both Department of Corrections (DOC) supervisory staff and inmate clerks at Bedford Hills Correctional Facilities (CF) and Taconic CF needed professional assistance with day-to-day aspects of ILL, circulation, collection management operations (\$12,929 - Question 13.6.2-Professional Salaries; \$4,810 - Question 13.6.4-Other Salaries; \$3,547 - Question 13.6.5-Benefits). WLS collaborates with neighboring library systems to create professional development opportunities for CF library staff (\$4,120 - Question 13.6.7-Purchased Services).

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 5 (2016)

- 14.1 **Element 1: Resource Sharing - Results**
 Manager of Cataloging Services Douglas Wray completed editing the WLS catalog to prepare for upgrades to SirsiDynix's catalog feature that will enhance the users' searching capability. This large scale operation to the WLS catalog will give patrons a searching tool which is more closely attuned to the way the various material formats in the catalog are defined. Part-Time Cataloger Melissa Glazer completed a year-long project dedicated to merging duplicate bibliographic records in the WLS online catalog. This detailed task involved examining pairs or groups of records one-by-one to determine whether or not they could be merged, according to their content. Ms. Glazer's work cleaned up the catalog and helps to distribute patrons' holds more evenly. Managing duplicates is an ongoing process,

14.2 Element 2: Special Client
Groups - Results

but her efforts made a significant improvement.

""Nancy Coradin, whose title was changed in 2016 from Spanish Language Cataloger to Coordinator, Multi-Language Collections and Services, continued to facilitate bilingual story times with the following libraries Harrison Public Library; Mount Vernon Public Library; and Bedford Hills Free Library. She also partnered with The Parent Child Program of the Westchester Jewish Community Services (WJCS) to introduce families with young children to the Mamaroneck Public Library. At the John C. Hart Memorial Library, Ms. Coradin helped create and facilitate bilingual story times, which were filmed and posted on their website. The 6th Annual Book Fair was held in 2016 and coordinated by Ms. Coradin and Diana Lennon, Librarian II, at the Greenburgh Public Library. Over 50 people attended this venue that gave librarians and dual language teachers a diverse choice of language material at all levels and in multiple formats; and 10 language book vendors and five community organizations participated. WESTCHESTER LIBRARIANS SERVING LATINOS (WLSL): Meetings continued in 2016. Topics discussed included: Promotion of early literacy in more than one language; Ways to highlight the library collection and increase circulation; How to choose effective books and songs to meet the target audience; How to encourage parents/grandparents/guardians to read to their little ones; and financial literacy resources available to libraries. OTHER ADULT OUTREACH ACCESSIBILITY: Abby Fitzsimmons and Nick Libassi of United Spinal provided an update on current trends and topics such as building design/modification, disability etiquette, service animals, and specific accommodations for library staff to be aware of when interacting with people with disabilities. A flyer on resources for those with vision impairment (TBBL, BARD, Choice Magazine, etc.) was developed. PROGRAMMING FOR SENIORS: This interest group continued to meet bi-monthly to share information on programming strategies and county resources. WESTCHESTER SENIORS OUT SPEAKING (WSOS): Volunteer Education continued in 2016, addressed the following: Medicare topics: Preventive and screening services, Medicare notices and appeals; Medicaid and other programs to make

Medicare affordable for those with limited means; Part A covered services; Durable medical equipment; Long-term care, advance directives, hospice, Medicare's fall Open Enrollment, and prescription drug benefits; Medigaps, Who Pays First - Part B or Other Insurance. Related topics: Westchester County Department of Senior Programs and Services; National Health Decision Day; imaging tests for evaluation of lower back pain and appropriate self-care measures; NARCAN; Medicare Misconceptions; NYS Elderly Pharmaceutical Insurance Coverage program; Medicare developments; Older Driver Safety and related transportation resources. 10 new volunteers participated in our Spring training program. All volunteers were registered for the NYS HIICAP exam (Health Insurance Information Counseling and Assistance), offered by the New York State Health Insurance Program, which is used as a confirmation that counselors' knowledge of Medicare is current and of sufficient depth. All of our active volunteers providing counseling services passed the exam. MEDICARE OPEN ENROLLMENT (October 15 through December 7): A special volunteer training session was held to review updates to Medicare's Plan Finder. Over 2 dozen education programs at libraries, community centers and other agencies were scheduled to promote/support community residents in making informed decisions and changes to their health insurance coverage. Three weekend Senior Benefit Information Centers (SBIC) events were offered, concurrent with the 33-hour/week schedule of counseling services and 40+ monthly Medicare Minutes. [High School Equivalency] HSE CONNECT! (formerly known as TASC Connect!) tested, refined and rolled out three key changes in 2016: 1. Initiated a county-wide program of outreach specifically to educate prospective students about the exam and their options for preparation. 2. New students for HSE Connect! are being given the Test of Adult Basic Education (TABE) assessment (shorter survey version) for the purpose of determining specific reading and math starting points. 3. Moved most volunteer efforts from "walk in" hours to planned "one-to-one" tutor/student engagements. Monthly orientations commenced at five libraries, and tutor training was revised to support the new model and held bi-monthly. Volunteer tutors were provided with all the materials

they need to work with individual students, and their efforts were celebrated. Several staff changes took place in 2016: Phyllis Fowlkes, Amy Gonzalez and Pamela Hoffman joined as Program Coordinators. Barbara Verdi resigned but agreed to continue with the program as a tutor. Ms. Gonzalez translated orientation materials and offers a Spanish-language presentation on high school equivalency options, which includes a hands-on training in the use of Spanish-language self-study resources available through WLS and is offered monthly at New Rochelle Public Library. Our proposal for the 2016-2019 renewed allocation of the NYS Adult Literacy Grant series was approved. The \$9,000 annual grant will be directed toward promoting awareness of the HSE Connect! information service and the purchase of materials to support one-to-one tutoring.

CORRECTIONAL FACILITY SUPPORT: A revised donations policy was developed and shared with member libraries. A large number of audio books were donated to the correctional facilities (CF) by member libraries. Librarians from the County's 3 state CFs attended the Southeastern regional CF library meeting—an important opportunity for professional collaboration among correctional facility staff and to review service agreements with the 3 CF library heads. **RE-ENTRY SERVICES:** A program on the Westchester Connections Guide and re-entry resources was offered at WLS for library staff; participants included Nory Padilla of County Department of Corrections; Tamaris Princi of Westchester Independent Living Center (WILC); and Julie Ann Polasko of Ossining Correctional Facility and WLS Correctional Services Support. **RAP Sheet Workshop Project:** Knowing the content of and correcting errors in RAP sheets (i.e., a record of arrests and prosecutions) is a key task for those in re-entry seeking employment. Currently, accessible programs to learn about and address this common challenge to ex-offenders are only available in NYC. WLS and the Pace Law School began exploring the requirements to offer such a program in Westchester County. **Job Search Tool Kit (JSTK) Workshop:** Rebecca Mazin, author of the Job Search Toolkit, gave a presentation to librarians covering how the job search process has evolved, tips for specific client groups, and ways to connect patrons to the information they need. The Tool Kit was made available as a limited-run print resource and online

via FirstFind. YOUTH SERVICES (YS) SUPPORT YS meetings were held throughout the year and were facilitated by Youth Services Advisory Group members on the following topics: Strategies for engaging young readers; School outreach; Early Literacy Jet Pack, a workshop led by librarian and early literacy educator Saroj Ghoting; Exchange of ideas and planning for summer reading programming; Vendor presentation by Krayon Kiosk; Welcoming Patrons with Special Needs. The annual YS Performers Showcase was held on November 15th at the Ossining Public Library led by YS Advisory Group members Rebecca Teglas (Larchmont Public Library) and Suzy Zavarella (Ossining Public Library). The majority of library locations (41 of 43) offered a Summer Reading program in 2016 -- 41 locations offered a children's program; 26 offered a teen program. NYS resource manuals for adult, teen and youth programs are no longer distributed in print; a link to the downloadable resources (in English and Spanish) was made available. The third Annual Battle of the Books was hosted by the Ossining Union Free School District at the Ossining High School. Twenty-eight teams from sixteen member libraries competed in this year's competition. Fifteen teams competed in the Grades 4-6 category and thirteen teams in the Grades 6-9 category. Rye Free Reading Room's Grades 4-6 team, the Rye Rockets, won their category's championship by defeating Bedford Free Library's team, Bedford Brainiacs. In the Grades 6-9 category, the championship went to Somers Library's team, The Popcornians, and the Ruth Keeler Memorial Library's team, Keeler Battlers, was awarded second place. In 2016 WEBS continued to develop and provide programs that emphasize digital literacy and technology in a world that is changing how we associate, how we learn and how we remain competitive in our careers. WEBS started offering the 9-week career seminars at 2 new locations: Somers Library and the Town of Pelham Public Library. Registration for 5 career development seminars started in the Fall, and John C. Hart Memorial Library joined as a location for this program. For the first time, seminar participants took their assessments (Myers-Briggs Type Indicator and the Strong Interest Inventory) online. WEBS worked with Consulting Psychologist Press (CPP), the vendor who sells and scores the tests to set up a

specially-designed project on CPP's "Elevate" website to manage the process. Counselors were trained by WEBS director Elaine Sozzi. A few issues had to be resolved, e.g. managing clients who don't own computers and can't travel to WLS Headquarters, but overall this change was manageable. In 2016 WEBS, in addition to the regular adult career workshop series, the Job Search that Works! workshop was geared to young people who need help understanding their skills, researching career options, getting information on internships and learning about resumes, interviewing and branding. ""

14.3 Element 3: Professional Development and Continuing Education - Results

""""""""""""""""""""CONTINUING EDUCATION FOR MEMBER LIBRARY STAFF The Innovation Lab at WLS is now open! Starting in November, WLS offered a variety of makerspace-orientated trainings to provide librarians and library staff with the information necessary to bring STEAM (Science, Technology, Engineering, Arts, Mathematics) programming to their patrons. Topics include: 3D printing, 3D modeling, basic circuitry, soap making and stained glass. In addition to hands-on skills, the training includes a guide that shows step-by-step instruction on how to offer the program at the library, links to resources for acquiring materials and budget information. All sessions were presented by WLS's Trainer Allison Midgley. In addition to the maker training, Ms. Midgley provided various sessions on Blue Cloud Analytics (BCA), the long-awaited replacement for Director's Station that provides library staff with statistical data on all aspects of library service recorded through the SirsiDynix software packages. Topics covered in the sessions include basics of creating reports and using statistical dashboards for collection maintenance, billing, managing reserves and analyzing circulation data. WLS hosted a second cohort of the Long Island University's Palmer School Public Library Administration Certificate Program. The first 2 classes in the series were offered in 2016: Principles of Public Library Organization & Management (LIS700) taught by Terry Kirchner and Legal Issues in Public Library Administration (LIS701) taught by Jim Farrell. There are 20 students enrolled in the program. PROFESSIONAL DEVELOPMENT FOR WLS STAFF Wilson Arana, Allison Midgley and Terry Kirchner attended the Customers of SirsiDynix

User Group Inc. (COSUGI) Conference. This conference is a forum for SirsiDynix users to share experiences and best practices and provides an opportunity for SirsiDynix to present on various topics including software development plans and progress and introduction to new products. Ms. Midgley attended the New York State Library's (NYSL) Basic Outcome-Based Evaluation (OBE) Workshop, and she is applying OBE methods for developing an evaluation process for the effectiveness of the training she provides to library staff. The principles are also being built into library staff train-the-trainer activities, and staff will be informed about OBE and Project Outcome in order for them to see, adapt, and report short- and long-term program success. Rob Caluori, Melanie Carnes and Wilson Arana attended the Public Library Association (PLA) Conference in Denver, Colorado. In addition to having the opportunity to attend informative sessions and hear engaging speakers, the IT team had the opportunity to meet with a number of key vendors. Mr. Arana and Mr. Caluori spoke with Envisionware's top technical staff members on how to more effectively integrate Envisionware into the Virtual Desktop Infrastructure (VDI). Mr. Caluori met with Michael Barse from Capria Mobile to discuss the county-wide app initiative. This conference provided the opportunity to hold one of the four scheduled meetings held annually with senior staff from SirsiDynix to discuss their overall strategic directions for software, programs and partnerships. Executive Director Terry Kirchner attended the PLA Conference. Of particular interest was a workshop on using values to inform library leadership and one on the Aspen Institute's latest report, *Libraries in the Exponential Age: Moving from the Edge of Innovation to the Center of Community*. Rob Caluori attended the NYC FOLIO meet-up held at New York University's (NYU) Kimmel Center. FOLIO is a community collaboration to develop an open source Library Services Platform (LSP) designed for innovation. Currently WLS uses the platform provided by SirsiDynix through several products including the Symphony ILS, Enterprise Catalog, eResource Central and other software applications. FOLIO is still in the early stages of development and represents a significant shift in approach to how LSPs are structured and could possibly be a serious

contender for use in Westchester in the future. Terry Kirchner attended the National LGBTQ Task Force Creating Change Conference in Chicago, IL. The main goal was to deepen awareness and understanding related to issues of diversity and inclusion as related to library outreach services, community engagement and staffing. Two full-day sessions were of particular interest. The first day was facilitated by the Racial Justice Institute and helped participants to understand how elements of racial identity, bureaucracy, institutional history, language and other traditional power structures relate to the initiation and acceptance of change. The second day focused on social media strategies and called into question the inclusiveness of the language and promotional approaches typically used to describe and market nonprofit and library services and programs. Attendance at both of these sessions helped give a broader and deeper perspective on inclusion and diversity and will prove beneficial in our organizational effort to better communicate the value of libraries to all Westchester County residents. The 2016 LTA Trustee Institute was held in Plattsburgh, NY. Two main themes emerged throughout the event. The first theme was that successful libraries actively embrace and act on their mission and core values. The mission and core values serve as benchmarks against which all decisions are evaluated. The second theme was that successful libraries embrace change as a tool that can help them to adapt to their community's evolving needs. The thriving libraries were the ones that recognized that the definitions of "providing good service" and "being relevant to the community" have shifted and continue to shift over time. Rebekkah Smith Aldrich, Coordinator for Library Sustainability, Mid-Hudson Library System, was the keynote speaker. Her presentation, *The Role of Trustees in the Future of Sustainable Libraries: Strengthening New York's Libraries through Awareness, Advocacy and Accountability*, encouraged trustees to fully embrace the challenge of creating sustainable libraries that are deeply engaged in their communities. Dr. Kirchner also gave a presentation entitled, "The Inside and Outside of Evaluations," that encouraged trustees to examine how well the existing board governance process and the library director evaluation process support the library's mission, vision and values. NYLA Annual

Conference Dr. Kirchner and Elena Falcone attended the 2016 New York Library Association (NYLA) Conference whose theme was "Strong. Strategic. Sustainable." The all-day pre-conference, "Libraries: A Powerful Platform for Change," reinforced the role of libraries as leaders of positive change and was built around the framework of sustainable thinking and how libraries are positioned to be the natural leaders in this initiative. Members of the NYLA Sustainability Initiative Committee shared resources and tools that have been developed to help libraries make the case for sustainability, develop a strategic road map to implement change, benchmark a library's progress on desired actions and become an agent of change within one's community. Jill Davis, Director of the Hendrick Hudson Free Library, was one of the presenters during this workshop and she spoke on the "embracing sustainability journey" at the library and its overall positive effects on the organization and the community. The keynote address, "Tapping Your Inner Futurist: Libraries and the Future of Sustainable Communities," was presented by Garry Golden, an academically trained futurist. The informative and fast-paced talk provided some new perspectives on how to forecast the future. First he helped define and understand three mechanisms of change: trends, events and choices. Mr. Golden also identified three influential drivers of change: demographic transitions, transforming energy and blockchain technology.

.....

14.5 Element 5: Consulting and Development Services - Results

....."WLS staff worked with our member libraries in a number of issues in 2016: CATALOGING Manager of Cataloging Services Douglas Wray met with New Rochelle Public Library with Director Tom Geoffino and staff member Larry Sheldon to discuss their large collection of local history and other special materials. Most of these titles require original cataloging by the WLS catalogers to make them visible, and accessible, to patrons who would like to research the history of New Rochelle— or who would be interested in seeing (for example) a bound collection of early twentieth century theatrical magazines collected by the famed actor and New Rochelle resident Eddie Foy. Mr. Wray also completed the task of entering "local author" subject headings into bibliographic records representing

works written by Larchmont authors provided by the Larchmont Public Library. In addition to his regular work importing and editing vendors' MARC records and cataloging audio-visual materials, Cataloger Qingshe Ren has been busy cataloging Chinese and Japanese books for Eastchester Public Library, Chappaqua Library and Scarsdale Public Library. MINIGRANTS Eleven libraries were awarded Mini-Grants for STEM programming in the library: Briarcliff Manor Public Library, Bedford Free Library, The Field Library (Peekskill), John C. Hart Memorial Library (Shrub Oak/ Yorktown), Larchmont Public Library, Lewisboro Library, Mamaroneck Public Library, Ossining Public Library, Somers Library, Tuckahoe Public Library, and Harrison Public Library-West Harrison Branch. All projects have an active learning component; and funding supports presentations by professional educators in the fields of architecture, 3D technology, robotics, and horticulture. Library programs will begin in May and continue through the Fall. These Mini-Grants are supported by Con Edison and enhances libraries' initiatives to offer engaging learning activities. Earlier in the year, WLS received a \$25,000 grant from Entergy and a \$10,000 grant from Con Edison to support WLS Mini-Grants to member libraries for informal active learning programs. Libraries receiving grants for STEM projects for youth in late 2016 and early 2017 include: Bedford Free Library; Harrison Public Library; Larchmont Public Library; Mamaroneck Public Library; North Castle Public Library (Armonk); Ruth Keeler Memorial Library (North Salem); Somers Library; and The Warner Library (Tarrytown). These projects provide teens and youth with engaging hands-on learning with professionals in technology and design. Residencies are diverse and include a public, community engagement activity. Coding, photography, 3D programming and designing the library of the future are among the projects slated for the Fall/Winter season. Additional Mini-Grants are available, an RFP will be sent to libraries shortly. COMMUNITY CONVERSATIONS Ms. Falcone facilitated three community conversations at the Bedford Hills Free Library (BHFL). These sessions were structured to support BHFL's effort to gather perspectives from community members on directions for expansion and continued evolution of library services. MEMBER

LIBRARY PROJECTS Wilson Arana and Chris Hernandez worked with the Larchmont Public Library to refit their library with computer equipment following their recently completed renovations. The equipment installed included Thin Clients and All-In-One workstations connected to WLS's VDI (Virtual Desktop Infrastructure). Mr. Caluori worked with the Mount Pleasant Public Library on the installation of digital signage at both their main library and their Branch Library located in the Valhalla Community Center, and staff were trained on how to post content. The center piece is the 65" display at the Valhalla Community Center, the largest display installed to date. WLS has helped seven libraries install fourteen displays through a partnership with Video Marketing Systems of Fairfield, NJ. Digital signage helps improve access to library services by bringing more attention to library programs and engages the community and replaces traditional, limited-sized bulletin boards for displaying community flyers and event information.

YONKERS PUBLIC LIBRARY & PUBLIC SCHOOLS Rob Caluori met with the Director and Deputy Director of the Yonkers Public Library and a team from Yonkers Public Schools to discuss the potential for a plan to issue library cards to every student in Westchester's largest city. To determine if this can be accomplished, we will need to formalize how data is to be exchanged between WLS and Yonkers Schools and to plan how library cards would be produced and distributed and how library staff would be trained. It is very early in the process and regular updates will be given on this exciting project as it evolves.

NYS LIBRARY DIVISION OF LIBRARY DEVELOPMENT WLS coordinated a visit for Barbara Lilley, Westchester's Regional Representative from New York State Library's Division of Library Development, to both the New Rochelle Public Library and Mount Vernon Public Library in September. This visit focused on general questions related to library construction activities and State requirements such as the registration of the Mount Vernon Public Library as a school district public library. "*****"

14.6 Element 6: Coordinated Services - Results

MOBILE APP Member libraries expressed interest in having a mobile app to provide easy access to the online catalog. WLS is working with Capira Technologies exploring the options for the app

including: Account Notifications for instant messages of available holds, overdue items, fines, etc.; a Digital Library Card that would allow patrons to use their library card through their mobile device; and Event Notifications of library programs through custom messages or automated calendar software integration. Special features would be included on an opt-in basis generated by the patron. Thirty-two member libraries committed to participating in the app. The design committee for the app is composed of Rob Caluori (WLS); Pam Thornton (Chappaqua Library); Pat Hallinan (John C. Hart/Shrub Oak); Kathryn Feeley (Mount Kisco); Christa DeFaber (Greenburgh); and Liam Hegarty (Larchmont) and are working on the design decisions for the common areas of the app.

OPEN SOURCE As part of the 2015 ILS Request for Proposal (RFP) process for the Integrated Library System (ILS), WLS has been exploring open source ILS providers and is working with the Evergreen open source ILS on a test server for a complete test migration to gather more information about the product, to understand the support needed for the product in a system environment and to gain feedback for benchmarks and suggestions for our current ILS product.

WLS WEBSITES In 2016 the IT Department added SSL encryption on all of the WLS websites. SSL Encryption allows the connection between the website and the user to be private and cannot be seen by anyone trying to spy or track the users' activity, including their own Internet Service Provider (ISP). Michael Jones, who is in charge of the WLS web presence as well as the server that hosts more than two dozen member library websites, worked through several issues arising from vulnerabilities found within WordPress. Mr. Jones worked with member libraries to ensure that they updated their WordPress software to reduce their risk; and he restructured the web servers to ensure that potential security issues could be isolated and resolved. This also helped minimize the impact to other sites hosted by WLS.

EQUIPMENT & BANDWIDTH UPGRADES Joe Maurantonio completed ordering and installing the new core network equipment that has allowed WLS to increase the Internet bandwidth to the member libraries. This is the first year of a two year project to replace that equipment. There are now 18 sites that have been upgraded to 50Mbps. Most of those sites had only 10Mbps prior to the upgrade. The

Award in recognition of his longstanding position as a faithful friend and champion of libraries.

Assemblyman Abinanti represents the towns of Greenburgh and Mount Pleasant and the villages of Ardsley, Dobbs Ferry, Hastings-on-Hudson, Irvington, Sleepy Hollow, and Tarrytown; and was the current Chair of the NYS Assembly's Committee on Libraries and Education Technology. All 14 offices of legislators who represent Westchester County were visited on March 2 in Albany by a group of 16 supporters representing 11 member libraries. WLS Executive Director Terry Kirchner and former WLS Trustee and current Library Trustees Association of New York State (LTA) President Patricia Fontanella spoke on the importance of increasing Library Aid and Public Library Construction Aid at the NYS Legislature Westchester Delegation's Public Forum on the 2016-2017 Executive Budget in February at the Greenburgh Public Library.

TRUSTEE TRAINING

Due to the focus of the WLS re-location of its Headquarters in 2016, Trustee training was limited. Elise Burke and Dr. Kirchner attended the Trustee Educators Cohort Meeting held in September where we met with staff from other New York State public library systems to review the core elements of the trustee training modules that were developed as part of the New York State Library's ILEAD (Innovative Librarians Explore, Apply and Discover) HATS (Helping All Trustees Succeed) initiative that was funded through the Institute of Museum and Library Services (IMLS). All system trainers agreed to use the HATS curriculum as an element in future trustee education, and WLS plans to incorporate these modules into future initiatives.

WLS 57th ANNUAL MEETING

Over 70 library directors, trustees, staff, government officials, and friends attended WLS's 57th Annual Meeting held for the first time in our new Headquarters at 570 Taxter Road in Elmsford. Key members of the relocation team were publicly thanked for the wonderful work they did in making our new space a reality. In addition, WLS Staff were thanked for their efforts in limiting service disruptions to the libraries and the public during the move. The WLS Business Meeting was led by WLS President Cathy Draper; and two new trustees were elected: Karen Zevin, WLS District I [Croton, Montrose, Yorktown], and Susan Murdoch, WLS District 6 [Ardsley, Dobbs Ferry, Greenburgh,

Hastings-on-Hudson, Irvington]. The featured speaker was Alison Macrina, librarian, privacy activist and founder and director of the Library Freedom Project. Ms. Macrina shared a great deal of information regarding surveillance and its threats to privacy, which has always been one of the library communities core values. Ms. Macrina started the Library Freedom Project; and she has made it her mission to share best practices, guidelines, strategies and tools for surveillance self defense. She also spoke about the Tor browser as well as other privacy tools and steps needed to take back digital privacy in the age of big data. The slides from Ms. Macrina's presentation, the slide show of the 570 Taxter Road construction as well as the other documents distributed were posted to the WLS website.

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

The PLDA Finance Committee continued to look at different options for updating the WLS IT Finance Model. The Committee held seven regional workshops to walk library directors through the potential changes, gather input and develop a final recommendation. At the Committee's request, Rob Caluori provided information related to the operations and economics of the IT Department. The proposed changes were discussed at the May and June PLDA meetings and was approved by the WLS Board at their June Meeting.

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

*****WLS worked with other library systems as well as a number of community agencies throughout 2016: SENIOR LAW DAY (SLD) PARTNERSHIP: As part of our collaboration with the Westchester Public Private Partnership for Aging Services, Medicare presentations from the WSOS program (Open Enrollment Options and Health Care Considerations on the Way to Retirement) are now part of the SLD effort as well as the Spring (Yorktown) and Fall (White Plains) SLD programs. WLS/WSOS's contributions included coordinating library promotion of the SLD events as well as development and hosting of the seniorlawday.info site. Elena Falcone & Rob Caluori met with staff at the Cabrini Nursing Home to explore service needs for residents. Ms. Falcone provided a review of library services to the Cabrini Resident Council and WSOS program coordinators are scheduling Medicare briefings for the rehab unit. An additional outcome was the establishment of a 3-week series of

Tech Clinics designed to assist residents with accessing online resources. FAMILY/EARLY LITERACY OUTREACH: Francine Vernon, the Youth Connection Coordinator, continued to address the important role parents play in the development of the communication and literacy skills of their children and encouraged parents to use libraries to enhance their families' literacy. Presentations given included how to select and share books with young children; how to get a library card; and the types of programs and useful services, tools and resources offered by libraries for both adults and children and were offered at the following locations: Yorktown Heights Head Start Center; Mount Kisco Head Start Center; Yonkers Children's Place; Saint Matthew's Head Start Center; As of October, the Early Literacy outreach to Headstart Centers now includes a bi-lingual programmer. Tamaris Princi, a bi-lingual social worker, partnered with Mrs. Vernon to make the early literacy and library instruction available in Spanish. PARENT ENGAGEMENT: Mrs. Vernon was one of the presenters at the Yonkers Public School District's Early Childhood forum and represented WLS at the Westchester Child Care Council's Babies Step Forward Early Head Start Parent Conference. YOUTH ENGAGEMENT: Y.O.U. University (YU) - WLS provided programming and materials in support of YU, a program led by Family Ties of Westchester. Family Ties identified 40 at-risk young adults and engaged them in a six-week workshop series focused on goal setting, planning for their future, and making key connections to the community. Elena Falcone participated in programs about educational and vocational opportunities and offered follow-up information services to teens interested in college search. Notably, the majority of sessions for this program were scheduled at area libraries, which included Mount Vernon, White Plains, and Yonkers Riverfront. GREAT POTENTIAL PROGRAM PARTNERSHIP Ms. Vernon worked with Great Potential Program staff in planning its annual College for a Day Event and expanded the collaboration to promoting positive youth development. Mrs. Vernon assisted in the planning and the July implementation of Great Potential's Pathways into the Future Retreat weekend. Education workshops and recreational activities were attended by students from the communities of Mount

Vernon, New Rochelle, Peekskill, White Plains, and Greenburgh/Hartsdale. Mrs. Vernon was instrumental in bringing a program relevant to college planning to the Great Potential Club at Mount Vernon's Thornton High School. She arranged for players from Fordham University's girls volley ball team to come to Thornton to speak with the club members about factors to consider in selecting a college and why Fordham was their college of choice; the importance of participating in extra-curricular activities and why they chose sports; and how they balance their college and Division 1 athletic commitments. The libraries in Ossining, Tarrytown (Warner) and Yonkers recruited 18 teenagers to participate in a three-month pilot to test the delivery of personalized, live, web-based SAT/ACT preparation classes. The courses, delivered by Tomorrow's Genius, were done via Webex on laptops provided at the libraries during scheduled hours across the three locations. Teens from multiple library locations joined the weekly classes (limited to six students each) and received support from library staff during the 13-week program. WEBS Director Elaine Sozzi, WLS Executive Director Terry Kirchner and WLS Director of Development Patricia Brigham met with John Ravitz and Sara James of the Business Council of Westchester (BCW) to discuss strategies for promoting WLS's programs through BCW. The discussion involved an overview of programs and services and how they may benefit BCW's members. Mr. Ravitz and Ms. James will review the information with BCW's President and Chief Executive Officer Marsha Gordon and get back to us with suggestions for future collaboration. As part of ongoing educational efforts regarding the electronic resources available through WLS's website, Rob Caluori provided training to a group of school librarians and library staff from Yonkers Public Schools. The 90-minute training was part of a full day of workshops for the staff. The librarians learned about how the resources provided through the public library system could supplement and enhance the services provided by the school library system. WLS COMMUNITY PARTNERSHIPS WLS established several community partnerships in 2016—one with the Jacob Burns Film Center (JBFC) in particular, JBFC Kids, a program designed to deepen the experience of young film viewers (ages 3-13) and

their families. The JBFC Kids theater-going experience includes free hands-on, drop-in activities on selected Saturdays as well as a full roster of courses and workshops that promote digital and media literacy for youth. JBFC provides complimentary basic membership privileges to WLS and member library staff and has set aside a limited number of complimentary cinema tickets for staff to attend specific viewings; and WLS has assisted JBFC with the distribution of their program materials to the member libraries. WLS and JBFC staff also discussed potential professional development workshops to be offered to better support the member libraries' film collections and programming activities. The other partnership is with the NonProfit Westchester (NPW). WLS has a membership that allows for our member libraries to take advantage of the professional development workshops and networking opportunities offered through NPW.

AARP FOUNDATION TAX-AIDE PROGRAM 2015-16: WLS assisted at 20 sites where free income tax return preparation services were provided--13 of the 20 sites were hosted by WLS libraries: Chappaqua, Eastchester, Dobbs Ferry, Katonah, Mamaroneck, Mount Vernon, New Rochelle, Port Chester-Rye Brook, Ossining, Shrub Oak (John C. Hart), Tarrytown (Warner), Tuckahoe, and Yonkers (Will). All of these sites are one day a week sites, except for Mount Vernon, New Rochelle, Port Chester-Rye Brook, and Will (two day a week sites). This year Port Chester-Rye Brook continued its Saturday service (in addition to its existing Thursday service). All of these sites provided on-line e-filing services for both Federal and State Income Tax returns. Overall, almost 6,450 Federal e-files (an increase of over 4% from the previous year) were generated, with about 3,775 of those coming from our library sites (5.7% year over year). This service helped some 10,250 Westchester taxpayers (both Federal and State returns, amended returns, questions & answers), about 6,050 of these at the library sites. By ensuring that taxpayers received the refunds due them and entitled tax credits, approximately \$4.95 Million in disposable income was returned to Westchester County, of which \$2.6 Million was via the participating WLS libraries. WLS provided training space prior to the start of the tax season and critical on-line service at the library sites to connect interactively. """"""""

- 14.10 Element 10: Construction - Results
WLS continued to assist member libraries in applying for public library construction and other related building improvement projects. The allocation for WLS was \$888,790 for NYS Library Construction Aid. A total of 16 grant applications from 15 libraries were received, reviewed and submitted to Albany.
- 14.11 Element 11: Central Library - Results
Ms. Coradin visited The Bilingual Publications Company in New York City to select adult Spanish books for the Central Library Collection. Mount Vernon Public Library worked to create a special hybrid IT network. The library has a wealth of non-WLS resources to which it has access, including a high-bandwidth Internet connection, but wished to remain on the WLS network and PC management services. The two organizations worked together to ensure that services remain intact as this project moved forward.
- 14.12 Element 12: Direct Access - Results
Revisions to the WLS Free Direct Access Plan were approved in 2016 as part of WLS's Plan of Service 2017-2021. WLS also submitted its five-year plan of service with the Division of Library Development (DLD). Over the past year, discussions were held with member library directors and staff and the Public Libraries Directors Association's (PLDA) Executive, Finance, eContent and Technology Committees to gather feedback and data for inclusion in the new plan in light of the four major roles of public library systems that are supported by the online software provided by DLD: •Supporting and strengthening member libraries; •Facilitating equitable access to library services and resources directly to patrons/customers; •Facilitating resource sharing among libraries; and •Providing leadership for improving library services for all. In order to familiarize the Board with the various aspects of the plan of service developed, highlights from the plan of service were incorporated into brief board presentations and/or the monthly Executive Director Reports throughout the year.
- 14.13 Element 13: Other Goal(s) - Results
"WLS's NEW HEADQUARTERS - 570 TAXTER ROAD Much activity in 2016 focused on WLS's move from Tarrytown to Elmsford. After an extensive search, WLS signed a 10-year lease for space at 570 Taxter Road, Elmsford, NY. WLS staff worked closely with Jones Lang LaSalle (JLL) and Dennis Noskin Architects (DNA) to identify and

design the property. Keystone Property Group completed the construction build out of the new location in a timely manner. All WLS staff members engaged in robust file reviewing, recycling and shredding activities. WLS physically packed and moved with limited service interruption. WLS IT staff set up essential systems for day-to-day work; prepared ID badges for access to the secured areas of the facility; and deployed the WLS phone system. The WLS Headquarters opened for business on Friday, July 1st, at our new location, 570 Taxter Road, Suite 400, Elmsford, NY 10523. In preparation for this move, WLS IT staff previously moved the WLS data center in May to its new home at the Tierpoint colocation facility on Skyline Drive in Hawthorne. This facility will ensure the continuity of WLS systems regardless of external factors such as blackouts, brownouts and weather conditions and features first-class fire suppression and access control systems that will safeguard WLS's equipment.

HAVANA TRIP The American Library Association (ALA) offered 30 librarians from across the United States the opportunity to visit Cuba and participate in its 25th Havana International Book Fair. Nancy Coradin along with Diana Lennon, Librarian II from the Greenburg Public Library, were among the 30 American librarians who attended. The main focus of the trip was the Book Fair housed in the old Spanish fortification San Carlos de La Cubana. At a conference at the National Library in Havana, Sari Feldman, then President of ALA, and Vailey Oehlke, President of the Public Library Association, spoke of the invaluable work being done in American libraries to an audience of Cuban librarians from ASCUBI (Asociación Cubana de Bibliotecarios). Nancy Coradin and Diana Lennon gave a number of talks about their Cuban experience at the following events: Westchester Library Association (WLA) Conference; REFORMA Annual Conference; Dobbs Ferry Public Library for a group of their senior patrons who were reading Cuban literature; Harrison Public Library for the last installment of their 2016 Great Decisions discussion program; International Federation of Library Associations and Institutions (IFLA) Conference; United Nations (UN) Academic Impact & ELS Educational Services—Many Languages One World Global Youth Forum; and Guillermo Rodriguez's, Reference Librarian from the Ossining Public

Library, Spanish conversation class (in Spanish). Sari Feldman appointed Ms. Coradin and Ms. Lennon along with two librarians from the Jose Marti National Library of Havana to head the content committee for the 2017 Havana International Book Fair. CREATIVE AGING IN THE LIBRARY PROGRAMS: A new \$25,000 grant from the Westchester Community Foundation (WCF) was secured by Development to support the Creative Aging in the Library Programs in WLS Libraries. The WCF grant includes funding for a series of professional development workshops and tools to assist library staff in developing enriched arts programs for older adults and arts making residencies taught by professional artists. Ten member libraries were awarded mini-grants. The first professional development workshop was presented by Lifetime Arts, Inc. Best practices, resources, including the Creative Aging Tool Kit and strategies for developing adult enrichment programs were covered. A second training workshop took place in the Spring. Five WLS member libraries - Greenburgh Public Library; Bedford Free Library; John C. Hart Memorial Library (Shrub Oak); Ossining Public Library; and Larchmont Public Library received Creative Aging grants; they will begin their residencies in the early spring 2017. Mr. Caluori worked with Lifetime Arts on the last of four webinars related to the Institute of Library and Museum Services (IMLS) Creative Aging In America's Libraries Project. The webinars provide training to library staff participating in the project and involved 20 libraries in 12 states. WLS provided training/technical support for Lifetime Arts staff and webinar panelists and served as the organizer for the webinar. "

15. Current system URL's

15.1	System Home Page URL	http://www.westchesterlibraries.org
15.2	URL of Current List of Members	http://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/
15.3	URL of Current Governing Bylaws	http://www.westchesterlibraries.org/wp-content/files/wls-board/WLS_Bylaws_Apprvd-20160426.pdf
15.4	URL of Evaluation Form	N/A
15.5	URL of Evaluation Results	N/A
15.6	URL of Central Library Plan	http://www.westchesterlibraries.org/wp-

- 15.7 URL of Direct Access Plan [http://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Free_Direct_Access_Plan_2016.pdf](http://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central_Library_Plan_of_Service_2017-2021_Final.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" and "Projected Annual Budget" were reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy). 04/25/2017

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

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

Suggested Improvements

Library System Westchester Library System

Name of Person Completing Form Elise Burke

Phone Number and Extension (enter area code, telephone number and extension only): (914) 231-3225

Please share with us your suggestions for improving the *Annual Report*. Thank You!

Westchester Library System

Annual Report for Library Systems - 2016 (Public Library Systems 2016)

State Notes Local Notes

1. General System Information

- | | | |
|------|--|---|
| 1.5 | Street Address | State Note: WLS Moved its Headquarters as of July 1, 2016, from Tarrytown to Elmsford. |
| 1.6 | City | State Note: WLS Moved its Headquarters as of July 1, 2016, from Tarrytown to Elmsford. |
| 1.9 | Mailing Address | State Note: WLS Moved its Headquarters as of July 1, 2016, from Tarrytown to Elmsford. |
| 1.10 | City | State Note: WLS Moved its Headquarters as of July 1, 2016, from Tarrytown to Elmsford. |
| 1.16 | URL of the system's complete Plan of Service | State Note: Updated approved plan now on website. |
| 1.49 | For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)?
Indicate Y for Yes, N for No. If Yes, please annotate using the State note. | State Note: WLS moved its Headquarters from Tarrytown to Elmsford in July 2016. This year's focus was on the preparation for this move, and space for continuing education and other events was limited. |

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

- | | | |
|------|---|--|
| 3.42 | The date the board president took the Oath of Office (mm/dd/yyyy) | State Note: Please note that last year's entry was a typographical error. |
| 3.45 | Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No). | Local Note: , |

4. Public Library System Transactions and Collections

No Notes

5. System Services

- | | | |
|------|---|---|
| 5.31 | Number of stops (pick-up and delivery sites per week) | State Note: Total of 2,288,955 items were routed systemwide in 2016. |
| 5.34 | Number of sessions | State Note: WLS also provides access to Lynda.com which provided a total of 6,363 hours of videos viewed; 1,157 courses completed; and served 4,529 users. |
| 5.35 | Number of participants | State Note: WLS also provides access to Lynda.com which provided a total of 6,363 hours of videos viewed; 1,157 courses completed; and served 4,529 users. |

5.46	Number of sessions	State Note: None held in 2016 due to move of headquarters.
5.47	Number of participants	State Note: None held in 2016 due to move of headquarters.
Repeating Group 1		
1.	Service provided	Westchester Seniors Out Speaking (WSOS) volunteers fuel an active program of County-wide educational presentations on Medicare and related senior-directed benefits, which are available to all 38 WLS member libraries. A total of 338 presentations were given with 13,514 participants in 2016.
Repeating Group 2		
1.	Service provided	State Note: HSE Connect! (a/k/a TASC Connect!) assist adults working towards their high school equivalency (HSE) diploma. Trained volunteers explain the 3 ways a degree can be obtained and review available, free study resources. Assistance is also provided for those who require adult basic education to prepare themselves to pursue these options. A total of 44 orientations/information sessions were held in 2016 with 142 participants.
Repeating Group 3		
1.	Service provided	State Note: WEBS Career & Educational Counseling Service is a free program assisting adults to advance in their careers, change fields, get re-employed, return to school & plan for later years.
Repeating Group 1		
2.	Number of facilities/institutions served	State Note: Westchester Seniors Out Speaking (WSOS) also provide one-to-one counseling services offered at the following 10 libraries who host a Senior Benefit Information Center throughout the year via an email and telephone Helpline: Greenburgh, Mount Kisco, New Rochelle, Ossining, The Field library (Peekskill), Port Chester-Rye Brook, John C. Hart Memorial Library (Shrub Oak), The Warner Library (Tarrytown), Yonkers-Riverfront Library, Yonkers-Grinton I. Will Branch. A total of 1200 session hours were hosted at the library sites with 1,365 counseling interactions (including Helpline support) in 2016.
Repeating Group 2		
2.	Number of facilities/institutions served	State Note: HSE Connect! Volunteers provide walk-in service at 2 library sites: Port Chester-Rye Brook Public Library and Yonkers Public Library-Riverfront Library. A total of 588 hours were offered with 335 tutoring sessions held in 2016.
Repeating Group 3		
2.	Number of facilities/institutions served	State Note: WEBS Individual Career Counseling is available at the Mount Vernon Public Library and Yonkers Public Library-Riverfront Library. A total of 507 sessions were held in 2016.
Repeating Group 4		
2.	Number of facilities/institutions served	State Note: WEBS Career Seminars are held at the following 10 libraries: Greenburgh Public Library (2x), New Rochelle Public Library, Yonkers Public Library-Grinton I. Will Branch (2x), Chappaqua Library (2x), Somers Library, Town of Pelham Public Library, John C. Hart Memorial Library (Shrub Oak)
Repeating Group 5		
		WEBS offered 25 workshops in 2016 on a variety of

career-related topics with 321 participants. These workshops were offered at the following library locations: Briarcliff Manor Public Library (2x), Chappaqua Library, Dobbs Ferry Public Library, Eastchester Public Library, Greenburgh Public Library, Harrison Public Library, Hastings-on-Hudson Public Library, Katonah Village Library, Lewisboro Library, Mamaroneck Public Library, Mount Kisco Public Library, Mount Pleasant Public Library, Mount Vernon Public Library (2x), North Castle Public Library (Armonk), Town of Pelham Public Library, Port Chester-Rye Brook Public Library, Rye Free Reading Room, John C. Hart Memorial Library (Shrub Oak), The Warner Library (Tarrytown), Tuckahoe Public Library.

2. Number of facilities/institutions served

State Note: Village Library, Lewisboro Library, Mamaroneck Public Library, Mount Kisco Public Library, Mount Pleasant Public Library, Mount Vernon Public Library (2x), North Castle Public Library (Armonk), Town of Pelham Public Library, Port Chester-Rye Brook Public Library, Rye Free Reading Room, John C. Hart Memorial Library (Shrub Oak), The Warner Library (Tarrytown), Tuckahoe Public Library.

Repeating Group 6

2. Number of facilities/institutions served

State Note: WEBS Distance counseling was offered from WLS.

6. Operating Funds Receipts

6.19 Local Library Services Aid - Distributed to Members

State Note: 90% of LLSA funds were distributed; and remaining 10% were actually distributed in 2017.

Repeating Group 9

1. Receipt category

State Note: Return of rent deposit for Tarrytown location.

7. Operating Fund Disbursements

No Notes

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

12. Projected Annual Budget For Library Systems

No Notes

13. State Formula Aid Disbursements

Repeating Group 6

1. Expenditure Category

State Note: Publicity

Repeating Group 9

1. Expenditure Category

State Note: Insurance

Repeating Group 10

1. Expenditure Category

State Note: Office Watercooler

Repeating Group 11

1. Expenditure Category

State Note: Moving Expenses for preparation and set-up of copy machine and paper cutter.

Repeating Group 13

1. Expenditure Category

State Note: Rent

Repeating Group 14

1. Expenditure Category

State Note: Retiree Health Benefits

Repeating Group 1

2. Provider of Services

State Note: WEBS testing software

Repeating Group 2

- 2. Provider of Services Repeating Group 3 **State Note:** Presenter costs.
- 2. Provider of Services Repeating Group 12 **State Note:** Professional Development expenses
- 2. Provider of Services Repeating Group 2 **State Note:** For auditor, accountant, lawyer
- 1. Expenditure Category **Local Library Services Aid** **State Note:** Furnishings under \$5,000 unit cost.
- 13.1.14 **Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. **State Note:** The remaining 10% of LLSA funds were not disbursed until 2017.
- 13.1.20 **Cash Balance at the End of the Current Fiscal Year** **State Note:** The remaining 10% of LLSA funds were not disbursed until 2017.
- Repeating Group 1
- 3. Unit Cost Repeating Group 2 **State Note:** Approximated average unit cost
- 3. Unit Cost Repeating Group 1 **State Note:** Approximated average unit cost
- 1. Expenditure Category Repeating Group 2 **State Note:** Expenses related to training.
- 1. Expenditure Category Repeating Group 1 **State Note:** Expenses related to training.
- 1. Expenditure Category Repeating Group 2 **State Note:** Training opportunity expenses
- 1. Expenditure Category Repeating Group 1 **State Note:** Expenses to notify members of availability of programs & services
- 1. Expenditure Category Repeating Group 2 **State Note:** supplies for training opportunities
- 1. Expenditure Category Repeating Group 1 **State Note:** Printing expenses for flyers, announcements, etc.
- 1. Expenditure Category **State Note:** Expenses related to publication of Westchester Connections

14. Summary of Library System Accomplishments

No Notes

15. Current system URL's

No Notes

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes

