

Call to Meeting
May 30, 2023

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, May 30, 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: April 25, 2023

Finances

President's Report

WLS Committee Reports

Executive Director's Report

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

NEXT MEETING: The next Regular Meeting will be held on Tuesday, June 27, 2023, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 25, 2023 – Approval Pending

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin at 6:06 p.m. The quorum requirement was met with the following people in attendance:

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

Board Members absent: Wes Iwanski

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

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

Karen Kelley, Chair of the Nominating & Board Education Committee, introduced Anthony Amiano, a candidate to fill the vacancy for District V [Armonk, Bedford Village, Mount Pleasant, Pound Ridge].

MINUTES

The minutes of the April 25, 2023 Board Meeting were approved on a motion by Mr. Puglia and seconded by Ms. Morduch. The minutes were accepted unanimously.

FINANCIAL REPORTS

The financial report through March 23 was presented by Mr. Caluori and an overview of the check signing and voucher/payment process was provided. Mr. Caluori noted that the Audit Committee recently met with the auditors. The auditors discussed in detail the entry – use of space – that has been redefined by the updated accounting standards. He also noted that the next check register will reflect many stale checks which were voided so the account reconciliation is more accurate. The Board accepted the financial report on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion passed unanimously.

ACTION ITEM

System Annual Report: Dr. Kirchner circulated highlights of the 2022 WLS System Annual Report to the Board. He noted that all library systems in New York State must complete this report to receive funds, and the report looks at the funds received from the state and asks systems how the funds were utilized. Some of the figures in the report are system figures, and some of them are library-wide figures. The Board approved the System Annual Report on a motion by Ms. Scherer and seconded by Ms. LeBlanc. The motion was approved unanimously.

PRESIDENT’S REPORT

Ms. Zevin spoke about ALA’s Right to Read Day, April 24, 2023, and she noted that it is important that Board members protect the freedom to read. Ms. Zevin also noted that Old Business and New Business is not required but has been added as part of the Call to Meeting. She reminded Board members to review the Mission, Vision and Goals and that we will be looking at the strategic goals at the May Meeting. The Board Sexual Harassment Training will take place in June.

COMMITTEE REPORTS

Finance Committee: Ms. LeBlanc reported that the committee met before this meeting and that some policies need to be updated and these policies will be forwarded to the Governance Committee. The Committee reviewed the most recent Standby Letter of Credit used by TD Bank to collateralize WLS's deposits. She also encouraged others to join the finance committees and budget meetings.

Nominating & Board Education: Ms. Kelley, Chair, re-introduced Mr. Amiano, a potential candidate to fill the District V [Armonk, Bedford Village, Mount Pleasant, Pound Ridge] vacancy. Mr. Amiano has experience as a Board of Education trustee.

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.

EXECUTIVE DIRECTOR’S REPORT

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

Dr. Kirchner stated that The Mount Vernon Public Library (MVPL) Board of Trustees has updated most of the policies and bylaws as required by the Division of Library Development. The MVPL Board of Trustees is in the process of conducting a forensic audit as part of the registration review process. He also noted that the Mount Vernon Library Board of Trustees has hired a new treasurer.

Dr. Kirchner stated that New York State’s 2023-2024 budget was due on April 1st but is still under discussion by legislators. It is unclear if there will be any more budget extensions. He also noted that Annual Reports for the individual libraries are almost complete, except for a few libraries who still need to submit their reports.

Wilson Arana, Director of IT, stated that Aspen Discovery will have its soft launch on April 26, 2023, and will go-live for patrons on May 1, 2023, through the WLS website only. In June/July the member libraries will have their own sites. Training is still ongoing for Aspen Discovery. Friday, April 7th was the first Discover the New Catalog virtual demonstration that was attended by 37 staff members from 18 libraries, and the recording has 200 views on YouTube. A second virtual demo is being offered at the end of April, with 42 staff members signed up from 15 libraries. WLS hosted two in-person round table discussions where library staff had the opportunity to browse the new patron catalog and share their feedback. Feedback from staff has been generally positive, with a mix of excitement for the integration of e-content, NYT Bestseller lists, event calendars, and opportunities to promote programs, as well as expected anxiety on how the patrons will react to a new product. Training will continue to be ongoing.

PLDA LIASON’S REPORT

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

- PLDA met in-person on April 20, 2023, at the John C. Hart Memorial Library. PLDA will meet in person four times a year.
- The PLDA E-Content Committee is exploring the possibility of systemwide purchases for additional products.
- WLS is exploring the costs of a systemwide partnership with the American Heart Association to provide blood pressure monitors that could be loaned out at participating libraries.
- Happy National Library Week!

NEW BUSINESS

Mr. Cartolano inquired about the audit cycles for IT.

ADJOURNMENT

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

Respectively submitted,

Andrea Bober
Secretary

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.

HIGHLIGHTS OF THE 2022 WLS SYSTEM ANNUAL REPORT

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

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).

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|-----|--|--|
| 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 |

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|-----|--|-----------------------|
| 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 |
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- | | | |
|-----|--|----------------------|
| 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 |

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|-----|--|----------------------|
| 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 |

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|-----|--|------------|
| 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 |
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- | | | |
|-----|--|-----------------|
| 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

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|-----|--|---|
| 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 |

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| 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
------	------------------------------	---

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 \$3,685,545
 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.)

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

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$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!



Financial Statements and Notes

April 2023

WESTCHESTER LIBRARY SYSTEM – FINANCIAL STATEMENTS WITH NOTES – SUMMARY – APRIL 2023

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

The December 2022 figures included in this statement are now consistent with the audited financial statements. This reflects adjusting entries from the audit process as well as the application of ASC 842 (Accounting Standards Codification) which changes the way the lease for WLS's office space is recorded.

Please also note that work continues to upgrade WLS's financial management system (currently MIP) to Sage Intacct. The go-live date has been set for 8/1/2023.

Balance Sheet Highlights:

The key changes to the Balance Sheet are a decrease in WLS's cash position (combined operating and reserves), which is lower by \$532,300, a decrease in Deferred Revenue by \$183,900, and a increase in Accounts Receivable of \$37,400.

Income Statement Highlights:

Net revenue before depreciation was more than budgeted for April (\$67,700) and for the year-to-date (YTD) (\$127,300). Noteworthy variances discussed below. All figures are approximated to the nearest \$100 or 1%.

Temporarily Restricted Net Assets (TRNA) Highlights:

This report shows the status of the 20 restricted assets held by WLS to date in 2023. These assets are primarily grants and restricted by their budget or agreement with the funder. However, there are also funds listed that are restricted because they were fundraised with a specific purpose.

Three of the 20 grants that were open at the start of 2023 have already been closed. 82% of the remaining funds classified as restricted are held in two groups, (1) NYS Central Library Services Aid, which is an annual allocation from New York State, and (2) The Schmidt Innovation grant, which is funding the Reconnect with Tech program through the end of 2023.

Westchester Library System
Statement of Financial Position - WLS Balance Sheet
As of 4/30/2023

	4/30/2023	3/31/2023	Current Period Change	Current Period % Change	12/31/2022
Assets					
Current Assets					
Operating Cash & Cash Equivalents	1,066,219	1,601,968	(535,748)	-33.44%	2,261,909
Reserve Cash & Cash Equivalents	2,787,589	2,784,190	3,399	0.12%	2,762,472
Unconditional Promises to Give	1,381,800	1,033,670	348,130	33.68%	333,377
Accounts Receivable	111,254	73,855	37,399	50.64%	126,397
Prepaid Expenses	896,923	937,306	(40,384)	-4.31%	723,226
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	0
Total Current Assets	6,243,784	6,430,989	(187,204)	-2.91%	6,207,381
Long-term Assets					
Property & Equipment	558,602	573,095	(14,493)	-2.53%	616,574
Right of Use	<u>1,155,488</u>	<u>1,155,488</u>	<u>0</u>	<u>0.00%</u>	1,155,488
Total Long-term Assets	<u>1,714,090</u>	<u>1,728,583</u>	<u>(14,493)</u>	<u>-0.84%</u>	1,772,062
Total Assets	<u>7,957,874</u>	<u>8,159,571</u>	<u>(201,697)</u>	<u>-2.47%</u>	7,979,443
Liabilities					
Short-term Liabilities					
Accounts Payable	330,598	381,554	(50,956)	-13.35%	699,492
Deferred Revenue	454,646	638,501	(183,855)	-28.79%	6,686
Short-Term Right of Use	<u>268,208</u>	<u>268,208</u>	<u>0</u>	<u>0.00%</u>	268,208
Total Short-term Liabilities	1,053,452	1,288,262	(234,811)	-18.23%	974,385
Long-term Liabilities					
Long-Term Right of Use	1,104,346	1,104,346	0	0.00%	1,104,346
Deferred Rent	0	(8,105)	8,105	-100.00%	0
Post-Retirement Benefits Payable	<u>3,856,991</u>	<u>3,856,991</u>	<u>0</u>	<u>0.00%</u>	3,856,991
Total Long-term Liabilities	<u>4,961,337</u>	<u>4,953,233</u>	<u>8,105</u>	<u>0.16%</u>	4,961,337
Total Liabilities	<u>6,014,789</u>	<u>6,241,495</u>	<u>(226,706)</u>	<u>-3.63%</u>	5,935,722
Net Assets					
Working Capital	5,190,332	5,142,727	47,605	0.93%	5,232,996
Long-Term Net Assets	<u>(3,247,247)</u>	<u>(3,224,650)</u>	<u>(22,597)</u>	<u>0.70%</u>	<u>(3,189,275)</u>
Total Net Assets	<u>1,943,086</u>	<u>1,918,077</u>	<u>25,009</u>	<u>1.30%</u>	2,043,721
Total Liabilities and Net Assets	<u>7,957,874</u>	<u>8,159,571</u>	<u>(201,697)</u>	<u>-2.47%</u>	7,979,443

NOTES FOR APRIL 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 \$532,300, a decrease in Deferred Revenue by \$183,900, and an increase in Accounts Receivable of \$37,400.

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 April, WLS's operating cash decreased by \$535,700 while reserves increased \$3,400 for a net decrease of \$532,300. With \$37,800 in receipts, activity included \$17,400 in voided stale checks and revenues received of \$9,600 in tuition payments for the LIU Palmer School program. Aside from rent, payroll and benefits, Internet, and delivery to libraries, the notable expenditures included \$29,100 to STEM Alliance for contract services in support of the Reconnect with Tech program and \$10,000 to Dorfman, Abrams and Music for financial audit services for the 2022 fiscal year.

Unconditional Promises (These are promises to give money to WLS without any restrictions attached.): The figure in this line increased by \$348,100 in April. This is the result of recording \$224,800 in receivable revenue from New York State, \$109,500 from Westchester County for 2023 aid and \$13,800 from eRate for telecommunications expenses.

Accounts Receivable: *These are monies owed to WLS by another party.* – This figure increased by \$37,400 in the period, the result of receiving \$11,100 in payments and recording \$48,500 in new receivables. Activity was driven primarily by member library payments and new invoices for IT services and group purchases, but also included activity from BTOP (Broadband Technology Opportunity Program) and 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 \$183,900, the result of recognizing \$210,400 in revenues from IT, eContent, and movie licensing against the deferral of \$26,500 in new revenues from IT and eContent cost sharing for libraries on three-month invoice cycles.

Westchester Library System
Statement of Revenues and Expenditures - Comparison to Budget with 2021 and 2022 YTD
From 4/1/2023 Through 4/30/2023

	Current Period Actual	Current Period Budget	Current Period Budget Variance	4/30/2021 YTD	4/30/2022 YTD	4/30/2023 YTD	YTD Budget	YTD Budget Variance	Total Budget
Revenue									
State Revenues without Restrictions	205,911	205,921	(10)	605,233	752,418	823,641	823,683	(42)	2,471,050
County Revenues without Restrictions	109,515	106,008	3,507	345,800	350,200	427,340	424,033	3,307	1,272,100
Federal Revenues without Restrictions	13,750	13,750	0	50,000	51,600	55,000	55,000	0	165,000
Member Technology Fees	221,069	224,833	(3,764)	939,290	935,294	892,373	899,333	(6,961)	2,698,000
Fund Raising & Contributions	0	0	0	890	458	117	0	117	0
Interest	6,313	417	5,897	907	790	31,978	1,667	30,312	5,000
WEBS & Other	1,340	208	1,132	3,749	3,095	4,908	833	4,075	2,500
Government Revenues with Restrictions	18,955	18,958	(3)	91,521	70,980	75,820	75,833	(13)	227,500
Other Revenues with Restrictions	<u>8,662</u>	<u>14,417</u>	<u>(5,754)</u>	<u>168,091</u>	<u>269,681</u>	<u>24,967</u>	<u>57,667</u>	<u>(32,699)</u>	<u>173,000</u>
Total Revenue	<u>585,516</u>	<u>584,512</u>	<u>1,004</u>	<u>2,205,481</u>	<u>2,434,515</u>	<u>2,336,145</u>	<u>2,338,050</u>	<u>(1,905)</u>	<u>7,014,150</u>
Expenditures									
Salaries	161,357	197,935	36,578	747,943	762,427	700,909	791,741	90,832	2,375,223
Fringe Benefits	100,443	112,350	11,907	363,670	404,617	396,361	449,401	53,040	1,348,202
Professional Fees	1,193	4,275	3,082	13,665	4,947	11,077	17,100	6,023	51,300
Equipment	648	15,833	15,185	153,558	46,825	4,646	63,333	58,688	190,000
Library Materials	62,532	59,202	(3,330)	252,711	243,903	265,301	236,807	(28,494)	710,420
Rent and Utilities	38,532	29,656	(8,876)	111,857	110,209	121,755	118,623	(3,132)	355,870
Repairs and Maintenance	45,301	46,617	1,316	149,552	150,735	243,542	186,467	(57,076)	559,400
Supplies	630	3,796	3,166	21,594	9,216	1,213	15,183	13,970	45,550
Telephone and Internet	36,831	38,925	2,094	124,197	128,225	170,259	155,700	(14,559)	467,100
Printing and Postage	10,339	6,242	(4,098)	23,822	24,058	28,681	24,967	(3,715)	74,900
Bibliographic Fees	6,840	7,458	618	26,880	26,366	27,918	29,833	1,915	89,500
Professional Development	752	8,171	7,419	3,074	24,015	22,630	32,683	10,054	98,050
Travel	4,886	4,200	(686)	123	2,329	9,933	16,800	6,867	50,400
Memberships	(286)	2,333	2,619	9,317	10,913	12,687	9,333	(3,353)	28,000
Contractual Services	35,879	32,942	(2,937)	96,119	181,691	141,034	131,767	(9,267)	395,300
Delivery Service	33,533	37,583	4,050	144,466	162,544	148,106	150,333	2,227	451,000
Insurance	6,232	2,917	(3,315)	12,401	15,614	13,533	11,667	(1,866)	35,000
Miscellaneous	372	2,250	1,878	<u>1,391</u>	<u>1,859</u>	1,947	9,000	7,053	27,000
Total Expenditures	<u>546,014</u>	<u>612,685</u>	<u>66,671</u>	<u>2,256,339</u>	<u>2,310,494</u>	<u>2,321,531</u>	<u>2,450,738</u>	<u>129,207</u>	<u>7,352,215</u>
Net Revenue Before Depreciation	<u>39,502</u>	<u>(28,172)</u>	<u>67,674</u>	<u>(50,859)</u>	<u>124,021</u>	<u>14,613</u>	<u>(112,688)</u>	<u>127,302</u>	<u>(338,065)</u>
Non-Cash Activity									
Depreciation	14,493	14,083	(410)	63,252	44,883	57,972	56,333	(1,639)	169,000
Unrealized Gain/Loss on Investments	0	0	0	(21)	349	(3,828)	0	3,828	0
Total Non-Cash Activity	<u>14,493</u>	<u>14,083</u>	<u>(410)</u>	<u>63,231</u>	<u>45,232</u>	<u>54,144</u>	<u>56,333</u>	<u>2,189</u>	<u>169,000</u>
Net Revenue	25,009	(42,255)	67,264	<u>(114,090)</u>	<u>78,789</u>	(39,531)	(169,022)	129,491	(507,065)

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

Net revenue before depreciation was more than budgeted for April (\$67,700) and for the year-to-date (YTD) (\$127,300). Noteworthy variances discussed below. All figures are approximated to the nearest \$100 or 1%.

Revenues:

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

Interest for April was significantly higher than budgeted. At the time the budget was created, interest rates were beginning to rise but could not be fully anticipated. 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 3% of the excess balance less assessed bank fees.

Other Revenues with Restrictions was under budget by 40% (\$5,800) 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 smaller 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.

Expenses:

Total spending in April was less than revenues by \$39,500 and came in \$67,700 less than the monthly budget. Significant positive and negative variances are discussed below.

Salaries – Spending in this line was \$36,600 under budget for April. 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*.

Equipment – This line was underspent by \$15,200 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.

Fringe Benefits – This line ended the month \$11,900 under budget. The variance is attributed to the vacancies discussed in the *Salaries* line.

Rent & Utilities – This line ended the month \$8,900 over budget for the month and \$3,100 for the YTD. This is the result of no longer recording deferred rent and the reversal of deferred rent entries for the YTD. This activity is part of the application of ASC 842 (Accounting Standards Codification) which alters the way leases, including WLS's office space lease, are recorded in financial statements.

Printing & Postage – This line was over budget by \$4,100 for the month. This was driven by a \$9,500 expense to support the FirstFind.org advertising campaign.

Temporarily Restricted Net Assets
as of April 30, 2023

Code	Asset Title	Asset Description	Temporarily Restricted Net Assets December 31, 2022	2023 Revenue	2023 Expenses	Temporarily Restricted Net Assets Apr. 30, 2023
30004	Central Library	Library materials, services & training	\$136,182	\$125,200	\$54,569	\$206,813
70120	Schmidt Innovation	Digital inclusion for reentry populations	\$177,107	\$0	\$49,271	\$127,836
70119	NYS GIA - Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$17,802	\$0	\$428	\$17,374
70116	Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$16,784	\$0	\$298	\$16,486
80008	Outreach Fundraising	Fundraising to support outreach activities	\$7,619	\$3,377	\$2,050	\$8,946
70114	Digital Equity - RXR and Fundraising	Equip. and supports to bridge the digital divide. Intly. funded by RXR Reality and continued with individual contributions.	\$8,911	\$0	\$270	\$8,641
70108	Early Literacy/Private Contributions	Early literacy activities	\$7,360	\$0	\$0	\$7,360
70102	TASC - Private contributions	Private monies for adult literacy programs	\$3,113	\$0	\$0	\$3,113
70101	Mini-Grants	Competitive grants to member libraries	\$2,358	\$0	\$0	\$2,358
30006	People and Stories	Literacy support program	\$2,096	\$0	\$0	\$2,096
70117	STEM ConEd	STEM Programming	\$1,895	\$0	\$0	\$1,895
70111	Digital Resources	Educational equity through access to resources & information	\$11,078	\$0	\$9,353	\$1,725
70123	101 Answers	101 Answers guide (M&T)	\$1,500	\$0	\$0	\$1,500
80007	Music & Memory	Music and Memory project funded by M&T Bank.	\$1,450	\$0	\$0	\$1,450
70100	Hope for Youth	Teen programming	\$951	\$0	\$0	\$951
80020	P. Rosen Fund for Senior Svcs	Donations made in honor of Phyllis Rosen for Senior Services	\$30	\$0	\$0	\$30
70001	Bruni Verges	Children's programs celebrating cultural diversity	\$23	\$0	\$0	\$23
70118	NYS GIA - Databases	Grant from NYS to support database purchases and advertising	\$16,968	\$0	\$16,968	\$0
70121	Coaching and Career Svcs.	2022-2023 CCS Activities (TD Bank)	\$5,000	\$0	\$5,000	\$0
70122	HSE Connect!	HSE Connect! activities (Dreyfus)	\$5,000	\$0	\$5,000	\$0
	TOTALS		\$423,227	\$128,577	\$143,208	\$408,597

Executive Director's Report May 2023

New York State Budget Update

The New York State 2023-2024 budget was approved on Tuesday, May 3, 2023. The approved budget included:

- \$99.6 million in statewide Library Aid (same as the 2022 allocation)
- \$34 million in statewide Library Construction (same as the 2022 allocation)
- \$176,000 statewide from the Love Your Library Fund (expected to be the final year available)

Additional actions that were approved in the budget included:

- Authorization of Library Construction over 50% for projects in economically disadvantaged and distressed communities extended through March 31, 2026
- Civil service reform via expansion of continuous recruitment

The New York Library Association's (NYLA) 2023 Legislative Session page located at <https://www.nyla.org/2023-legislative-session/?menukey=advocacy> provides more information about other pending legislation that will be addressed now that the budget has been approved. While a "flat" budget is not the worst outcome possible, it serves as a slight reduction in overall purchasing power due to the impact of inflation and rising costs that are anticipated in the upcoming year.

Migrants / Asylum Seekers in Westchester County

WLS staff participated in a Westchester County hosted online seminar on the migrant / asylum seeker situation in our region. Currently, about 30 families are housed in a hotel in Yonkers, and their basic needs are being addressed by the County and a handful of local nonprofit organizations. The County is working with New York City to identify unmet and anticipated needs. WLS has registered with the County as an organization willing and able (in cooperation with the public libraries) to assist new arrivals as needed.

Division of Library Development's (DLD) Involvement with Public Library Systems and Public Libraries

At last month's board meeting, a question was raised concerning the Division of Library Development's (DLD) involvement with the Mount Vernon Public Library and the Mamaroneck Public Library District. What are the triggers that bring about DLD's involvement?

My observations as a public library system director indicate that DLD's involvement with an individual public library occurs when an action is related to a checkpoint or deadline based in Education Law. In these situations, DLD works with the public library system (WLS) and the public library to correct the issue. Examples of these checkpoints or deadlines would include:

- Creating or amending a charter
- Completing the registration application
- Meeting the Maintenance of Effort obligation
- Submitting an approved annual report
- Maintaining the minimum standards

	Mount Vernon	Mamaroneck
Creating or amending a charter	Yes	Yes
Completing the registration application	No	Yes
Meeting the Maintenance of Effort obligation	No	Yes
Submitting and approved annual report (up to date)	No	Yes
Maintaining the minimum standards	Yes	Yes

The Mount Vernon Public Library's registration application was due in 2014 and the last submitted and approved annual report is from 2019. These two factors contribute to the library's failure to meet the Maintenance of Effort obligation. The Mamaroneck Public Library District's financial situation was first reported in March 2023 and at this point has not triggered an action related to an Education Law checkpoint or deadline.

I have also observed that, if possible, DLD would prefer to provide a public library with some time to allow for self-correction if a checkpoint or deadline is not met. An example of this is the opportunity for a public library to submit a variance request that outlines the corrective action a library plans to take when a minimum standard is not met.

Upcoming Events (all events eligible for trustee education credits):

Services Available to Patrons Experiencing Homelessness | Tuesday, May 30, 2023 | 9:00 AM-12 PM | WLS Conference Room and Zoom | Register for this hybrid workshop at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=6792>

Renovating for the Missing Patron: A Library Space Planning Workshop | Thursday, June 15, 2023 | 1:00 PM-4:00 PM | WLS Conference Room | Register at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=6819>

Trustee Handbook Book Club: Financial Planning & Budgeting | Tuesday, June 20, 2023 | 5:00 PM-6:30 PM | Register for the virtual event at <https://midhudson.org/trusteebookclub/>

Career Coaching Services

The Career Coaching Services (CCS) seminar, 'Managing Your Career in Changing Times' was offered several times this spring. It continues to draw strong patron interest, especially from those who seek direction with their job search strategy. Participants find the sessions useful in determining their goals and understanding their personal attributes to make well thought out plans for a successful job search. The six-week sessions were offered separately, with morning, afternoon, and evening options. All the Spring sessions were at capacity.

Unique individual inquiries regarding job search needs where the seminar is not an option have continued to increase. Career Coaches have been working with these individuals to develop strategies specific to their needs.

Member Library Collaboration

Member library collaboration is strong with specific interest in offering career-focused topics to their communities. In March we facilitated a virtual Teen Workshop entitled, “Teen Job Search Tips, Applications, Resumes, & More,” in collaboration with 19 of the member libraries, spearheaded by the Rye Free Reading Room. This interactive workshop provides young adults with the tools they need to conduct a well-informed job search with peer testimonials given during the presentation. This was a well-attended event with 70+ participants. This presentation is offered each year in the spring prior to summer recruitment season.

There has been specific interest in in-person workshops from the libraries as their patrons express their desire for interpersonal environments again. CCS held three in person workshops, on the topics of ‘Latest Trends in Resumes That Can Help You Get Noticed,’ ‘Fighting Ageism’ and ‘Creating a LinkedIn Profile with Impact,’ at the member libraries this spring.

Speaker Series

The Speaker Series events continue to be popular. The most recent of these quarterly events was held in March 2023. *Amy Lewis, presented, ‘The Hiring Process from Job Development to Placement.’*

Ms. Lewis spoke about the process of identifying a job need in a corporate environment and following it through to hire a qualified candidate. Her broad knowledge of industry and the corporate recruitment process made the presentation very insightful and gave the attendees a perspective of what an organization considers and looks for in prospective candidates.

The next event will be hosted in mid-June; the topic is “Projecting Power & Presence.” The presentation will provide a unique thought process on building one’s confidence to effectively communicate one’s story in an interview or meeting.

Cataloging Services - May 2023

Director of Cataloging Services Douglas Wray participated in a planning call with the Equinox Open Library Initiative to discuss Equinox’s upcoming ILS evaluation project.

The new Aspen discovery layer (public catalog interface) went live in early May, replacing the Evergreen version, which is being discontinued. The WLS IT Department is currently systemically collecting user feedback, and WLS Cataloging Services is supporting the WLS IT department’s ongoing enhancement and development of the discovery layer.

The Equinox system evaluation project and the transition to Aspen align with the WLS strategic goal of updating and improving our infrastructure.

In the spirit of the WLS strategic goal of promoting equity and access, WLS Cataloging Services catalogs works in many world languages. During April and May, Mr. Wray, Manager of Cataloging Services Melissa Glazer, and Cataloger Steven Pisani handled materials in Chinese, Japanese, Korean, French, German, Italian, Spanish, and Portuguese, with Ms. Glazer doing most of this work.

The Westchester community relies on the shared online WLS catalog to know the holdings of the public libraries and to place holds on materials, borrow them, or view them. The WLS catalogers often need to create bibliographic records “from scratch.” Here are three examples of recent original cataloging by Mr. Wray:

Corpus Christi Parish: 1996 Parish Directory.

This book consists of color portraits of the 1996 members of this Port Chester church, along with illustrations of the church and various activities within. It has value for people who are interested in local history and genealogy.

(Cataloged for Port Chester-Rye Brook Public Library)

Diego / [by Marisa Boan; graphics by HandMek].

The great Mexican muralist Diego Rivera is the subject of this children’s biography. The colorful illustrations include renderings of some of Rivera’s works.

(Cataloged for New Rochelle Public Library)

Ukuleles

Eight ukuleles were cataloged for the Crestwood Branch Library. These fun items included a 100% plastic (“Waterman”) instrument designed to withstand immersion in pools, the ocean, water parks, etc., and two Elvis Presley-themed ukuleles, the “Blue Hawaii” and the “Viva Las Vegas.”

Digital Equity

WLS continues active involvement in various local, state-wide, and national digital inclusion initiatives, planning meetings, and peer groups.

On the local level, WLS is one of the core founders of the Westchester Digital Inclusion Coalition (WDIC) along with The STEM Alliance, Westchester County Association (Yonkers Y-Zone Connectivity) the Westchester Children’s Association, Nonprofit Westchester, United Way Westchester Putnam, Mercy College, and Neighbors Link. WLS and The STEM Alliance have led Coalition committees to develop a mission and vision statement, a strategic planning document and the governance/committee structure for the coalition. A formal membership meeting will

take place at WLS on June 9, 2023, at 2:30 pm, to follow-up on the NY ConnectAll Office Digital Equity Plan meetings, upcoming focus groups, and other national updates from NDIA (National Digital Inclusion Alliance). At this meeting, the participants will also discuss future WDIC activities. All interested are invited to attend; registration is required. [Register here.](#)

WLS also keeps informed on state and national initiatives, challenges, and success stories as an active member of the New York State Digital Equity Network and the NYS Digital Equity Roundtable, and as an Affiliate + member of NDIA. Members of these groups include local, state-wide, and national digital equity practitioners and advocates, nonprofits, other NYS library systems, the NY State Library, other State Libraries, and local libraries from around the country. Participation in these diverse groups offers WLS staff opportunities to connect with digital practitioners, to build relationships, and to stay informed on new developments regarding digital equity funding.

Information Technology (IT) Services

The WLS IT department continues to work on the evolution of the Aspen Discovery experience. Over the past few weeks, the helpdesk has received over 400 responses from patrons regarding the new interface. Overall, the patron responses have been positive. As with any change there are some negative comments, but the focus of the department has been to parse out the responses that deal with a technical aspect of Aspen and work with vendor/developer, Bywater, to resolve the identified issue. Bywater has been very responsive to our requests and many of the simple technical issues have already been corrected. The old Evergreen public catalog is currently available but is scheduled to be taken offline by the end of August.

Also, on the Evergreen end, WLS IT has launched a full system assessment of the Evergreen ILS environment. This is expected to be a three-month process. With the upcoming contract renewal in April 2024, a full review of the ILS environment will help identify actions that WLS and the public libraries can take to enhance system functionality and improve the overall staff

and public user experience. WLS IT staff attended the annual Evergreen Conference, which confirmed that WLS ILS related activities align with the strategic development goals of the Evergreen open-source community. Examples of the WLS ILS activities include improving the ILS' data and infrastructure security and improving and expanding third party integrations required for an enhanced mobile app experience and usage data collection and reporting.

WLS IT is also working with technology vendors to develop the future of a Zero Trust work environment for WLS staff. With the changing work landscape and the need for improved security and library staff mobility, the department is exploring current and potential technological tools that could be used to implement this system goal.

Public Innovation and Engagement (PIE) | Outreach Highlights - May 2023

CONTENT AND SERVICE: [HSE Connect!](#) - A model for helping working adults get their high school diploma - Available 24/7, flexible, supportive, and personalized. Today's *HSE Connect!* program looks quite different from three years ago (pre- pandemic) and even more different than when it was started 12 years ago.

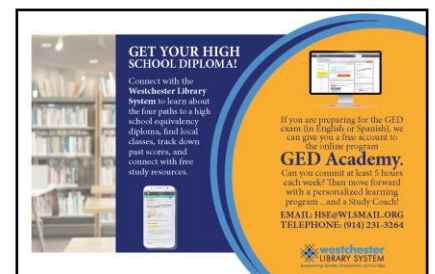
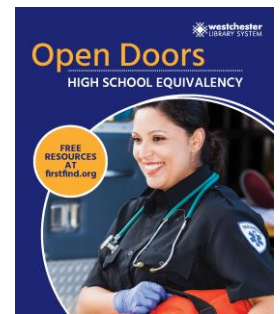
First, the things that have remained the same- the program still works to:

- help students understand a complicated set of options and starting points towards getting their HSE diploma (the Open Doors guide is in its 4th edition)
- support adults who have not been in school for a while in making a realistic assessment of their starting points and the time required to meet their HSE goal
- connect students to their local library - usually for the first time!
- encourage persistence while understanding that adult life gets in the way - any students who stop participating are invited to return when they are able to make the time for study.

In 2012 our model was “open session”: walk-in tutoring at fixed times at several library locations. Volunteers were recruited to guide students in the use of available print and online study tools, and to provide 1-to-1 instruction with those tools as needed. Most of our adult students then, as now, had grade-school level reading and math skills and limited computer skills. The challenge in this model was churn - adult students often could not reliably make the tutoring sessions, and tutors were frustrated with the inability to see their students advancing. On average, 15 library sessions were held each week; most traffic was ad hoc, with many seeking simply to answer questions about the GED and TASC exams (hence the value of that Open Doors guide).

In 2018, based on student and volunteer feedback, we changed our model to address the churn so we could help more students advance towards their goal. We ended open sessions and switched to 1-to-1 tutoring at fixed times and locations that best supported student participation. The matchmaking activity was hard, and churn still created a challenge, but we were able to see more students improve their skill levels. On average, 20 student/tutor pairs were meeting weekly at their local library.

In 2020, with the closure of libraries and other meeting locations during the pandemic, *HSE Connect!* adapted to library shutdowns. Two quick actions made a difference: the adoption of Zoom, supported by the availability of loanable Chromebooks, and the use of Essential Education's GED Academy - an online, individualized, TABE/GED prep program. These changes made adult independent study a more sustainable commitment for students and made it possible for our staff to monitor and track individual progress using Essential Education's built-in learning management system. Also of note, the TASC Test™ was discontinued on December 31st, 2021, and has been replaced with the GED® exam in NYS.



Perhaps best of all, students at a broader range of readiness levels (including those who are native Spanish-speakers) can gain traction with GED Academy. Our program coordinator, Pam Hoffman, actively monitors student time on task and progress over time. This allows us to prompt students to keep moving forward and guides the coaches in providing one-to-one guidance when a student is stuck on a topic. Specialist volunteers are enlisted when needed to help with math, reading and writing needs.

These actions have made all the difference in persistence and have empowered the students to continue in the self-directed program while being supported by the coaches. Our current program averages over 70 active students.

HSE Connect! appeals to adults who are unable to participate in a conventional GED class that meets on a fixed schedule. We are delighted to have found a resource that makes guided study available 24/7, i.e., at home, on the commute to work, online at the grocery store - wherever they can take action towards this important goal. Learn more about HSE Connect! the Job Search Toolkit, our College Coaching series, and more at FirstFind.org!

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

OUTREACH EVENTS:

- **Salute to Seniors.** On May 10th, WLS shared a table with the Senior Law Day Collaborative for the 55th Annual Salute to Seniors event in Hartsdale. WLS will be joining SLD again for the May 24th Salute to Seniors event in New Rochelle.
- **Mount Vernon Reentry Resource Fair.** On May 15th, WLS Reentry Services tabled at the annual resource fair in Mt. Vernon. We were primarily promoting the Reconnect With Tech program, but the event was also a good opportunity for networking with other reentry service groups.



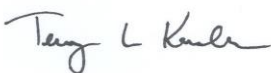
PARTNERSHIP:

- **[Volunteers from Ability & Beyond](#)** (a program that engages adults with developmental disabilities) were brought in to help Outreach staff prepare promotional materials for our reentry services. The Ability & Beyond team made short work of "glue dotting" 1,000 temporary library cards into the new Welcome Back brochures, which will be sent to state prisons and the County jail. If you are interested in using the services of this group for your projects, contact Alexis Parker, Manager, Transitional Services & DEIB, Ability Beyond (Alexis.parker@abilitybeyond.org, (914)-308-0095).
- **[NYS Trauma-Informed Network](#)** is spearheading an effort to bring the Breath-Body-Mind to service providers and communities across the state. WLS was invited to their quarterly meeting to share our own experiences and recommendations for building collaboration and empowering community partners with the Breath-Body-Mind model.

TRAINING:

- Southern Regional Correctional Facility Conference. Fifteen correctional facility librarians gathered on May 16 for a day of idea exchange and learning. This annual event is a collaboration between WLS and the Mid-Hudson and Ramapo-Catskill library systems as part of our regular support for correctional facility librarians. Note that of the three libraries in Westchester - Bedford Hills CF (maximum security women's facility) and Taconic CF (medium security women's facility) were in attendance after being without a librarian for 2 years and Sing Sing CF (maximum security men's facility) is still hiring for their vacancy. [The Second U Foundation](#) came to present to the librarians about a workforce development program available to their patrons.
- Services available to patrons experiencing homelessness: On May 30, presenters from the Westchester County Continuum of Care Partnership to End Homelessness will be on site to lead an information session about strategies for connecting with patrons who are experiencing homelessness. In addition to educating us on the scope of homelessness in Westchester and offering personal accounts of our neighbors who are experiencing homelessness, the meeting will explore best practices and resources to use when library staff seek to offer support.
- Coming In June:
 - RCLS & WLS: [Marketing Conversations](#) - An open discussion on using AI tools for marketing and/or social media. This session is appropriate for anyone who has marketing and/or social media responsibilities within the RCLS or WLS libraries.
 - Renovating for the Missing Patron: A Library Space Planning Workshop - Presenter David Vinjamuri will walk attendees through tools and strategies for considering the unmet needs of patrons when renovating and designing library spaces. David is the author of *Library Space Planning: A PLA Guide* (ALA, 2019).
- Coming in July: [How Westchester Connections can help your patrons](#) - July 14 - Staff from Family Services of Westchester (serving state returnees) and the Westchester County Jail will be joining Elena Falcone and Linda Smith for a review of service needs and available programs for those returning to the community from incarceration, or currently on probation or parole. This training will feature a demonstration of the Westchester Connections (website and helpline) and Reconnect with Tech - two reentry services provided by WLS.

Sincerely,



Terry L. Kirchner, PhD
Executive Director