

Call to Meeting
April 25, 2023

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, April 25, 2023, at 6:00 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523. (Masks may be required.)

Regular Meeting Agenda

Minutes: March 28, 2023

Finances

Action Item

Action Item #1: System Annual Report

President's Report

WLS Committee Reports

Executive Director's Report

Old Business

New Business

PLDA Report – Yvonne Cech, Director, John C. Hart Memorial Library (Yorktown)

NEXT MEETING: The next Regular Meeting will be held on Tuesday, May 30, 2023, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 28, 2023 – Approval Pending

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin at 6:01 p.m. The quorum requirement was met with the following people in attendance:

Board members present: Robert Cartolano, Nishat Hydari, Wes Iwanski, Alice Joselow, Karen Kelley, Julie Mills-Worthy, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Diane Tabakman, Karen Zevin

Board Members absent: Andrea Bober, Maureen LeBlanc

Also present from WLS were: Terry Kirchner, Rob Caluori, Wilson Arana, Pat Brigham, Kate Meyer, Allison Midgley, Allison Pryor, Jean-Paul Francois, Lindsay Stratton

Public Library Directors Association (PLDA) Representative: Yvonne Cech, Director, John C. Hart Memorial Library

MINUTES

The following revisions of the minutes of the regular meeting of February 28, were recommended: On Page 2, in the paragraph regarding the Nominating and Board Education, the following sentences should read as follows: [Ms. Kelley] had a brief discussion with the committee regarding board education training which may be required for library Board members, as well as sexual harassment training.

The Board approved the minutes with the above-mentioned corrections on a motion by Mr. Iwanski and seconded by Mr. Puglia. The motion was approved unanimously.

FINANCIAL REPORTS

In light of the recent news of bank failures and local library issues, Mr. Caluori spoke to the procedures Westchester Library System has in place to protect its bank accounts. He spoke to the limits and purpose of D & O insurance. Mr. Caluori then gave a high-level review of internal procedures in place for separation of duties, checks, and balances including, but not limited to double signature on checks over \$10,000, review of journal entries, bank reconciliations and payment requests. He then presented the February 2023 financial report making note of key variances, and shared questions and answers brought to his attention via email regarding the current financial audit process. He noted that the audit report will be finalized in April and brought to the Board for final approval following approval from the Board Audit Committee. The financial reports were accepted on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion passed unanimously.

PRESIDENT’S REPORT

Ms. Zevin spoke about Board responsibilities, and she noted that Board members should use their WLS email for all board-related communications. Ms. Zevin reminded the Board that New York State is still deciding on this year’s budget, and that Board members should continue to advocate for libraries. She reminded Board members about the upcoming Sexual Harassment Training to be held in April or May, and to please review the Strategy documents.

COMMITTEE REPORTS

Nominating & Board Education: Ms. Kelley, Chair, reported that the committee is currently searching a candidate to fill the vacancy for District V [Armonk, Bedford Village, Mount Pleasant, Pound Ridge]. She had a brief discussion with the committee regarding required board education training and sexual harassment training.

Ms. Zevin noted that there is an upcoming Trustee Handbook Book Club on April 18th focusing on the Board-Director relationship.

Audit Committee: Mr. Iwanski reported that the committee will be meeting with the auditors and will be bringing a recommendation to the Board at the April 2023 meeting.

Governance Committee: Ms. Morduch reminded the Board that all trustees should review the existing policies and by-laws. Suggestions for edits or updates would be welcomed. The committee expects the employee handbook to be finalized in May or June 2023, following review by WLS’s attorney.

Budget Committee: Ms. Scherer reported that the Budget Committee’s next meeting will be in September 2023.

EXECUTIVE DIRECTOR’S REPORT

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

Dr. Kirchner met with the Mount Vernon Public Library’s Board of Trustees, Lauren Moore, Assistant Commissioner for Libraries and State Librarian, and Barbara Lilley, Library Development Specialist, Division of Library Development to address the registration review process. The Mount Vernon Board of Trustees are currently reviewing policies and bylaws and conducting a forensic audit as part of the registration review process.

Dr. Kirchner reiterated the importance of advocating for library aid as part of the New York State Budget. He also noted that the System Annual Report will be ready for review in April 2023.

Wilson Arana, Director of IT, stated that progress has begun with transitioning libraries to their own domains for email, and he is hoping to have every library on their own domain by the end of the year. He also noted that the IT department has instituted a 10-person minimum registration requirement for training classes. Mr. Arana introduced Lindsay Stratton, Systems Librarian, and Jean-Paul Francois, Jr. Systems Administrator to the Board, and thanked them for the great work they do. He invited Allison Pryor, Technology Trainer, to speak.

Ms. Pryor introduced the Board to Aspen Discovery, the new discovery layer for the WLS Evergreen ILS. Aspen Discovery will enhance the look of our public catalog to make both physical and digital materials easier to "discover." It has a fresh look and feel, but even more important, the user experience includes a fully Spanish language interface, eContent from multiple providers is integrated, and patrons can view featured services and program promotions. She noted that there will not be any changes to the staff client interface while creating a new patron experience. The tentative go-live date is scheduled for Wednesday, April 26, 2023. The presentation was well received by all.

PLDA LIASON'S REPORT

Ms. Cech reported on the February 2023 PLDA meeting where the following was discussed:

- The PLDA priorities document that was submitted by Terry Kirchner was well received.
- As of April 1, PLDA will meet in person four times a year.
- The John C. Hart Memorial library has officially converted their email accounts to @yorktownlibrary.org.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:44 p.m. on a motion by Ms. Scherer and seconded by Ms. Kelley that passed unanimously.

Respectively submitted,

Kate Meyer
Recording Secretary

Getting Started: Searches

The screenshot shows a library search interface. At the top, a search bar (1) contains the term 'cooking'. To its right, a dropdown menu (2) is set to 'by Keyword' and 'in Library Catalog'. Below the search bar, a 'Narrow Your Results' sidebar (3) is visible on the left, with filters for Audience (Adult, Juvenile, Unknown, Young Adult, General) and other categories. The main search results area shows a list of formats (4): Books (623), eBook (14,196), Audio Books (1,496), Music (438), and Movies (550). Below this, a row of filters (5) includes 'Entire Collection (15,764)', 'Aspen Public Library (10,583)', 'Available On Shelf (786)', and 'Available Online (15,085)'. The search results are sorted by 'Best Match' (6). The first result is 'Cooking for one' by Kimberly Stevens (7), published by Cider Mill Press in 2018. The availability status is 'On Shelf' (7) at 'Main Branch 1 available' (7) with ID '641.5611 STE'. A 'Place Hold' button (8) is visible. The book cover (6) shows a bowl of spaghetti. A description (9) states: 'Cooking for One will show you that eating alone can be an enjoyable, redemptive endeavor--all you need are the right recipes, and a new perspective! With dozens of perfectly-sized, easy, healthy, and delicious recipes, you just may (10) you prefer dining alone!'. At the bottom, there are buttons for 'More Info', 'Add a Review', 'Add to list', and social sharing options (9, 10).

1. Enter search terms here
2. Dropdown menus offer more ways to target your search
3. Narrow your results with a variety of filters
4. Filter by popular formats
5. Toggle these to see what's on the shelf now, available online, or search all locations
6. Format
7. Availability
8. Place a hold or check out an item
9. Click here or on the title for more detailed information
10. Add this item to a list

Getting Started: My Account

The screenshot shows the 'My Account' page of a library website. At the top right, the user's name 'SAM W.' is displayed with a profile icon (1) and a menu icon (2). Below this is a search bar with a magnifying glass icon (1), a search input field, and a 'GO' button. The search options are 'by Keyword' and 'in Library Catalog'. The main content area is titled 'My Account' and 'Account Summary' (9). It features four summary boxes: 'CHECKED OUT' (4), 'OVERDUE' (1), 'HOLDS' (3), and 'READY FOR PICKUP' (1). Below these is a 'Recommended for you' section (10) displaying book covers for 'PETE GATO', 'THE BAD MOOD AND THE STICK', 'Pete the Cat and theitty Kitty Spider', and 'SPY CAT ASTROPHE'. On the left, a navigation menu (3) includes 'Checked Out Titles' (with a sub-link 'Physical Materials' and a red '4 Overdue' badge), 'Titles On Hold' (with a sub-link 'Physical Materials' and a green '3 Ready for Pickup' badge), 'Reading History' (4), 'Fines and Messages', 'Titles You Rated' (1), 'Account Settings' (6), and 'Search History' (7). At the bottom of the menu is 'My Lists' (8).

1. Click your username at any time to access specific account pages
2. Use this menu to access My Account and other helpful links
3. View your checkouts and holds
4. View reading history (must be opted in)
5. See titles you've rated and recommendations based on your ratings
6. Edit your account settings
7. View your search history and saved searches
8. See your lists or create a new list
9. View your account status at a glance
10. Recommended titles based on your ratings

Getting Started: Checkouts

Checked Out Titles

Central Library will be open today from 9:00 AM to 8:00 PM **1**

2 All **2** Physical Materials **2** OverDrive **0**

Sort by Due Date Asc **3** Last Loaded 08:17 AM Hide Covers

Select/Deselect All

4

1) CatStronauts. Book 1, Mission moon

Call Number CatStronauts
Format Graphic Novel
Rating **6**
Due Jun 29, 2022

5
You Might Also Like

2) Best practices. set priorities to get the right things done / Time management

Author Hoover, John, 1952-
Call Number 650.1 H
Format Book
Rating
Due Jul 5, 2022
Renewed 1 of 2 times **8**

You Might Also Like **7**

9

1. See when your library is open today
2. Filter by material type
3. Sorting options
4. Select all or select individually
5. Renew eligible items
6. Rate a title or see your existing rating
7. View similar titles
8. See due date and renewals
9. Renew selected or renew all

Getting Started: Holds

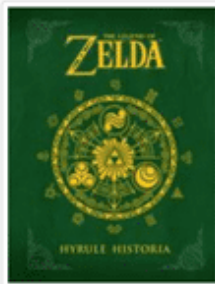
Holds Ready For Pickup

These titles have arrived at the library or are available online for you to use.

Sort by Expiration Date

Sorting Options

Hide Covers



1) The Legend of Zelda : Hyrule Historia

Call Number 793.932 THO
Format Book
Pickup Location Main Library
Available Now
Pickup By Jun 21, 2022

Pickup By Date

While You Wait

Pending Holds

These titles are currently checked out to other patrons. We will notify you when a title is available.

Sort by Position

Sorting Options



1) Cats

Author
Format
Pickup Location
Status

Murray, Julie, 1969-
Book
Central Library
Frozen

Hold Information

Cancel Hold

Thaw Hold

Change Pickup Loc.

While You Wait



2) Mermaids are real!

Author
Format
Pickup Location
Status

Hatam, Holly,
Book
Forest Ave Library
Pending

Hold Options

Cancel Hold

Freeze Hold

Change Pickup Loc.

While You Wait

Cancel Selected

Cancel All

Freeze Selected

Freeze All

Thaw Selected

Thaw All

Export to Excel

Manage pending holds in bulk

Getting Started: Lists

13) Apples never fall: a novel

Author: Moriarty, Liane
Series: Thorndike Press large print core
Pub. Date: 2021.
Language: English

Book On Shelf
Show Edition View All Copies

Add to List

View all Formats

The Delaney family love one another dearly - it's just that sometimes they want to know what's really going on. What if your mother was missing, would you tell the police? Even the most obvious suspect has secrets. The Delaneys are fixtures in the town of Stan and Joy, are the envy of all their friends. They're killers on the tennis court, and their secrets are palpable....

More Info Add to list Group With SHARE

Click to add a title to a list

Create new List

List: Book Club 2022

Description:

Access: Private

Public lists can be shared with other people by copying the URL of the list or using the Email List button when viewing the list.

Close Create List

Give your list a title

Switch access to "Public" if you want to share

KODI L.

- Checked Out Titles
- Titles On Hold
- Reading History
- Fines and Messages
- Titles You Rated
- Recommended For You
- Lists**
- My Library Card
- My Preferences
- Contact Information

Click your username, then "Lists" to view all your lists

My Account

Titles You Rated 1

» Recommended For You

Account Settings

» My Preferences

» Contact Information

» Staff Settings

Search History

Masquerade

My Lists

Book Club 2022 (5)

My Favorites (5)

Create a New List

Import From Old Catalog

In user account, click "My Lists" to expand

Bring your lists from the old catalog to the new catalog



Financial Statements and Notes

March 2023

Westchester Library System
Statement of Financial Position - WLS Balance Sheet
As of 3/31/2023
*Unaudited

	<u>3/31/2023</u>	<u>2/28/2023</u>	<u>Current Period Change</u>	<u>Current Period % Change</u>	<u>12/31/2022</u>
Assets					
Current Assets					
Operating Cash & Cash Equivalents	1,601,968	2,226,203	(624,235)	-28.04%	2,261,909
Reserve Cash & Cash Equivalents	2,784,190	2,776,374	7,816	0.28%	2,762,472
Unconditional Promises to Give	1,033,670	717,783	315,887	44.01%	333,377
Accounts Receivable	73,855	111,435	(37,580)	-33.72%	126,397
Prepaid Expenses	937,306	953,811	(16,504)	-1.73%	723,226
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>
Total Current Assets	6,430,989	6,785,606	(354,617)	-5.23%	6,207,381
Long-term Assets					
Property & Equipment	<u>573,095</u>	<u>587,588</u>	<u>(14,493)</u>	<u>-2.47%</u>	<u>616,574</u>
Total Property & Equipment	<u>573,095</u>	<u>587,588</u>	<u>(14,493)</u>	<u>-2.47%</u>	<u>616,574</u>
Total Long-term Assets	<u>573,095</u>	<u>587,588</u>	<u>(14,493)</u>	<u>-2.47%</u>	<u>616,574</u>
Total Assets	<u>7,004,083</u>	<u>7,373,194</u>	<u>(369,110)</u>	<u>-5.01%</u>	<u>6,823,955</u>
Liabilities					
Short-term Liabilities					
Accounts Payable	381,554	355,196	26,358	7.42%	699,492
Deferred Revenue	<u>638,501</u>	<u>862,106</u>	<u>(223,605)</u>	<u>-25.94%</u>	<u>6,686</u>
Total Short-term Liabilities	1,020,054	1,217,302	(197,247)	-16.20%	706,177
Long-term Liabilities					
Capital Lease Obligations	0	0	0	0.00%	0
Deferred Rent	208,962	211,663	(2,702)	-1.28%	217,066
Post-Retirement Benefits Payable	<u>3,856,991</u>	<u>3,856,991</u>	<u>0</u>	<u>0.00%</u>	<u>3,856,991</u>
Total Long-term Liabilities	<u>4,065,953</u>	<u>4,068,654</u>	<u>(2,702)</u>	<u>-0.07%</u>	<u>4,074,057</u>
Total Liabilities	<u>5,086,007</u>	<u>5,285,956</u>	<u>(199,949)</u>	<u>-3.78%</u>	<u>4,780,235</u>
Net Assets					
Working Capital	5,410,935	5,568,304	(157,369)	-2.83%	5,501,204
Long-Term Net Assets	<u>(3,492,858)</u>	<u>(3,481,066)</u>	<u>(11,792)</u>	<u>0.34%</u>	<u>(3,457,483)</u>
Total Net Assets	<u>1,918,077</u>	<u>2,087,238</u>	<u>(169,161)</u>	<u>-8.10%</u>	<u>2,043,721</u>
Total Liabilities and Net Assets	<u>7,004,083</u>	<u>7,373,194</u>	<u>(369,110)</u>	<u>-5.01%</u>	<u>6,823,955</u>

NOTES FOR MARCH 2023 STATEMENT OF FINANCIAL POSITION - WLS BALANCE SHEET

The key changes to the Balance Sheet are a decrease in WLS's cash position (combined operating and reserves), which is lower by \$616,400, a decrease in Deferred Revenue by \$223,600, and a decrease in Accounts Receivable of \$37,600.

Reminders:

All figures are approximate to the nearest \$100 or 1%.

The December 2022 figures included in this statement are unaudited and while they reflect year-end activities being completed, are subject to change until audit activities are complete.

Work has begun to upgrade WLS's financial management system (currently MIP) to Sage Intacct.

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

Cash & Cash Equivalents: This line shows the total cash in WLS's bank accounts, investment accounts and petty cash. – In this period WLS's operating cash decreased by \$624,200 while reserves increased \$7,800 for a net decrease of \$616,400. With \$289,500 in receipts, revenues received included \$40,400 from member libraries for IT fees and group purchases and \$28,700 from NYS for 2022-2023 aid payments. Expenditures totaled \$905,900. Aside from rent, payroll and benefits, Internet, and delivery to libraries, the notable expenditures include \$70,200 to ByWater Solutions for installation and hosting of and training on Aspen Discovery, \$67,700 to JMT Consulting for subscription and migration costs related to the change to Sage Intacct, and \$61,100 to GovConnection for network equipment.

Unconditional Promises (These are promises to give money to WLS without any restrictions attached.): The figure in this line increased by \$315,900 in March. This is the result of recording \$330,800 in receivable revenue from New York State for 2023 aid and \$13,800 from eRate for telecommunications expense reimbursement against the receipt of \$28,700 from NYS for 2022 aid.

Accounts Receivable: These are monies owed to WLS by another party. – This figure decreased by \$37,600 in the period, the result of receiving \$42,700 in payments and recording \$5,100 in new receivables. Activity was driven primarily by payments from member libraries for IT services and group purchases, but also included activity from the LIU Palmer School program.

Short term Liabilities: *This section shows WLS's near-term obligations.*

Deferred Revenue: Funds received which have not yet been earned. – This figure decreased by \$223,600, the result of recognizing revenues from IT, eContent, and movie licensing.

Westchester Library System
Statement of Revenues and Expenditures - Comparison to Budget with 2021 and 2022 YTD
From 3/1/2023 Through 3/31/2023

	Current Period			3/31/2021 YTD	3/31/2022 YTD	3/31/2023 YTD	YTD Budget		Total Budget
	3/31/2023	Budget	Budget Variance				YTD Budget	Variance	
Revenue									
State Revenues without Restrictions	205,910	205,921	(11)	453,805	564,345	617,730	617,762	(32)	2,471,050
County Revenues without Restrictions	105,975	106,008	(33)	259,400	262,650	317,825	318,025	(200)	1,272,100
Federal Revenues without Restrictions	13,750	13,750	0	37,500	38,675	41,250	41,250	0	165,000
Member Technology Fees	223,818	224,833	(1,015)	704,496	700,934	671,304	674,500	(3,196)	2,698,000
Fund Raising & Contributions	0	0	0	890	264	117	0	117	0
Interest	5,111	417	4,694	802	618	25,665	1,250	24,415	5,000
WEBS & Other	1,600	208	1,392	2,859	2,025	3,568	625	2,943	2,500
Government Revenues with Restrictions	18,955	18,958	(3)	57,540	53,240	56,865	56,875	(10)	227,500
Other Revenues with Restrictions	4,563	14,417	(9,854)	161,831	263,898	16,305	43,250	(26,945)	173,000
Total Revenue	<u>579,682</u>	<u>584,512</u>	<u>(4,830)</u>	<u>1,679,124</u>	<u>1,886,649</u>	<u>1,750,629</u>	<u>1,753,537</u>	<u>(2,909)</u>	<u>7,014,150</u>
Expenditures									
Salaries	183,883	197,935	14,052	551,405	572,258	539,552	593,806	54,254	2,375,223
Fringe Benefits	83,814	112,350	28,537	272,584	304,692	295,918	337,051	41,133	1,348,202
Professional Fees	3,083	4,275	1,192	6,950	3,596	9,884	12,825	2,941	51,300
Equipment	1,435	15,833	14,398	135,968	34,810	3,998	47,500	43,502	190,000
Library Materials	67,293	59,202	(8,091)	193,295	186,103	202,769	177,605	(25,164)	710,420
Rent and Utilities	27,771	29,656	1,885	82,656	82,656	83,223	88,968	5,744	355,870
Repairs and Maintenance	94,737	46,617	(48,120)	116,104	119,225	198,241	139,850	(58,391)	559,400
Supplies	111	3,796	3,685	13,762	3,180	403	11,388	10,985	45,550
Telephone and Internet	53,295	38,925	(14,370)	92,183	94,855	133,428	116,775	(16,653)	467,100
Printing and Postage	16,081	6,242	(9,840)	7,280	11,170	18,342	18,725	383	74,900
Bibliographic Fees	7,168	7,458	291	20,260	19,761	21,078	22,375	1,297	89,500
Professional Development	21,390	8,171	(13,219)	1,709	23,385	21,877	24,512	2,635	98,050
Travel	4,890	4,200	(690)	123	815	5,047	12,600	7,553	50,400
Memberships	0	2,333	2,333	9,317	8,116	12,973	7,000	(5,973)	28,000
Contractual Services	69,230	32,942	(36,288)	78,650	158,032	105,155	98,825	(6,330)	395,300
Delivery Service	41,742	37,583	(4,159)	111,272	113,700	114,573	112,750	(1,823)	451,000
Insurance	2,048	2,917	869	11,732	13,910	7,301	8,750	1,449	35,000
Miscellaneous	299	2,250	1,951	522	1,417	1,575	6,750	5,175	27,000
Total Expenditures	<u>678,269</u>	<u>612,685</u>	<u>(65,585)</u>	<u>1,705,773</u>	<u>1,751,682</u>	<u>1,775,336</u>	<u>1,838,054</u>	<u>62,717</u>	<u>7,352,215</u>
Net Revenue Before Depreciation	<u>(98,587)</u>	<u>(28,172)</u>	<u>(70,415)</u>	<u>(26,649)</u>	<u>134,966</u>	<u>(24,708)</u>	<u>(84,516)</u>	<u>59,809</u>	<u>(338,065)</u>
Non-Cash Activity									
Depreciation	14,493	14,083	(410)	46,642	33,662	43,479	42,250	(1,229)	169,000
Unrealized Gain/Loss on Investments	(5,023)	0	5,023	(21)	349	(3,828)	0	3,828	0
Total Non-Cash Activity	<u>9,470</u>	<u>14,083</u>	<u>4,614</u>	<u>46,621</u>	<u>34,011</u>	<u>39,651</u>	<u>42,250</u>	<u>2,599</u>	<u>169,000</u>
Net Revenue	<u>(108,057)</u>	<u>(42,255)</u>	<u>(65,801)</u>	<u>(73,270)</u>	<u>100,955</u>	<u>(64,359)</u>	<u>(126,766)</u>	<u>62,408</u>	<u>(507,065)</u>

**NOTES FOR MARCH 2023 (INCOME STATEMENT) STATEMENT OF REVENUE AND EXPENDITURES –
COMPARISON TO BUDGET WITH 2021 AND 2022 YTD**

While net revenue before depreciation was less than budget for March (\$70,400) it was above budget for the year-to-date (YTD) (\$59,800). Noteworthy variances discussed below. All figures are approximated to the nearest \$100 or 1%.

Revenues:

Total revenue was essentially within the budget for March and the YTD. This was primarily driven by the offsetting variances in *Interest* and the negative variance in *Other Revenues with Restrictions* and is discussed in greater details below.

Interest for March was significantly higher than budgeted. At the time the budget was created, interest rates were beginning to rise but could not be fully anticipated. However, even if interest rates remain higher than expected revenues in this line are expected to decline between April and July as WLS's cash on hand declines due to normal cash flow. Interest earned on WLS's cash balances is based on the excess balance, which is the average collected balance less minimum balance requirements. The interest recorded this month is an annual rate of 2.5% of the excess balance less assessed bank fees.

Other Revenues with Restrictions was under budget by 68% (\$9,900) driven primarily by a shortfall in the Restricted Contributions line. This is consistent with years past and while the budget assumes that approximately \$14,400 would be earned in this line each month, the monies raised will fluctuate monthly.

There were small positive and negative variances in *State Revenues without Restrictions*, *Federal Revenues without Restrictions*, *Member Technology Fees*, and *Government Revenues with Restrictions* that are largely the result of rounding while distributing annual and half-year figures into monthly allocations. Variations like these are to be expected monthly and would offset in the year-to-date (YTD) totals as the year progresses.

Expenses:

Total spending in March was more than revenues by \$98,600 and came in \$65,600 more than the monthly budget. Significant positive and negative variances are discussed below.

Repairs and Maintenance – This line was overspent by \$36,300 for the month, which was driven by two key factors: (1) a \$22,500 charge from ByWater Solutions for the installation of Aspen Discovery, and (2) a \$18,000 charge to JMT for the 2023 portion of WLS's Sage Intacct subscription.

Contractual Services – Expenses in this line were more than budgeted by \$36,300 for March. This was primarily driven by a payment to STEM Alliance of \$29,100 for their work as partners in the Reconnect with Tech program which is supported by a grant from the Eric & Wendy Schmidt Fund for Strategic Innovation.

Fringe Benefits – This line ended the month \$28,500 under budget. This was primarily driven by credits to the Health Insurance line received from the New York State Health Insurance Program (NYSHIP) for an employee that has transitioned in status from active to retired and by a payment received for COBRA benefits.

Telephone & Internet – This line came in \$14,400 more than budgeted. This was primarily driven by this month's Verizon Wireless invoice for \$11,100 which includes the first of two rounds of new cell phone equipment for employees as part of WLS's effort to create a more mobile-enabled and security-aware work environment.

**NOTES FOR MARCH 2023 (INCOME STATEMENT) STATEMENT OF REVENUE AND EXPENDITURES –
COMPARISON TO BUDGET WITH 2021 AND 2022 YTD (continued)**

Expenses (continued):

Equipment – This line was underspent by \$14,400 compared to the budget. Expenses budgeted in this line, in addition to traditional IT expenses for equipment replacement, includes laptops for staff as part of WLS’s effort to create a more mobile-enabled and security-aware work environment. While there is some spending in this line on a monthly basis, most purchases (for both IT and the laptop project) will typically occur as larger purchases in a given period. There is also noteworthy capital activity in this line, please see the included Capital Income Statement for more details.

Salaries – Spending in this line was \$14,000 under budget for March. This is primarily due to one part-time and three full-time positions in the budget that are currently vacant. Three positions are in the process of being filled, one is currently being filled by a temporary contractor, expenses for which appear in *Contractual Services*.

Professional Development – The \$13,200 overage in this line was driven entirely by a \$16,000 expense to Long Island University for tuition for the Palmer School Library Administration Certificate Program. The expense in this line is reimbursed to WLS by the participants in the program.

Printing & Postage – This line was over budget by \$9,800 for the month. This was driven by a \$9,500 expense to support the FirstFind.org advertising campaign. This expense was supported with a previous year’s grant carried into 2023.

NOTES FOR 2022 SPECIAL PROJECTS AND CAPITAL EXPENDITURES (MARCH 2023 AND YTD)

Total capital expenses through March 2023 amounted to \$61,105. (These expenses represent spending for special projects approved by the Board outside of the operating budget for 2022.) This activity represents a single invoice for network equipment related to the 2022 network replacement project.

This equipment, and the resulting invoice was delayed until 2023 due to supply line issues. These expenses will be moved to the balance sheet as an asset and depreciated as a fixed asset.

Statement of Special Projects and Capital Expenditures – March 2023 with Comparison to Budget

	<u>3/31/2023</u>	<u>Current Period Budget</u>	<u>Current Period Budget Variance</u>		<u>3/31/2023 YTD</u>	<u>YTD Budget</u>	<u>YTD Budget Variance</u>		<u>Total Budget</u>
Expenditures									
Equipment	61,105	0	(61,105)		61,105	0	(61,105)		0
Total Expenditures	61,105	0	(61,105)		61,105	0	(61,105)		0

Item: **WLS System Annual Report to New York State for 2022**

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

Status: The State's Annual Report format for Systems mirrors the Annual Report for the member libraries. While WLS does have similar functions, the majority of our services are quite different. Therefore, the numbers given may be reflected in different categories and not always tie into what is seen on a monthly WLS Financials shared at the Board Meetings.

Recommend Action: Staff recommends acceptance of the 2022 WLS Annual Report for submission to the Division of Library Development of the State Education Department.

Westchester Library System

Annual Report for Library Systems - 2022 (Public Library Systems 2022)

1. General System Information

System/Director Information

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

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

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

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

1.1	SEDCODE	660409700029
1.2	Institution ID	800000035474
1.3	System Name	Westchester Library System
1.4	Beginning Reporting Year	01/01/2022
1.5	Ending Reporting Year	12/31/2022
1.6	Street Address	570 Taxter Road - Ste 400
1.7	City	Elmsford
1.8	Zip Code	10523
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	2337
1.10	Mailing Address	570 Taxter Road - Ste 400
1.11	City	Elmsford
1.12	Zip Code	10523
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	2337

1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(914) 674-3600
1.15	Fax Number (enter 10 digits only)	(914) 674-4185
1.16	System Home Page URL	www.westchesterlibraries.org
1.17	URL of the system's complete Plan of Service	https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLAprvd-2021-1022.pdf
1.18	Population Chartered to Serve (2020 Census)	1,004,457
1.19	Area Chartered to Serve (square miles)	431
1.20	Federal Employer Identification Number	131882114
1.21	County	Westchester
1.22	County (Counties) Served	Westchester
1.23	School District	Elmsford Union Free School District
1.24	First Name of System Director	Terry L
1.25	Last Name of System Director	Kirchner
1.26	NYS Public Librarian Certification 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

Contracts/Unusual Circumstances

1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N

1. Name of Contracting Municipality or District N/A

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

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

4. Dollar amount of contract N/A

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

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

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

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

1.51 President/CEO Phone Number

1.52 President/CEO Email

2. Personnel Information

2.1 FTE (Full-Time Equivalent Calculation) 30.75
The number of hours per work week used to compute FTE for all budgeted positions.

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

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

2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	9
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)(iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	11.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	4
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	16.75
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)	31.75
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	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	\$210,628

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

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

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

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

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

Public Library Systems - enter information for the period January 1, 2023, through December 31, 2023.

President/Council Chair

3.29	Status	Filled
3.30	First Name	Karen
3.31	Last Name	Zevin
3.32	Institutional Affiliation	N/A
3.33	Professional Title	Retired
3.34	Mailing Address	176 Cleveland Drive
3.35	City	Croton-on-Hudson
3.36	Zip Code (enter five digits only)	10520
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(914) 271-1193
3.38	E-mail Address	wlsdistrict01@wlsmail.org
3.39	Term Begins - Month	January
3.40	Term Begins - Year (yyyy)	2022
3.41	Term Expires - Month or N/A	December
3.42	Term Expires - Year (YYYY) or N/A	2026
3.43	Is this trustee serving a full term? If No, 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
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	1/29/2022
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/03/2022
3.46	Is this a brand new trustee?	N

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

- | | | |
|-----|--|-----------------------|
| 1. | Status | Filled |
| 2. | First Name | Jonathan |
| 3. | Last Name | Marshall |
| 4. | Institutional Affiliation | JM Media Sales |
| 5. | Professional Title | Owner |
| 6. | Mailing Address | 289 South Broadway #C |
| 7. | City | Tarrytown |
| 8. | Zip Code (enter five digits only) | 10591 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2018 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2022 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/30/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2018 |
| 16. | Is this a brand new trustee? | N |

- | | | |
|----|---------------------------|--|
| 1. | Status | Filled |
| 2. | First Name | Catherine |
| 3. | Last Name | Draper |
| 4. | Institutional Affiliation | NYS Assembly, Amy Paulin,
88th District |
| 5. | Professional Title | Legislative Aide, part-time |

- | | | |
|-----|--|-----------------------|
| 6. | Mailing Address | 1385 Roosevelt Avenue |
| 7. | City | Pelham |
| 8. | Zip Code (enter five digits only) | 10803 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2018 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2022 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/30/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2018 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|--|----------------------|
| 1. | Status | Filled |
| 2. | First Name | Karen |
| 3. | Last Name | Kelley |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | 46 Roma Orchard Road |
| 7. | City | Peekskill |
| 8. | Zip Code (enter five digits only) | 10566 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2018 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2022 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/30/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2018 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Edris |
| 3. | Last Name | Scherer |
| 4. | Institutional Affiliation | Scherer TV & AC |
| 5. | Professional Title | Vice President & CFO |
| 6. | Mailing Address | 7 Great Oaks Lane |
| 7. | City | North Salem |
| 8. | Zip Code (enter five digits only) | 10560 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2019 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2023 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/29/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2019 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Maureen |
| 3. | Last Name | LeBlanc |
| 4. | Institutional Affiliation | LeBlanc Orthodontic |
| 5. | Professional Title | Office Manager |
| 6. | Mailing Address | 10 Overlook Terrace |

- | | | |
|-----|--|------------|
| 7. | City | Larchmont |
| 8. | Zip Code (enter five digits only) | 10538 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2019 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2023 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/29/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2019 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|--|-----------------|
| 1. | Status | Filled |
| 2. | First Name | Francis |
| 3. | Last Name | Okelo |
| 4. | Institutional Affiliation | United Nations |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | 17 Barnard Road |
| 7. | City | New Rochelle |
| 8. | Zip Code (enter five digits only) | 10801 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2019 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2023 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/29/2019 |

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2019
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Wes
3. Last Name Iwanski
4. Institutional Affiliation Downtown Travel
5. Professional Title Vice President of Technology
6. Mailing Address 9 Genessee Trail
7. City Harrison
8. Zip Code (enter five digits only) 10528
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
13. Is this trustee serving a full term? If No, 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) 01/28/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/30/2020
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Joseph
3. Last Name Puglia
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 59 Avondale Road
7. City Yonkers
8. Zip Code (enter five digits only) 10710

- | | | |
|-----|--|---|
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2020 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2024 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/28/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/30/2020 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Andrea |
| 3. | Last Name | Zuckerman Bober |
| 4. | Institutional Affiliation | CITI |
| 5. | Professional Title | Contractor through Insys, Branded Cards Marketing Control |
| 6. | Mailing Address | 8 Old Oak Road |
| 7. | City | Rye Brook |
| 8. | Zip Code (enter five digits only) | 10573 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2021 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2025 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/26/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/25/2021 |

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

10. Term Begins - Year (yyyy)
11. Term Expires - Month or N/A
12. Term Expires - Year (YYYY) 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).
14. The date the trustee took the Oath of Office (mm/dd/yyyy)
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

16. Is this a brand new trustee?

- | | | |
|-----|--|------------------|
| 1. | Status | Filled |
| 2. | First Name | Nishat |
| 3. | Last Name | Hydari |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | 14 Barron Circle |
| 7. | City | Chappaqua |
| 8. | Zip Code (enter five digits only) | 10514 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2022 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2026 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/29/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/03/2022 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |

- | | | |
|-----|--|---------------------|
| 2. | First Name | Susan |
| 3. | Last Name | Morduch |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Psychologist |
| 6. | Mailing Address | 11 Riverview Avenue |
| 7. | City | Ardsley |
| 8. | Zip Code (enter five digits only) | 10502 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2022 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2026 |
| 13. | Is this trustee serving a full term? If No, 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) | 01/29/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 04/11/2022 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|-----------------------------------|-----------------|
| 1. | Status | Filled |
| 2. | First Name | Diane |
| 3. | Last Name | Tabakman |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | 3 Chadwick Road |
| 7. | City | White Plains |
| 8. | Zip Code (enter five digits only) | 10604 |
| 9. | Term Begins - Month | September |
| 10. | Term Begins - Year (yyyy) | 2022 |
| 11. | Term Expires - Month or N/A | December |

12. Term Expires - Year (YYYY) or N/A 2024
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 09/27/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/21/2022
16. Is this a brand new trustee? Y

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

- 3.47 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, 2023, through December 31, 2023. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

- | | | |
|----|---------------------------|---|
| 1. | Status | Filled |
| 2. | First Name | Andrew |
| 3. | Last Name | Bell |
| 4. | Institutional Affiliation | Westchester County
Department of Mental Health |
| 5. | Professional Title | Program Director, Community
Support Services |
| 1. | Status | Filled |
| 2. | First Name | Barbara |
| 3. | Last Name | Lambros |

4.	Institutional Affiliation	Westchester County Reentry Task Force
5.	Professional Title	Westchester County Reentry Coordinator, Department of Community Mental Health
1.	Status	Filled
2.	First Name	Wendy
3.	Last Name	Armstrong
4.	Institutional Affiliation	VolunteerNY
5.	Professional Title	Director, RSVP of Westchester
1.	Status	Filled
2.	First Name	Diane
3.	Last Name	Poonai
4.	Institutional Affiliation	Westchester County Department of Senior Programs & Services
5.	Professional Title	HIICAP Coordinator / NYConnects
1.	Status	Filled
2.	First Name	Jennifer
3.	Last Name	Dadio
4.	Institutional Affiliation	Somers Library
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Sarah
3.	Last Name	Steckler
4.	Institutional Affiliation	Keane & Beane LTD
5.	Professional Title	Partner
1.	Status	Filled
2.	First Name	Nory
3.	Last Name	Padilla
4.	Institutional Affiliation	Westchester County Jail

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

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

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	141
4.2	System Visits	2,600

CIRCULATION

4.3	Total Cataloged Book Circulation	4,091
4.4	Total Circulation of Other Materials	34
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	4,125
4.6	Use of Electronic Material	10,657
4.7	Successful Retrieval of Electronic Information	1,878
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	12,535
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	14,782
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	16,660

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	121
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	121
4.16	Electronic Books	132,096
4.17	Local Electronic Collections	8
4.18	Total Number of NOVELNY Databases	15
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	132,104
4.20	Audio - Downloadable Units	34,457
4.21	Video - Downloadable Units	2,218
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	4,428
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	173,222

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	10
4.25	Video - Physical Units	0
4.26	Other Non-Electronic Materials	28
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	38
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	173,381

ROTATING COLLECTIONS/BOOK LOANS

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

4.30	Number of collections	1
4.31	Average number of items per collection	8

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

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

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

5.3 Identify ILS system vendor Evergreen

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

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

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

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

a. ILS shared with other library systems No

b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes
5.8	Number of titles in the ILS bibliographic database	946,655
5.9	Number of new titles added by the system in the reporting year	30
5.10	Number of Central Library Aid titles added in the reporting year	0
5.11	Number of new titles added by the members in the reporting year	41,372
5.12	Total new titles (total questions 5.9 through 5.11)	41,402

Catalog

UNION CATALOG OF RESOURCES

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

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

a.	Print	No
b.	Disc	No
c.	Online (virtual catalog)	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	38
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N
5.16	Number of titles in the system's union catalog	946,655
5.17	Number of holdings in the system's union catalog	3,371,237
5.18	Number of new titles added in the last year	46,735
5.19	Number of holdings added in the last year	251,926

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

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

UNION LIST OF SERIALS

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 605,639

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 4,849
- 5.26 Total items received (borrowed) 4,980
- 5.27 Total requests provided (loaned) unfilled 1,165
- 5.28 Total requests received (borrowed) unfilled 434
- 5.29 **Total interlibrary loan activity (total questions 5.25 through 5.28)** 11,428

DELIVERY

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

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

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

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

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

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	0
5.33	Number of participants	0

Continuing Education Cont.

Technology

5.34	Number of sessions	112
5.35	Number of participants	507

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	0
5.39	Number of participants	0

Management & Supervisory

5.40	Number of sessions	0
5.41	Number of participants	0

Planning and Evaluation

5.42	Number of sessions	0
5.43	Number of participants	0

Awareness and Advocacy

5.44	Number of sessions	5
5.45	Number of participants	109

Trustee/Council Training

5.46	Number of sessions	4
5.47	Number of participants	112

Special Client Populations

5.48	Number of sessions	0
5.49	Number of participants	0

Children's Services/Birth to Kindergarten

5.50	Number of sessions	0
5.51	Number of participants	0

Children's Services/Elementary Grade Levels

5.52	Number of sessions	6
5.53	Number of participants	79

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	62
5.55	Number of participants	177

General Adult Services

5.56	Number of sessions	38
5.57	Number of participants	704

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	NYS Annual Report
2.	Number of sessions	2
3.	Number of participants	18
1.	Topic	NYS Public Library Construction Aid Applications
2.	Number of sessions	3
3.	Number of participants	14
1.	Topic	Grant Writing & Fundraising
2.	Number of sessions	2
3.	Number of participants	38

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) 234

5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) 1,758

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

Coordinated Services/Consulting/Reference

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

- | | | |
|------|---|---|
| 5.63 | Consulting with member libraries and/or branches on grants, and state and federal funding | Y |
| 5.64 | Consulting with member libraries and/or branches on funding and governance | Y |
| 5.65 | Consulting with member libraries and/or branches on charter and registration work | Y |
| 5.66 | Consulting with member libraries and/or branches on automation and technology | Y |
| 5.67 | Consulting with member libraries and/or branches on youth services | Y |
| 5.68 | Consulting with member libraries and/or branches on adult services | Y |
| 5.69 | Consulting with member libraries and/or branches on physical plant needs | Y |
| 5.70 | Consulting with member libraries and/or branches on personnel and management issues | Y |
| 5.71 | Consulting with state and county correctional facilities | Y |

5.72	Providing information to local, county, and state legislators and their staffs	Y
5.73	Providing system and member library information to the media	Y
5.74	Providing website development and maintenance for member libraries	Y
5.75	Other Consulting and Technical Assistance Services not listed above - Add Note	Y

REFERENCE SERVICES

5.76	Total Reference Transactions	0
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Special Clients/Fees

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	No
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	No
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No

5.78	Number of BOOKS BY MAIL loans	0
5.79	Number of member libraries with Job/Education Information Centers or collections	14
5.80	Number of State Correctional Facilities libraries served	3
5.81	Number of County Jails libraries served	1

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

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

1. Service provided Service to Outreach Partners

2. Number of facilities/institutions served N/A

1. Service provided Service Advocacy (attending other agencies' events to represent library services)

2. Number of facilities/institutions served

1. Service provided Mental Health Programming / Breath Body Mind (BBM)

2. Number of facilities/institutions served

1. Service provided Westchester Seniors Out Speaking (WSOS)

2. Number of facilities/institutions served

1. Service provided Reentry Information Services

2. Number of facilities/institutions served

1. Service provided Reentry Resource Reviews

2. Number of facilities/institutions served

1. Service provided Youth Workforce Development

2. Number of facilities/institutions served

1. Service provided Senior Law Day Collaborative Website Inquiries

2. Number of facilities/institutions served

1. Service provided Senior Law Day Collaborative Consultations

2. Number of facilities/institutions served

1. Service provided Senior Law Day Collaborative Live Webinars

2. Number of facilities/institutions served

1.	Service provided	HSE Connect!
2.	Number of facilities/institutions served	
1.	Service provided	Read Better
2.	Number of facilities/institutions served	
1.	Service provided	Career Coaching Services - Seminars
2.	Number of facilities/institutions served	
1.	Service provided	Career Coaching Services - Workshops
2.	Number of facilities/institutions served	
5.84	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85.	Y
5.85	Description of fees	Most programs are free to participants, but occasionally WLS will ask for reimbursement of materials.

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

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

1.	County Name	Westchester
2.	Amount	\$1,176,672
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	\$1,176,672
6.3	All Other Local Public Funds	\$0

6.4 **Total Local Public Funds (total questions 6.2 and 6.3)** \$1,176,672

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$563,442
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$187,888
6.11	Correctional Facilities Library Aid	\$31,757
6.12	County Jails Library Aid	\$8,110
6.18	Local Library Services Aid - Kept at System	\$8,037
6.19	Local Library Services Aid - Distributed to Members	\$275,273
6.20	Total LLSA (total questions 6.18 and 6.19)	\$283,310
6.21	Local Services Support Aid	\$204,981
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,669,030
6.27	Public Library System Supplementary Operational Aid	\$219,857

State Aid

6.36	Special Legislative Grants and Member Items	\$157,084
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0

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

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

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

1. Funding Source N/A

2. Amount N/A

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

6.44 **Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$3,325,459

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 ARPA

2. Amount \$179,869

Federal Aid/Contracts

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$179,869

6.48 **Total Federal Aid (total questions 6.45 and 6.47)** \$179,869

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

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

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

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Technology-Related Services
3.	Total Contract Amount	\$2,923,439

6.50 **Total Contracts (total question #3 of Repeating Group #11 above)** \$2,923,439

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$272,349

6.53 Income from Investments \$9,150

Miscellaneous

Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$0

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

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

1. Receipt category Movie Licensing

2. Amount \$3,335

1. Receipt category Westchester Seniors Out Speaking (WSOS)

2. Amount \$17,460

1. Receipt category LIU Certificate Program

2. Amount \$29,125

1.	Receipt category	Insurance reimbursements
2.	Amount	\$884
1.	Receipt category	Other misc reimbursements
2.	Amount	\$21,645
1.	Receipt category	IT/ILS Fines & Fees
2.	Amount	\$11,903
1.	Receipt category	BTOP subcontract with New Rochelle Public Library
2.	Amount	\$11,550
1.	Receipt category	E-Rate
2.	Amount	\$166,696
1.	Receipt category	Cataloging services for National Maritime Historical Society
2.	Amount	\$14,566

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$277,164

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$558,663

6.59 **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58) \$8,164,102

6.60 **BUDGET LOANS** \$0

Transfers/Grand Total

TRANSFERS

6.61 Transfers from Capital Fund (Same as question 9.6) \$185

6.62 Transfers from Other Funds \$0

6.63 **Total Transfers** (total questions 6.61 and 6.62) \$185

6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.) \$3,685,545

6.67 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82) \$11,849,832

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$951,700
7.2	Other Staff	\$1,435,974
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$2,387,674
7.4	Employee Benefits Expenditures	\$685,305
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$3,072,979

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$15,414
7.7	Electronic Materials Expenditures	\$674,612
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$690,026

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$275,273
7.11	Central Library Services Aid (CLSA)	\$0

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$522,084
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$118,814
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$916,171
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)	\$916,171

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$549,636
7.25	Furniture/Furnishings	\$27,463
7.26	Other Capital Expenditures	\$7,923
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$585,022

Capital Cont./Operation and Maintenance/Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$585,022
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$585,022

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	\$418,354
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$418,354

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$2,926
7.37	Office and Library Supplies	\$38,222
7.38	Equipment	\$0
7.39	Telecommunications	\$494,664
7.40	Postage and Freight	\$14,186
7.41	Publicity and Printing	\$121,075
7.42	Travel	\$85,361
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$477,933
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$21,732
7.45	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No.	Y

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

1.	Expense category	Retirees
2.	Amount	\$294,957
1.	Expense category	Postage
2.	Amount	\$1,919
1.	Expense category	Software
2.	Amount	\$393,284

1.	Expense category	Copier
2.	Amount	\$7,923
1.	Expense category	Meetings
2.	Amount	\$4,619
1.	Expense category	Misc.
2.	Amount	\$1,880
1.	Expense category	Bank
2.	Amount	\$2,295
1.	Expense category	OCLC
2.	Amount	\$82,278
1.	Expense category	Payroll
2.	Amount	\$8,036
1.	Expense category	Delivery
2.	Amount	\$481,018

Miscellaneous Cont./Contracts/Debt Service

7.46	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$1,278,209
7.47	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$2,534,308

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

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

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

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

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

7.51 From Other Funds (73OF) \$0

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

Transfers

Other Loans

7.53 Other Loans \$0

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

7.55 **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, 7.47, 7.49, and 7.54) \$8,216,860

TRANSFERS

Transfers to the Capital Fund

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

7.57 From Other Funds (76OF) \$1,000,000

7.58 **Total Transfers to Capital Fund** (total questions 7.56 and 7.57; same as question 8.2) \$1,000,000

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

7.60 **Total Transfers** (total questions 7.58 and 7.59) \$1,000,000

7.61 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.55 and 7.60) \$9,216,860

Cash Balance/Grand Total/Audit/Bank Balance

7.62 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2022)** \$2,261,709

7.82 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.61 and 7.62) \$11,478,569

FISCAL AUDIT

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

7.83 Last audit performed (mm/dd/yyyy) 04/04/2022

7.84 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2021-12/31/2021

7.85 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 \$2,261,709

7.86 **Total Bank Balance** (total question #2 of Repeating Group #15) \$2,261,709

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

8. Capital Fund Receipts**State Aid and Grants for Capital Projects**

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

8.2 **Transfer From Operating Fund** (same as question 7.58) \$1,000,000

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

1. Contracting Agency N/A

2. Amount N/A

Totals/Cash Balance

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

8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) \$1,000,000

8.7 **NONREVENUE RECEIPTS** \$2,088

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$1,002,088

8.9 **CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022.** (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.) \$709,205

Grand Total

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$1,711,293

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	\$0
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$185
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)	\$185
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2022, for Public Library Systems)	\$1,711,108
Grand Total		
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$1,711,293

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2023 - December 31, 2023

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$7,014,150
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 **\$2,261,709**
 (For Public Library Systems, opening balance on January 1, 2023 must be the same as the December 31, 2022, closing balance reported on Q7.62 of the 2022 annual report)

12.5 Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance **\$9,275,859**
 (total questions 12.1 through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund Disbursements **\$7,352,215**
 (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)

12.7 Total Transfers **\$0**

12.8 Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year **\$1,923,644**
 (For Public Library Systems, balance as of December 31, 2023)

12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance **\$9,275,859**
 (total questions 12.6 through 12.8)

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 **\$1,711,108**
 (For Public Library Systems, opening balance on January 1, 2023, must be the same as the December 31, 2022, closing balance reported on Q9.9 of the 2022 annual report)

12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) **\$1,711,108**

PROJECTED CAPITAL FUND - DISBURSEMENTS

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

**12.15 Cash Balance in Capital Fund at the \$0
end of the current fiscal year
(For Public Library Systems, December 31,
2023)**

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

13. State Formula Aid Disbursements**Public Library Systems Basic Aid**

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

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

Statutory Reference Education Law § 272, 273(1)(f)(1)
(LLSA): Commissioners Regulations 90.3 and 90.9
The formula is \$0.31 per capita of a member library's chartered services area with a
minimum of \$1,500 per library with formula equity to 1991 LLIA.

Statutory Reference Education Law § 272, 273(1)(f)(2)
(LSSA): Commissioners Regulations 90.3 and 90.10
The formula is \$0.31 per capita for system population living outside the chartered
service areas of member libraries plus 2/3 members LLSA.

Statutory Reference (LCSA): Education Law § 272, 273(1)(f)(3)
Commissioners Regulations 90.3
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

Statutory Reference (Supplemental): Education Law § 273(11)(a)
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

BECPL Special Aid: Education Law § 273(1)(l)
Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)

Brooklyn Special Aid: Education Law § 273(1)(k)
Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)

Nassau Special Aid: Education Law § 273(1)(m)

13.1.1-13.1.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees.

13.1.1 Total Full-Time Equivalents (FTE) 4.25

13.1.2 Total Expenditure for Professional Salaries \$468,992

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

13.1.3 Total Full-Time Equivalents (FTE) 4

13.1.4 Total Expenditure for Other Staff Salaries \$330,864

13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits. \$642,901

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

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

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

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Madison Properties - 570 Taxter Rd, Elmsford, NY 10523
3.	Expenditure	\$157,035
1.	Expenditure Category	Printing
2.	Provider of Services	various
3.	Expenditure	\$3,581
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	various
3.	Expenditure	\$18,840
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Clancy
3.	Expenditure	\$720
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	various
3.	Expenditure	\$57,700
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	various
3.	Expenditure	\$39,972
13.1.7	Total Expenditure - Purchased Services	\$277,848

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

Y

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

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

- | | | |
|----|----------------------|-------------------------------------|
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$11,483 |

13.1.9 Total Expenditure - Supplies and Materials \$11,483

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 | \$19,513 |

13.1.11 Total Expenditures - Travel \$19,513

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

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

- | | | |
|----|--------------|---------|
| 1. | Type of Item | Laptop |
| 2. | Quantity | 1 |
| 3. | Unit Cost | \$2,622 |
| 4. | Expenditure | \$2,622 |

- | | | |
|----|--------------|---------|
| 1. | Type of Item | Copier |
| 2. | Quantity | 1 |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | \$7,928 |

- | | | |
|----|--------------|---------------|
| 1. | Type of Item | Postage Meter |
|----|--------------|---------------|

2.	Quantity	1
3.	Unit Cost	N/A
4.	Expenditure	\$1,909

13.1.13 Total Expenditure - Equipment and Furnishings \$12,459

13.1.14 Local Library Services Aid \$275,272
Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.

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

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

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

13.1.16 Total Expenditures - Grants for Member Libraries \$0

13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16) \$2,039,332

13.1.18 Cash Balance at the Opening of the Fiscal Year \$84,006

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

13.1.19 Total Allocation from 2022 - 2023 State Aid: \$2,372,952

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) \$2,456,958

13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) \$417,626

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

NYS General Library Aid, Supplemental Aid and Local Services Support Aid provided critical funding for the most essential roles and infrastructure that support the operations of the Westchester Library System (WLS). Primarily, this funding supported the salaries and benefits of our administrative staff, which includes the Executive Director, CFO and other administrative staff. In addition, these aid categories supported supplemental outreach and cataloging staff salaries and benefits as well as benefits for retirees. In terms of non-personnel expenses these funds also supported a portion of rent for office space, utilities and leasing on office equipment.

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

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

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

See

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

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

13.2.1 Total Full-Time Equivalent (FTE) N/A

13.2.2 Total Expenditure for Professional Salaries \$0

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

13.2.3 Total Full-Time Equivalent (FTE) N/A

13.2.4 Total Expenditures for Other Staff Salaries \$0

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

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

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

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

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$292,629 |

13.2.7 Total Expenditure - Purchased Services \$292,629

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

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

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

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Adult non-fiction and foreign language library materials - print |
| 2. | Expenditure | \$214 |

13.2.9 Total Expenditure - Supplies and Materials \$214

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

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

- | | | |
|----|----------------|-----|
| 1. | Type of travel | N/A |
| 2. | Expenditure | N/A |

13.2.11 Total Expenditures - Travel \$0

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

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

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

13.2.13 Total Expenditure - Equipment and Furnishings \$0

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

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

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

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

13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15) **\$292,843**

13.2.17 Cash Balance at the Opening of the Fiscal Year **202,324.00**

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

13.2.18 Total Allocation from 2022 - 2023 State Aid: **\$375,554**

13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18) **\$577,878**

13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16) **285,035.00**

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

NYS Central Library Development Aid was primarily directed to drive equity of access to library materials for all patrons within the service area of WLS. This was accomplished through the purchase of subscriptions and pay-per-use electronic content so that patrons, in addition to any local library offerings, have access to a wide variety of adult non-fiction and foreign language titles. These resources include content from Hoopla, Kanopy and Overdrive Magazines. These funds were also used for subscription databases to support patron education and reader's advisory. These databases include LinkedIn Learning, Tutor.com and Proquest Syndetics. Finally, these funds were also used to support training activities for library staff.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

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

13.4.1	Total Full-Time Equivalentents (FTE)	1.5
13.4.2	Total Expenditure for Professional Salaries	\$139,612

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

13.4.3	Total Full-Time Equivalentents (FTE)	N/A
13.4.4	Total Expenditure for Other Staff Salaries	\$0

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$37,447

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

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

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Various
3.	Expenditure	\$2,596
1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	NYLA
3.	Expenditure	\$235

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog) |
| 2. | Provider of Services | various |
| 3. | Expenditure | \$934 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Proliteracy Worldwide |
| 3. | Expenditure | \$142 |
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Verizon Wireless |
| 3. | Expenditure | \$130 |
| 1. | Expenditure Category | Printing |
| 2. | Provider of Services | Amazon |
| 3. | Expenditure | \$21 |

13.4.7 **Total Expenditure - Purchased Services** \$4,058

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

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

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

- | | | |
|----|----------------------|-------------------------------------|
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$1,220 |
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$2,771 |
| 1. | Expenditure Category | Other (specify using Note field) |

2. Expenditure \$1,155

13.4.9 **Total Expenditure - Supplies and Materials** 5,146

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

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

1. Type of Travel System staff

2. Expenditure \$2,794

13.4.11 **Total Expenditure - Travel** \$2,794

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

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

1. Type of item Laptop

2. Quantity N/A

3. Unit Cost \$1,885

4. Expenditure \$1,885

1. Type of item Other

2. Quantity N/A

3. Unit Cost \$260

4. Expenditure \$260

13.4.13 **Total Expenditure - Equipment and Furnishings** \$2,145

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)** \$191,202

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$29,842

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

13.4.18 **Total Allocation from 2022 - 2023 State Aid:** \$187,888

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$217,730

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$26,528

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

Staff services comprised the largest portion of the outreach expenses. WLS personnel created and executed numerous outreach projects and activities. Programming for older adults, at-risk youth, ethnic minorities of all ages is a vital part of the library services offered in Westchester County. 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. WLS produced flyers, notices, announcements and other materials to alert member libraries and the public to the availability of programs and services. Expenses included printing, related office supplies, and organizational membership dues.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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

13.5.1 Total Full-Time Equivalents (FTE) N/A

13.5.2 Total Expenditure for Professional Salaries \$0

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

13.5.3 Total Full-Time Equivalents (FTE) N/A

13.5.4 Total Expenditures for Other Staff Salaries \$0

13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits \$0

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

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

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	LibraryPass
3.	Expenditure	\$7,500

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Springshare |
| 3. | Expenditure | \$1,428 |

13.5.7 Total Expenditure - Purchased Services \$8,928

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

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

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

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Expenditure | N/A |

13.5.9 Total Expenditure - Supplies and Materials \$0

13.5.10 Total Expenditure (total 13.5.7, and 13.5.9) 8,928.00

13.5.11 Cash Balance at the Opening of the Fiscal Year: \$818

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

13.5.12 Total Allocation from 2022 - 2023 State Aid 8,110

13.5.13 Total Available Before Expenditures (total 13.5.11 + 13.5.12) \$8,928

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

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

The use of this aid was primarily focused on providing literacy support to help those justice impacted individuals as they reintegrate themselves into society. Among this target population are needs for literacy and technology support through which this aid has provided key resources.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)

Reference: Commissioners Regulations 90.14

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

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

13.6.1 Total Full-Time Equivalentents (FTE) 0.25

13.6.2 Total Expenditure for Professional Salaries \$17,836

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

13.6.3 Total Full-Time Equivalentents (FTE) N/A

13.6.4 Total Expenditure for Other Staff Salaries \$0

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,005

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

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

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

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Full Deck Design |
| 3. | Expenditure | \$3,349 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Springshare |
| 3. | Expenditure | \$133 |

13.6.7 Total Expenditure - Purchased Services 3,482

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

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

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

- | | | |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$11,579 |

13.6.9 Total Expenditure - Supplies and Materials \$11,579

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

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

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

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

13.6.12 **Equipment and Furnishings:** Did the 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** 0.00

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$37,902

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$15,854
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.6.16 **Total Allocation from 2022 - 2023 State Aid:** \$31,757

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$47,611

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$9,709

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

WLS continued to provide collection development and inter-library loan support to the justice impacted individuals' libraries at State facilities through the purchase of library materials. This aid also provided funding to replace items lost while at the facilities through inter-library loan. This aid also provided supports for individuals as they are released from the State facilities to meet their needs for literacy, technology and job search as well as a general reintroduction to society and its available resources.

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2022).

14.1 Element 1: Resource Sharing - Results

In cooperation with the Hendrick Hudson Free Library, WLS staff completed the National Maritime Historical Society cataloging project (4,200 items) which now makes this special collection available to all public library patrons in Westchester. This collection is available for lending through interlibrary loan (ILL) to institutions outside of the WLS member libraries. An OCLC Data Reclamation Project to update the OCLC WorldCat holdings for the WLS online catalog was completed, making our displayed holdings more accurate for ILL services and for researchers outside of WLS searching for unique local collection holdings. WLS staff have catalogued materials for the new Louise Edeiken Score Collection housed at the New Rochelle Public Library.

14.2 Element 2: Special Client Groups - Results

WLS was one of 5 NYS nonprofits to receive \$250,000 in the 1st round of Digital Inclusion Innovation Grants from the New York Digital Inclusion Fund sponsored by Schmidt Futures. This allowed for the creation of the "Reconnect With Tech" program to support the digital skills and access needs of participants. This program is a collaboration with STEM Alliance and the Westchester County Reentry Task Force. Westchester Breathes received the Dr. Harold Keltz Distinguished Public Health Service award. Nominated by Dr. Andrew Bell of the Westchester County Department of Community Mental Health for "reinvigorating our system of care at a time when it is most needed." WLS has piloted a college guidance program for 1st generation Spanish-speaking students at the Mamaroneck Public Library. WLS worked to promote participation in the Westchester Children's Association 2022 Digital Access Survey that identified digital related needs and gaps in Westchester communities. WLS launched a digital equity program funded by the Westchester Community Foundation to help connect and train family members participating in Head Start programs. Community partners in this effort included WestCOP, Family Services of Westchester, and member libraries. This project resulted in 275 Families receiving 176 Chromebooks and 161 hotspots.

14.3 Element 3: Professional Development and Continuing Education - Results

WLS sponsored the 2022 NonProfit Leadership Summit which offered a wide range of diversity, inclusion, and equity; leadership; sustainability; and fundraising workshops that were available for member library staff and trustees to attend. WLS maintains an "umbrella" membership with Nonprofit Westchester (NPW) that provides a broad range of professional development opportunities for member library staff and trustees to attend at low or no cost. In 2022, the Career Coaching Service (CCS) launched a Speakers Series to provide library staff and the public with additional insights and perspectives of Job Search and Career Exploration. CCS hosted a Virtual Open House for member library staff to familiarize them with the ongoing Managing Your Career in Changing Times seminar series that is available to all Westchester County residents. WLS worked with member library staff to support the "STEM in the Library Project" which supported efforts to create STEM workshops for middle school aged children in the libraries.

14.5 Element 5: Consulting and Development Services - Results

Censorship and book ban challenges have occurred at the WLS member libraries. WLS supported the creation and promotion of "Collection Management Policy Template & Guide" to help public libraries confirm that their policies are ready for materials and programming challenges. This guide was created through a partnership of the Public Library Systems Directors Organization (PULISDO) and the Empire State Library Network (ESLN). Numerous member libraries have used this guide to update and enhance their collection development and programming policies. WLS staff hold monthly meetings with adult services and youth services staff to identify professional development needs system wide and WLS staff conduct library visits to explore opportunities for WLS to better support the member libraries' community engagement and staff enrichment efforts.

14.6 Element 6: Coordinated Services - Results

Censorship and book ban challenges have occurred at the WLS member libraries. WLS supported the creation and promotion of "Collection Management Policy Template & Guide" to help public libraries confirm that their policies are ready for materials and programming challenges. This guide was created through a partnership of the Public Library Systems Directors Organization (PULISDO) and the Empire State Library Network (ESLN). Numerous member libraries have used this guide to update and enhance their collection development and programming policies. WLS staff hold monthly meetings with adult services and youth services staff to identify professional development needs system wide and WLS staff conduct library visits to explore opportunities for WLS to better support the member libraries' community engagement and staff enrichment efforts.

14.6 Element 6: Coordinated Services - Results

WLS worked with the Coalition for Understand Racism through Education (CURE) to promote events throughout Westchester County around Heather McGhee's book, *The Sum of Us*. CCS hosted a workshop, "Teen Job Search Tips, Applications, Resumes & More," that was a collaborative effort by 14 member libraries. Wireless upgrades, the rebuilding of the Local Area Network (LAN) to boost Internet to 1,000 Mb vs 100 Mb, and the upgrading of the Virtual Desktop Infrastructure (VDI) have occurred at all participating libraries and have allowed for

a faster and more reliable level of technology services to support staff and public services.

14.7 Element 7: Awareness and Advocacy - Results

In addition to annual Library Advocacy Day programming, WLS hosted four Legislative Breakfasts with a focus on Digital Inclusion at four locations: Croton Free Library, Harrison Public Library, Somers Library, and Yonkers Public Library - Grinton I. Will Branch. WLS launched a marketing campaign to support FirstFind.org as a key digital skills resource in three communities: Mount Vernon, Peekskill, and Yonkers. Billboard signs and advertising at bus stops in these communities proved to be effective ways to increase community awareness and use of the FirstFind.org resources. WLS has also worked closely with PLDA and the New York Library Association's (NYLA) Civil Service Committee to meet with county and state officials to advocate for updates to the civil service processes so that public libraries can more effectively hire staff with the community knowledge, digital skills and language expertise required in the modern library.

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

In addition to promoting the Trustee Handbook Book Club series, WLS hosted several Trustee Institutes. Topics included preparing for construction projects, using the Harwood Institute approach based on community aspirations when developing a library's long-range plan, and digital equity and inclusion. WLS provides monthly updates to the Public Library Directors Association (PLDA) and shares the WLS board materials with library directors and board presidents to keep them updated on WLS activities. WLS led the effort to create the Westchester County Digital Inclusion Coalition. This coalition includes a wide range of strategic partners, including public libraries, striving to expand digital access, provide skills training, and foster equity and inclusion throughout Westchester County. The beta version of the Library Data Dashboard has been launched. This dashboard is a work in progress, and it will serve as a data repository to support the data needs of public libraries in terms of transactional data such as physical and digital circulation and the use of wireless networks and public service computers in the library, and to supply data needed to complete the NYS Annual Reports. The Outreach Services' Publications Catalog was launched. This catalog will be updated and distributed each year in the Spring and Fall and it offers public libraries and strategic partners throughout Westchester County with an uncomplicated way to update and restock. WLS produced brochures

promoting library resources and services. WLS staff provide weekly "Digital Dives" and other brief announcements concerning ways that library staff can use and promote the digital/e-content resources and the online catalog/ILS more effectively.

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

WLS cross-promotes and shares information, resources, and programs with neighboring systems: Mid-Hudson Library System (MHLS) and Ramapo Catskill Library System (RCLS). WLS utilizes the language expertise of cataloging staff at the Queens Library when member libraries acquire non-English language materials that cannot be processed by WLS staff. WLS, MHLS, and the Palmer School of Library & Information Science at Long Island University have partnered to host the Advanced Certificate in Public Library Administration courses to the Hudson Valley region.

14.10 Element 10: Construction - Results

State Aid for Public Library Construction \$34 Million Program FY2022-2023: The PLDA Grants Committee Chair Angela Groth, Director of the Ardsley Public Library, reported that committee members Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem), and Jennifer Daddio, Director of Somers Library, along with Dr. Kirchner and Elise Burke of WLS, met to review 15 applications. This year's allocation for WLS totaled \$1,605,184, and the application request amounts totaled \$1,899,270. All 15 applications received funding and the applications met the New York State criteria for approval.

14.11 Element 11: Central Library - Results

The Field Library in Peekskill, NY was appointed as the WLS Central Library for at least the next two years. The Mount Vernon Public Library was the WLS Central Library and is currently focused on completing its registration review and the NYS Annual Reports for the years 2020, 2021, and 2022. Once the registration review and the required annual reports are completed, the library will be eligible to apply to serve as the WLS Central Library.

14.12 Element 12: Direct Access - Results

A majority of the member libraries approved the WLS Free Direct Access Plan on 7/8/2021. The WLS Board approved the Plan on 9/28/2021. The Plan went into effect on 1/1/2022 and remains active.

14.13 Element 13: Other Goal(s) - Results

WLS completed an organizational diversity, equity, and inclusion review that focused on the employee handbook, board approved policies, and the organizational culture. The WLS board has worked with WLS staff to update and enhance the board policies and the employee handbook has been updated and is currently undergoing review by legal counsel. WLS staff has been working together to make the organization's recruitment and onboarding processes more user friendly, transparent, and sustainable to foster a stronger and more inclusive culture. WLS staff (T. Kirchner & P. Brigham) were invited to present at the 2022 AnchorNets Conference to highlight overall strategies to advance digital equity and access through outreach programs and collaborative partnerships. WLS staff member D. Hysell participated in a panel discussion on challenges and lessons learned by new librarians in the field at the 2022 NYLA Annual Conference.

15. Current system URL's

15.1	System Home Page URL	https://www.westchesterlibraries.org/
15.2	URL of Current List of Members	https://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/
15.3	URL of Current Governing Bylaws	https://www.westchesterlibraries.org/wp-content/files/wls-board/WLS_Bylaws_Apprvd20220426.pdf
15.4	URL of Evaluation Form	N/A
15.5	URL of Evaluation Results	N/A

15.6 URL of Central Library Plan https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central_Library_Plan_of_Service_2022-2026-WLSBrdAprvd20210928.pdf

15.7 URL of Direct Access Plan https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Free_Direct_Access_Plan-BrdAprvd2021-09-28.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

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

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
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Name of Person Completing Form

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

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

Executive Director's Report

April 2023

Right to Read Day

The American Library Association (ALA) has designated April 24, 2023, the Monday of National Library Week, as Right to Read Day. Right to Read Day also marks the first anniversary of the ALA-founded Unite Against Book Bans campaign, a public-facing advocacy initiative to empower readers everywhere to stand together in the fight against censorship.

Suggested Right to Read Day actions include:

- Borrow a library book at risk of being banned.
- Write a letter to the editor or to an elected leader.
- Attend a meeting of local officials or library or school board.
- Stage a public event or peaceful protest in support of libraries.
- Report censorship at <https://www.ala.org/tools/challengesupport/report>.
- Join Unite Against Book Bans at <https://uniteagainstbookbans.org/>.

Right to Read resources, including social media assets, are available at <https://uniteagainstbookbans.org/right-to-read-day/>.

New York State Budget

This year's budget is delayed, and it is unclear how many extensions the legislature and Governor Kathy Hochul will authorize as they work through the unresolved budget issues. The Assembly and Senate one-house budget proposals were released on March 15, 2023. It is unclear if the current budget discussion will result in any changes to the proposed Assembly and Senate allocations to fund libraries.

The full details of the Assembly and Senate proposals are below:

Assembly:

- Library Aid: \$104.6M
- \$8.5M increase from Executive
- Library Construction Aid: \$54M
- \$40M increase from Executive
- Love Your Library Fund: \$175,000 Release

Senate:

- Library Aid: \$103.1M
- \$7M increase from Executive
- Library Construction Aid: \$39M
- \$25M increase from Executive
- Love Your Library Fund: \$150,000 Release

Member Library Updates: Mamaroneck and Mount Vernon

The Village of Mamaroneck Board of Trustees voted to approve \$1.5 million in Tax Anticipation Notes requested by the Mamaroneck Public Library District to help the library to keep its doors open while it completes the forensic audit. The Mamaroneck Public Library District has contracted forensic accountants Nawrocki Smith LLP to investigate and uncover irregularities and to recommend and implement ongoing fraud prevention and transparency measures.

The Mount Vernon Public Library continues its efforts to complete the registration review process by May 1, 2023. The required policy and bylaw changes have been completed and the forensic audit timeline is under review.

Battle of the Books

The 2023 Westchester Library System Battle of the Books (BOB) is scheduled to take place on Saturday, October 21, 2023, at the Ossining High School. Founded in 2013, BOB is a trivia and reading motivation program for Grades 4-12. This program is member library driven and is WLS sponsored and supported. Volunteers are needed on the day of the event. WLS Trustees are encouraged to volunteer at this action-filled and fun event. Volunteer positions include emcee (question reader), room monitor, runner, greeter, timekeeper, parking attendant/lunch monitor and scorekeeper. Learn more about the volunteer opportunities and register to be a volunteer at <https://www.westchesterlibraries.org/bob/get-involved/>.

Upcoming Events of Potential Interest to Trustees:

Neutrality Is Not an Option: The Current State of Book Bans, "Culture Wars," and the Library

Monday, May 8 | 12:00 pm-1:00 pm

Registration: https://us02web.zoom.us/webinar/register/WN_M5Ks4Nb7RU6hkQSMtZXjXA#/registration

Explore the reality of why book bans are going to continue and how books represent the bigger agenda of erasure and eradication of marginalized people. The presentation from Kelly Jensen will include how to respond to these challenges, how book bans are contributing to trauma in library workers, and ways to counter the mental health impact of the cultural assault on library workers and educators.

Westchester Library Association (WLA) Business Meeting & Special Panel

Friday, May 12 | 8:30 am-11:30 am

The theme of the 2023 WLA Annual Business Meeting is Librarianship in the 21st Century: How library schools are moving forward. Following the business meeting will be a panel discussion that includes educators from 3 regional MLIS programs:

- Dr. Bea Baaden, Associate Professor, Director of School Media Program, Palmer School, Long Island University
- Dr. James Lowry, Chair, MLIS Department, Queens College
- Dr. Shari Lee, Associate Professor, MLIS Program, St. John's University/Queens Campus

Registration is required. WLS Trustees interested in attending in person or virtually should contact Terry Kirchner by Friday, May 5.

U.S. Book Show – May 22-25, 2023

Presented by Publishers Weekly and hosted by New York University, this year's U.S. Book Show is a hybrid event — in-person and livestreaming to a virtual audience. View a schedule of the author chats and get an overview of the event at <https://eventory.cc/event/usbookshow>.

A special rate of \$19 plus tax is available for library staff and trustees interested in attending the event virtually. Onsite/in-person pricing is also available for selected events. More information about the pricing and the online registration form can be found at <https://eventory.cc/event/usbookshow/tickets>.

Cataloging Services March-April 2023

Director of Cataloging Services Douglas Wray and Manager of Cataloging Services Melissa Glazer have been busy interviewing candidates for the vacant full-time cataloger position. There have been several promising candidates, and the hope is to hire someone by the end of April.

In another effort aligned with the WLS strategic goal of improving infrastructure, Mr. Wray is continuing to work with the Equinox Open Library Initiative and OCLC on the project of creating software which will streamline the upgrading of brief, vendor-provided bibliographic records so that they will be more useful to patrons and member library staff. Mr. Wray has acquired approval from OCLC to access their WorldCat database in a way required for the new workflow, and Equinox will do the coding for the software. The process has been an example of the WLS strategic goal of partner engagement.

Mr. Wray finished work with Scarsdale Public Library and Midwest Tape, an audio/visual materials vendor, to set up a new account. WLS Cataloging Services needed to be involved because we download all vendor MARC records into the catalog and edit them, and because we understand the different information needs of the member libraries and their vendors, we are a valuable intermediary. This is another example of WLS's dedication to partner engagement.

The member libraries often come to WLS Cataloging Services with questions, and we are here to help. Alan Houston of Yonkers Public Library and Krishna Horrigan of WLS's Public Innovation and Engagement department are planning to create a collection of devices to aid vision impaired members of the community. They met with Mr. Wray to discuss some of the logistics. Mr. Wray also helped staff at various other libraries who had questions regarding call numbers (choosing where to shelve titles) and methods of searching the catalog.

Two big cataloging projects of the previous two years were revisited this month. The first, the 2022 cataloging of the National Maritime Historical Society's book collection, is yet another example of partnership engagement, in no small part because the Hendrick Hudson Free Library was involved in shipping the physical items back and forth from the society to WLS, and because they "virtually" own the items, according to the catalog; the physical items in fact reside at the society in Peekskill, but the society is technically outside the system. The project was officially completed several months ago, but a handful of additional items were recently received and cataloged. The second project was the 2021 task of changing the family of "illegal aliens" and "illegal immigration" subject headings to variations of "noncitizens" and "unauthorized immigration." This needs to be maintained, because it is a local practice, and the WLS shared online catalog is largely composed of bibliographic records from the wider world of cataloging. Mr. Wray checked the catalog and found only eight post-project bibliographic records which needed to be edited – a surprisingly low and encouraging number. The low number can be attributed to the fact that very soon after WLS Cataloging Services completed the work, the Library of Congress made similar rule changes, and most catalogers in the field look to LC for guidance. Ms. Glazer is editing the eight records. She is also editing the local authority file, which will provide cross references pointing from the old headings to the new ones. The changing of these subject headings, in 2021 and now, was done in the spirit of the WLS strategic goal of valuing equity, diversity and inclusion.

Information Technology (IT) Services

The department has been working with configuration and testing of the new Aspen Discovery service. Virtual demonstrations of the Aspen discovery layer for the patron catalog and two in-person roundtable discussions have been presented. The demos were recorded and shared with directors and staff. Links to other library systems using Aspen as their discovery layer were also provided for staff to see a preview of what our catalog will resemble. Handouts and user guides were also shared with library

staff. In late April the service will go live and the older interface will be kept alive until later in the Summer. The Westchester Library System version of the service will be deployed first, and then library training will follow to allow libraries the ability to customize their own instance of Aspen. Staff and as well as patron feedback will be used to provide a better search platform over time.

SolarWinds is the IT Helpdesk software used to manage call center activities. Next month, WLS IT staff will conduct a diagnostic review of the software configuration, the self-help portal, and the knowledge base to enhance the overall user experience. This is an important first step in our efforts to expand the role of SolarWinds as an easy-to-use self-help resource for the public libraries and to maximize the reporting features of the software.

The Data Dashboard continues to receive updates and improvements. WLS IT staff are actively working with vendors to improve the automatic input and display of usage data. OverDrive has recently provided new APIs (Application Programming Interface) to allow for automatic reporting data retrieval. Hoopla (Midwest Tapes) has also been in conversations with WLS to provide API access to the reporting aspect of their collection usage. This is an ongoing process, but we are making progress.

Public Innovation and Engagement (PIE)

CONTENT AND SERVICE: Redesign and update of WESTCHESTER CONNECTIONS (connections.westchesterlibraries.org) and WELCOME BACK brochure.



The redesigned Westchester Connections (connections.westchesterlibraries.org) website went live on April 20. Westchester Connections is a guide to services needed by justice-involved (formerly incarcerated) individuals in our community. The purpose of the remodel was to simplify navigation and support expanded use by both returning citizens and the agencies that help them in navigating reentry. The website receives roughly 2,500 unique visitors each month. In addition to supporting independent inquiry and pointing to library and community resources, the site features an “ASK US” service. Inquiries feed into an online ticketing system; once received they are directed to the appropriate Outreach team member for response. Including inquiries from state correctional facilities received by mail, we have responded to 80 inquiries in each of the last two years.

The primary promotional piece for the Westchester Connections is a redesigned “Welcome Back” brochure. The brochure will be distributed through the Reconnect with Tech program, as well as to the County Jail and NYS correctional facilities for use in the pre-release process. The brochure combines two prior promotional pieces and incorporates a key library service promotion - a six-month temporary library card that can be registered by reentry support staff.



PARTNERSHIP PROGRAMMING: Outreach Collaboration with the Great Potential (GP) Program

March 2023 Events

- Publicized to students at 6 GP high school sites the virtual Teen Job Search Workshop offered by member libraries and led by Phyllis Blake, WLS Career Coach. 14 GP students registered for this 1-hour event.
- Helped the New Rochelle GP Site Director arrange a group visit to the library for Great Potential members from a New Rochelle H.S. ENL class (recent arrivals to the US). Eighteen youth were given a tour of the library during which they learned about the library resources available for teens, received library cards, and were given the opportunity to borrow books, DVDs, laptops, and WiFi cards. The assistance of New Rochelle Library staff Denise Link (outreach), Milton Cobb (circulation), and Rio Aucena (teen librarian) helped to make the visit a success. The New Rochelle H.S. Site Director states it was “an amazing experience for the students....they are still talking about it.”

April 2023 Events

PIE Assisted in the planning and implementation of GP’s Annual H.S. College for a Day Event held at Purchase College. The event was attended by 100 high school students from the school districts of White Plains, Mount Vernon, New Rochelle, and Peekskill. The theme of this year’s event was “Don’t Just Survive, THRIVE” and focused on college and career awareness. The program included comments from Amy Gonzalez, WLS College Outreach Coordinator, on “Why College Is Important”, interactive student-centered activities, and a keynote speaker on careers. Amy provided a handout to the students which not only promoted WLS’s free college coach services but also relevant information about college on WLS’s FirstFind.org site.

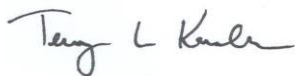
Northern and Southern Westchester BOCES Joint Annual School Library System Conference

WLS Outreach was invited to table at this year’s conference, providing the opportunity to connect with school librarians to discuss the importance of collaboration with their local libraries. We received an overwhelmingly positive reception in the exhibitor hall - many school librarians were excited to stop by not only to learn more about WLS, but also to express their excitement at their own partnerships with the public librarians in their districts. We invited three librarians - from the Rye Free Reading Room and Greenburgh Public Library- to present on collection development and coalition building. The session on school & public library coalitions encapsulated wonderful existing partnerships and the desire to continue growing them.

Nonprofit Leadership Summit

At the 2023 Nonprofit Leadership Summit, the WLS team met with partners old and new. A handful of newer nonprofit professionals stopped by to learn about what our libraries are doing in the county – both for their own enjoyment and for the benefit of the clients they serve!

Sincerely,



Terry L. Kirchner, PhD
Executive Director