

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 27, 2021 – Approved May 25, 2021

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:05 p.m. and held via Zoom. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Cathy Draper, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Jonathan Marshall, Denise Matthews-Serra, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: None

Also present from WLS were: Terry Kirchner, Wilson Arana, Rob Caluori, Joe Maurantonio

Public Library Directors Association (PLDA) Representative: Karen LaRocca-Fels, Director, Ossining Public Library

MINUTES

The minutes of the meeting of March 30, 2021, were revised as follows:

Page 3, under Strategy Committee, in Item 4 correction of typographical error of “ILS strategy proposal” to “WLS strategy proposal”.

Page 4, under Other, the fourth sentence of the first paragraph should read as follows: “The Board ~~is~~ has been made aware that there are differing viewpoints *and that not all directors agree that there is a strained relationship.*, ~~and~~ Ms. Mills-Worthey requested a video or transcript from that meeting.”

The Board approved the minutes with the above revisions on a motion by Mr. Puglia and seconded by Mr. Iwanski. The motion was approved with 12 in favor and 2 abstentions [Ms. Morduch, Ms. Matthews-Serra].

FINANCIAL REPORTS

The financial report through March 2021 was reviewed in detail by Mr. Caluori. Mr. Caluori reminded the board that the next Finance session will be held April 28th on the Income Statement. Discussion included e-Rate funding and whether monies received are reflected in the invoices that are sent to the member libraries. In addition, a question was raised as to what the current WLS cybersecurity insurance policy covers.

The financial report was accepted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion was approved unanimously.

ACTION ITEMS

WLS System Annual Report to New York State: Dr. Kirchner reported on WLS’s System Annual Report to New York State. The overall format remained basically the same as in 2019, with the addition of a new section regarding services provided during the COVID-19 pandemic.

The Board accepted the 2020 WLS System Annual Report as submitted on a motion by Ms. Zevin and seconded by Mr. Marshall. The motion passed unanimously. Elise Burke was thanked for her efforts in completing the Report.

Extension of Current Borrowing Facility: WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The current facility is due to expire on August 31, 2021, and allows WLS to borrow up to \$500,000 unsecured for a period of one year with neither facility fees nor covenants for this loan agreement. There have been no borrowings under this facility in prior years. At this time, there are no expectations to borrow for the coming year, although it is unclear when State funds will be released; therefore, the extension of the borrowing agreement for one year was recommended to allow for financial flexibility.

The Board approved the extension of the borrowing facility with TD Bank for an additional year on a motion by Ms. Draper and seconded by Ms. LeBlanc. The motion was approved unanimously.

PRESIDENT REPORT

Dr. Morduch noted that Mr. Seiler is continuing to work on the Board to Board survey. A total of 79 responses were received and have given a good sense of how WLS connects with the member library boards. Work continues on a district-by-district report as well as an aggregated report of all comments.

COMMITTEE REPORTS

Audit Committee: Ms. LeBlanc, Chair, noted that the preparation of the audit reports are in the final stages, and another committee meeting will be scheduled in a week or two.

Budget Committee: Ms. Scherer, Chair, noted that there are no new developments.

Governance Committee: Dr. Kirchner reached out to Ms. Draper, Chair, regarding the WLS Bylaws.

Strategy Committee: Mr. Okelo, Chair, noted that the Committee met on April 12th and looked at the following:

- 1) What other libraries are doing; the role of community engagement; and how to protect the tangible assets of WLS.
- 2) WLS Strategic Priorities: Following a Socratic method to review priorities led to discussion of the WLS mission statement—in light of understanding what others think WLS’s mission should be—as well as the vision statement, which does need to be revised. Ideas on how to revise the vision statement can be sent to Dr. Kirchner.

- 3) Shared Goals: In the broadest terms, WLS and the member libraries have to have the same shared goals. Yet is it the task of the committee just to support the member libraries or is there a portion of our role to support other activities that are unique to WLS? It is important to understand what is unique to WLS and what is unique to the member libraries.

Nominating & Board Development Committee: Ms. Zevin, Chair, noted that the committee is waiting to see the results of the Board survey and is moving forward with a candidate to represent District 5.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that the Service Level Agreement (SLA) continues to move forward, and a working session on the IT billing structure will be held for the WLS trustees on May 18th at 6 p.m. Documents for that meeting will be shared later this week. Since funding for 2021 was not reduced, the PLDA Central Library/e-Content Committee is exploring an option with PLDA to use funds to support systemwide access to the digital magazine platform available on OverDrive, which costs approximately \$45,000 for 3,308 titles. An Action Item on this recommendation will be presented at the May WLS Board Meeting.

Dr. Kirchner followed up with PLDA President Andrew Farber about sharing copies of the PLDA minutes; but the PLDA Executive Committee meeting where it would be discussed had to be rescheduled.

The WLS Trustee Institute held on April 21st regarding Design Thinking for Libraries was well received. The next event is entitled, *Social Poetics: Coronavirus Haiku*. This conversation with Prof. Mark Nowak and the Worker Writers School will be held on May 13th at 7 pm via Zoom and will share a selection of haiku written by "frontline workers" during the COVID-19 crisis.

PLDA LIAISON'S REPORT

Ms. LaRocca-Fels reported on the following topics discussed at the March PLDA General Membership Meeting:

- Preliminary draft of the IT Finance Model;
- E-Content information; and
- Libraries have been very good at sharing information regarding their services during the COVID-19 pandemic. Quarantine is a recent topic of discussion, and libraries are lowering their quarantine time period and increasing hours open, etc.

OTHER

Dr. Kirchner reminded trustees of upcoming events including: Finance Workshop on April 28th, the SLA/IT Finance Structure on May 18th, and the next Regular Board Meeting on May 25th.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:23 p.m. on a motion by Mr. Iwanski and seconded by Ms. Zevin that passed unanimously. [Ms. LeBlanc not present for the vote.]

Respectfully submitted,

/s/ Bernie Seiler

Bernie Seiler
Secretary

Westchester Library System

Annual Report for Library Systems - 2020 (Public Library Systems 2020)

1. General System Information

System/Director Information

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

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

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

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

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

| | | |
|------|--|----------------------------|
| 1.1 | SEDCODE | 660409700029 |
| 1.2 | Institution ID | 800000035474 |
| 1.3 | System Name | Westchester Library System |
| 1.4 | Beginning Reporting Year | 01/01/2020 |
| 1.5 | Ending Reporting Year | 12/31/2020 |
| 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 |

| | | |
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| 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_2017-2021-Final-Resub03062017.pdf |
| 1.18 | Population Chartered to Serve (2010 Census) | 949,113 |
| 1.19 | Area Chartered to Serve (square miles) | 431 |
| 1.20 | Federal Employer Identification Number | 131882114 |
| 1.21 | County | Westchester |
| 1.22 | County (Counties) Served | Westchester |
| 1.23 | School District | Elmsford Union Free School District |
| 1.24 | First Name of System Director | Terry L |
| 1.25 | Last Name of System Director | Kirchner |
| 1.26 | NYS Public Librarian Certification 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 N

through 5 of one repeating group.

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. Y

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

- 1.50 President/CEO Name. If there is no President/CEO please enter "N/A"
- 1.51 President/CEO Phone Number
- 1.52 President/CEO Email

2. Personnel Information

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

- 2.4 Public Library System
Director per CR 90.3(f) - Filled Position FTE 1
- 2.5 Public Library System
Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Librarians - Filled Position(s) 5

| | | |
|---------------------------|--|-----------|
| | FTE | |
| 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) | 7.00 |
| 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 | 3.78 |
| 2.17 | Total Other Professional Staff - Vacant Position(s) FTE | 0 |
| 2.18 | Total Other Staff - Filled Position(s) FTE | 14.66 |
| 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) | 25.44 |
| 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 | \$194,439 |

3. System Membership, Outlets and Governance

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 | N/A |

| | | |
|------|---|-----------------------------|
| | building underwent a major renovation costing \$25,000 or more | |
| 3.18 | Square footage of the system building | 14,237 |
| 3.19 | Branches of the Library System | 0 |
| 3.20 | Bookmobiles | 0 |
| 3.21 | Reading Centers | 0 |
| 3.22 | Other Outlets | 0 |
| 3.23 | Total Public Service Outlets (total questions 3.15 through 3.19) | 1 |
| 3.24 | Name of Central Library/Co-Central Libraries | Mount Vernon Public Library |

BOARD/COUNCIL MEETINGS

| | | |
|------|---|----|
| 3.25 | Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year | 7 |
| 3.26 | Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report. | 15 |
| 3.27 | Term length for system board/council members. Please add a note if this has changed from the previous year report. | 5 |

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

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

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2021, through December 31, 2021.

President/Council Chair

| | | |
|------|------------|---------|
| 3.29 | Status | Filled |
| 3.30 | First Name | Susan |
| 3.31 | Last Name | Morduch |

- | | | |
|------|--|---------------------------|
| 3.32 | Institutional Affiliation | N/A |
| 3.33 | Professional Title | Psychologist |
| 3.34 | Mailing Address | 11 Riverview Avenue |
| 3.35 | City | Ardsley |
| 3.36 | Zip Code (enter five digits only) | 10502 |
| 3.37 | Telephone for the Board President (enter 10 digits only and hit the Tab key) | (914) 479-0478 |
| 3.38 | E-mail Address | wlsdistrict06@wlsmail.org |
| 3.39 | Term Begins - Month | January |
| 3.40 | Term Begins - Year (yyyy) | 2017 |
| 3.41 | Term Expires - Month or N/A | December |
| 3.42 | Term Expires - Year (YYYY) or N/A | 2021 |
| 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) | 01/31/2017 |
| 3.45 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/08/2017 |
| 3.46 | Is this a brand new trustee? | N |

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

- | | | |
|-----|-----------------------------------|--------------------|
| 1. | Status | Filled |
| 2. | First Name | Bernie |
| 3. | Last Name | Seiler |
| 4. | Institutional Affiliation | HW Wilson |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | 44 Mountain Avenue |
| 7. | City | Mount Kisco |
| 8. | Zip Code (enter five digits only) | 10549 |
| 9. | Term Begins - Month | May |
| 10. | Term Begins - Year (yyyy) | 2017 |

- | | | |
|-----|--|-----------------------------|
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2021 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 05/30/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/08/2017 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Karen |
| 3. | Last Name | Zevin |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Market Researcher & Analyst |
| 6. | Mailing Address | 176 Cleveland Drive |
| 7. | City | Croton-on-Hudson |
| 8. | Zip Code (enter five digits only) | 10520 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2017 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2021 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/31/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/08/2017 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Karen |
| 3. | Last Name | Kelley |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired |

| | | |
|-----|--|-----------------------|
| 6. | Mailing Address | 46 Roma Orchard Road |
| 7. | City | Peekskill |
| 8. | Zip Code (enter five digits only) | 10566 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2018 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2022 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/30/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/31/2018 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | 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 |

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|-----|--|-----------------|
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2021 |
| 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). | N/A |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | |
| 1. | 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 | Yes |

trustee who resigned their position).

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 LaBlanc Orthodontics
5. Professional Title Office Manager
6. Mailing Address 10 Overlook Terrace
7. City Larchmont
8. Zip Code (enter five digits only) 10538
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/29/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2019
16. Is this a brand new trustee? N
1. Status Filled
2. First Name 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) 2023
or N/A
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/29/2019
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 Joseph
3. Last Name Puglia
4. Institutional Affiliation N/A
5. Professional Title Retired
6. Mailing Address 59 Avondale Road
7. City Yonkers
8. Zip Code (enter five digits only) 10710
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 2024
or N/A
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/28/2020
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 Denise
3. Last Name Matthews-Serra
4. Institutional Affiliation Mutual of America Life Insurance Company
5. Professional Title Certified Pension Consultant
6. Mailing Address 12 Richbell Road

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|-----|--|--------------|
| 7. | City | White Plains |
| 8. | Zip Code (enter five digits only) | 10605 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2020 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2024 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 02/25/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/26/2020 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|--|------------------------------|
| 1. | Status | Filled |
| 2. | First Name | 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 | Andrea |
| 3. | Last Name | 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) | 2020 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2020 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 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) | 01/31/2020 |
| 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) | 2016 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2020 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/26/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/27/2016
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Catherine
3. Last Name Draper
4. Institutional Affiliation NYS Assembly, Amy Paulin, 88th District
5. Professional Title Legislative Aide, part-time
6. Mailing Address 1385 Roosevelt Avenue
7. City Pelham
8. Zip Code (enter five digits only) 10803
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/30/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2018
16. Is this a brand new trustee? N

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, 2021, through December 31, 2021. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

- | | | |
|----|---------------------------|---|
| 1. | Status | Filled |
| 2. | First Name | Andrew |
| 3. | Last Name | Bell |
| 4. | Institutional Affiliation | Westchester County Department of Mental Health |
| 5. | Professional Title | Program Director, Children's Mental Health |
| 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 |
| 1. | Status | Filled |
| 2. | First Name | Miriam |
| 3. | Last Name | Kerness |
| 4. | Institutional Affiliation | WEST COP-Westchester Community Opportunity Program |
| 5. | Professional Title | Northern Regional Director |
| 1. | Status | Filled |
| 2. | First Name | Wendy |
| 3. | Last Name | Armstrong |
| 4. | Institutional Affiliation | Volunteer NY |
| 5. | Professional Title | Director |
| 1. | Status | Filled |
| 2. | First Name | Dianne |
| 3. | Last Name | Ponai |
| 4. | Institutional Affiliation | Westchester County Department of Senior Programs and Services |
| 5. | Professional Title | Social Caseworker |
| 1. | Status | Filled |
| 2. | First Name | Karen |
| 3. | Last Name | LaRocca-Fels |
| 4. | Institutional Affiliation | Ossining Public Library |
| 5. | Professional Title | Director |
| 1. | Status | Filled |
| 2. | First Name | Sarah |
| 3. | Last Name | Steckler |
| 4. | Institutional Affiliation | Keane & Beane LTD |
| 5. | Professional Title | Attorney |
| 1. | Status | Filled |
| 2. | First Name | Nory |
| 3. | Last Name | Padilla |
| 4. | Institutional Affiliation | Westchester County Jail Department of Corrections |
| 5. | Professional Title | First Deputy Commissioner |
| 1. | Status | Filled |

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

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

Borrowers/Visits/Circulation/ Holdings

| | | |
|-----|---------------------------------------|-----|
| 4.1 | Number of registered system borrowers | 85 |
| 4.2 | System Visits | 437 |

CIRCULATION

| | | |
|------|---|-------|
| 4.3 | Total Cataloged Book Circulation | 2,412 |
| 4.4 | Total Circulation of Other Materials | 14 |
| 4.5 | Physical Item Circulation (Total questions 4.3 & 4.4) | 2,426 |
| 4.6 | Use of Electronic Material | 1,657 |
| 4.7 | Successful Retrieval of Electronic Information | 353 |
| 4.8 | Electronic Content Use (Total Questions 4.6 & 4.7) | 2,010 |
| 4.9 | Total Circulation of Materials (Total Questions 4.5 & 4.6) | 4,083 |
| 4.10 | Total Collection Use (Total Questions 4.7 & 4.9) | 4,436 |

GENERAL SYSTEM HOLDINGS

| | | |
|------|--|---------|
| 4.11 | Total Cataloged Book Holdings | 90 |
| 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) | 90 |
| 4.16 | Electronic Books | 109,701 |
| 4.17 | Local Electronic Collections | 9 |
| 4.18 | Total Number of NOVELNY Databases | 15 |
| 4.19 | Total Electronic Collections (Total questions 4.16 + 4.17) | 109,710 |
| 4.20 | Audio - Downloadable Units | 22,787 |

| | | |
|------|--|---------|
| 4.21 | Video - Downloadable Units | 148 |
| 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.) | 0 |
| 4.23 | Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22) | 132,660 |

Holdings Continued

Non-Electronic Materials

| | | |
|------|---|---------|
| 4.24 | Audio - Physical Units | 0 |
| 4.25 | Video - Physical Units | 0 |
| 4.26 | Other Non-Electronic Materials | 14 |
| 4.27 | Total Other Materials Holdings (Total questions 4.24 through 4.26) | 14 |
| 4.28 | Grand Total Holdings (Total questions 4.15, 4.23 and 4.27) | 132,764 |

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 | 958,424 |
| 5.9 | Number of new titles added by the system in the reporting year | 48 |
| 5.10 | Number of Central Library Aid titles added in the reporting year | 43 |
| 5.11 | Number of new titles added by the members in the reporting year | 30,119 |
| 5.12 | Total new titles (total questions 5.9 through 5.11) | 30,210 |

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 | 958,424 |
| 5.17 | Number of holdings in the system's union catalog | 3,541,271 |
| 5.18 | Number of new titles added in the last year | 30,119 |
| 5.19 | Number of holdings added in the last year | 177,479 |
| 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 Educ

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 753,227

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 0
5.26 Total items received (borrowed) 2,233
5.27 Total requests provided (loaned) unfilled 0
5.28 Total requests received (borrowed) unfilled 566
5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 2,799

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 Yes
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 47
5.35 Number of participants 581

Digitization

5.36 Number of sessions 0
5.37 Number of participants 0

Leadership

5.38 Number of sessions 14

5.39 Number of participants 128

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 1

5.45 Number of participants 60

Trustee/Council Training

5.46 Number of sessions 0

5.47 Number of participants 0

Special Client Populations

5.48 Number of sessions 1

5.49 Number of participants 55

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 2

5.53 Number of participants 53

Young Adult Services/Middle and High School Grade Levels

5.54 Number of sessions 16

5.55 Number of participants 374

General Adult Services

5.56 Number of sessions 17

5.57 Number of participants 268

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

1. Topic Annual Report Workshops

2. Number of sessions 2

3. Number of participants 19

5.59 **Grand Total Sessions** (total 100
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) | |
| 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) | 1,538 |
| 5.61 | Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? | Y |

Coordinated Services/Consulting/Reference

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

| | | |
|------|--|-----|
| 5.63 | Number of contacts - Consulting with member libraries and/or branches on | 161 |
|------|--|-----|

| | | |
|------|--|-------|
| | grants, and state and federal funding | |
| 5.64 | Number of contacts - Consulting with member libraries and/or branches on funding and governance | 168 |
| 5.65 | Number of contacts - Consulting with member libraries and/or branches on charter and registration work | 11 |
| 5.66 | Number of contacts - Consulting with member libraries and/or branches on automation and technology | 5,214 |
| 5.67 | Number of contacts - Consulting with member libraries and/or branches on youth services | 105 |
| 5.68 | Number of contacts - Consulting with member libraries and/or branches on adult services | 144 |
| 5.69 | Number of contacts - Consulting with member libraries and/or branches on physical plant needs | 65 |
| 5.70 | Number of contacts - Consulting with member libraries and/or branches on personnel and management issues | 149 |
| 5.71 | Number of contacts - Consulting with state and county correctional facilities | 50 |
| 5.72 | Number of contacts - Providing information to local, county, and state legislators and their staffs | 37 |
| 5.73 | Number of contacts - Providing system and member library information to the media | 65 |
| 5.74 | Number of contacts - Providing website development and maintenance for member libraries | 126 |
| 5.75 | Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one | Y |

record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.

- | | | |
|----|--------------------------------|----------------|
| 1. | Topic | Annual Reports |
| 2. | Number of contacts (all types) | 291 |

- | | | |
|----|--------------------------------|-------------|
| 1. | Topic | Census 2020 |
| 2. | Number of contacts (all types) | 101 |

- | | | |
|------|---|-------|
| 5.76 | Total other contacts (total of question #2 of Repeating Group #6) | 392 |
| 5.77 | Total number of contacts (total of questions 5.63 through 5.74 and 5.76) | 6,687 |

REFERENCE SERVICES

- | | | |
|------|------------------------------|---|
| 5.78 | Total Reference Transactions | 0 |
|------|------------------------------|---|

Special Clients/Fees

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

- | | | |
|----|---|-----|
| a. | Services for patrons with disabilities | Yes |
| b. | Services for patrons who are educationally disadvantaged | Yes |
| c. | Services for patrons who are aged | Yes |
| d. | Services for patrons who are geographically isolated | No |
| e. | Services for patrons who are members of ethnic or minority groups in need of special library services | Yes |
| f. | Services to patrons who are in institutions | Yes |
| g. | Services for unemployed and underemployed individuals | Yes |
| i. | N/A | No |

- | | | |
|------|-------------------------------|---|
| 5.80 | Number of BOOKS BY MAIL loans | 0 |
|------|-------------------------------|---|

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

- | | | |
|------|------------------------------|---|
| 5.82 | Number of State Correctional | 3 |
|------|------------------------------|---|

| | | |
|------|--|---|
| | Facilities libraries served | |
| 5.83 | Number of County Jails libraries served | 1 |
| 5.84 | Number of institutions served other than jails or correctional facilities | 0 |
| 5.85 | Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group. | Y |
| 1. | Service provided | For patrons with disabilities |
| 2. | Number of facilities/institutions served | 55 |
| 1. | Service provided | For patrons who are educationally disadvantaged |
| 2. | Number of facilities/institutions served | 38 |
| 1. | Service provided | For patrons who are aged |
| 2. | Number of facilities/institutions served | 55 |
| 1. | Service provided | For patrons who are in institutions |
| 2. | Number of facilities/institutions served | 10 |
| 1. | Service provided | For outreach partners |
| 2. | Number of facilities/institutions served | 25 |
| 1. | Service provided | Mental Health Programming |
| 2. | Number of facilities/institutions served | 38 |
| 1. | Service provided | Youth Workforce Development |
| 2. | Number of facilities/institutions served | 38 |
| 1. | Service provided | For unemployed or underemployed individuals |
| 2. | Number of facilities/institutions served | 38 |
| 5.86 | Does the system charge fees for any program or service? | Y |

Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.

5.87 Description of fees To cover cost of publications, if needed.

5A. COVID

NOTE: This section of the survey (5A) collects data on the impact of the COVID-19 pandemic . Report all information in Part 5A from March 7, 2020 to December 31, 2020.

CV1 Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic? Yes

CV2 Did the library system add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes

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

CV4 Did the library system provide live, virtual programs or training via the Internet during the Coronavirus (COVID-19) pandemic? Yes

CV5 Did the library system create and provide recordings of program or training content via the Internet during the Coronavirus (COVID-19) pandemic? Yes

CV6 Enter the Number of Weeks System Headquarters Building Closed Due to COVID-19. This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, the library system headquarters building was physically closed, and the public/member library staff could not enter, when it 16

otherwise would have been open.

CV7 Enter the Number of Weeks a system headquarters building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the year that a system headquarters building implemented limited public occupancy practices for in person services at the building in response to the Coronavirus (COVID-19) pandemic. 26

Number of library system staff permanently laid off during 2020

Number of Librarians 0

Number of Other Staff 0

Number of library system staff furloughed during 2020

Number of Librarians 0

Number of Other Staff 0

Number of Weeks Furloughed 0

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

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

1. County Name Westchester

2. Amount \$1,231,750

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** \$1,231,750

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds** (total questions 6.2 and 6.3) \$1,231,750

STATE AID RECEIPTS - arranged in alphabetical order

6.5 Adult Literacy Library \$6,653

Services Grants

| | | |
|------|---|-------------|
| 6.6 | Central Library Development Aid | \$223,911 |
| 6.7 | Central Book Aid | \$52,712 |
| 6.8 | Conservation/Preservation Grants | \$0 |
| 6.9 | Construction for Public Libraries Aid | \$0 |
| 6.10 | Coordinated Outreach Services Aid | \$122,664 |
| 6.11 | Correctional Facilities Library Aid | \$24,495 |
| 6.12 | County Jails Library Aid | \$0 |
| 6.14 | Family Literacy Grants | \$10,349 |
| 6.18 | Local Library Services Aid - Kept at System | \$0 |
| 6.19 | Local Library Services Aid - Distributed to Members | \$226,494 |
| 6.20 | Total LLSA (total questions 6.18 and 6.19) | \$226,494 |
| 6.21 | Local Services Support Aid | \$156,256 |
| 6.22 | Local Consolidated Systems Aid | \$0 |
| 6.26 | Public Library System Basic Aid | \$1,221,289 |
| 6.27 | Public Library System Supplementary Operational Aid | \$0 |

State Aid

| | | |
|------|---|-----------|
| 6.36 | Special Legislative Grants and Member Items | \$162,352 |
| 6.37 | The New York Public Library - The Research Libraries | \$0 |
| 6.38 | The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid | \$0 |
| 6.39 | The New York Public Library, City University of New York | \$0 |
| 6.40 | The New York Public Library, Schomburg Center for Research in Black Culture Library Aid | \$0 |
| 6.41 | The New York Public Library, Science, Industry and Business Library | \$0 |

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

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

1. Funding Source N/A
2. Amount N/A

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

6.44 **Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$2,207,175

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. N

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
2. Amount

Federal Aid/Contracts

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$0

6.48 **Total Federal Aid (total questions 6.45 and 6.47)** \$0

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 | WLS Services |
| 3. | Total Contract Amount | \$2,635,952 |

- 6.50 **Total Contracts (total question #3 of Repeating Group #11 above)** \$2,635,952

MISCELLANEOUS RECEIPTS

- | | | |
|------|---|-----------|
| 6.51 | Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) | \$115,123 |
| 6.53 | Income from Investments | \$11,452 |

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 | WEBS |
| 2. | Amount | \$500 |
| 1. | Receipt category | Non-resident Cards |
| 2. | Amount | \$1,355 |
| 1. | Receipt category | Movie Licensing |
| 2. | Amount | \$10,647 |
| 1. | Receipt category | WSOS |
| 2. | Amount | \$19,974 |
| 1. | Receipt category | LIU-Palmer |
| 2. | Amount | \$22,300 |
| 1. | Receipt category | Insurance Reimb. |
| 2. | Amount | \$23,705 |

| | | |
|------|--|------------------------------|
| 1. | Receipt category | Other Misc Reimb. |
| 2. | Amount | \$4,821 |
| 1. | Receipt category | IT Fines & Fees |
| 2. | Amount | \$5,545 |
| 1. | Receipt category | IT Services to non-libraries |
| 2. | Amount | \$1,966 |
| 1. | Receipt category | BTOP-New Rochelle |
| 2. | Amount | \$27,405 |
| 1. | Receipt category | e-Rate |
| 2. | Amount | \$159,068 |
| 6.57 | Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) | \$277,286 |
| 6.58 | Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) | \$403,861 |
| 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) | \$6,478,738 |
| 6.60 | BUDGET LOANS | \$564,265 |

Transfers/Grand Total

TRANSFERS

| | | |
|------|---|-------------|
| 6.61 | Transfers from Capital Fund (Same as question 9.6) | \$1,927 |
| 6.62 | Transfers from Other Funds | \$0 |
| 6.63 | Total Transfers (total questions 6.61 and 6.62) | \$1,927 |
| 6.64 | CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2020. (Same as closing cash balance at the | \$2,615,473 |

end of previous fiscal reporting year: Public Library Systems - December 31, 2019.)

6.67 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) \$9,660,403

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

| | | |
|-----|--|-------------|
| 7.1 | System Director and Librarians | \$1,001,366 |
| 7.2 | Other Staff | \$1,243,561 |
| 7.3 | Total Salary and Wages Expenditures (total questions 7.1 and 7.2) | \$2,244,927 |
| 7.4 | Employee Benefits Expenditures | \$1,026,923 |
| 7.5 | Total Staff Expenditures (total questions 7.3 and 7.4) | \$3,271,850 |

COLLECTION EXPENDITURES

| | | |
|-----|--|-----------|
| 7.6 | Print Materials Expenditures | \$19,517 |
| 7.7 | Electronic Materials Expenditures | \$492,209 |
| 7.8 | Other Materials Expenditures | \$0 |
| 7.9 | Total Collection Expenditures (total questions 7.6 through 7.8) | \$511,726 |

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

| | | |
|------|---|-----------|
| 7.10 | Local Library Services Aid (LLSA) | \$226,494 |
| 7.11 | Central Library Aid (CLDA/CBA) | \$314,038 |
| 7.15 | Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) | \$0 |
| 7.16 | Federal Aid | \$0 |

| | | |
|------|---|-----------|
| 7.17 | Other cash grants paid from system funds | \$26,522 |
| 7.18 | Total Cash Grants (total questions 7.10 through 7.17) | \$567,054 |
| 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) | \$567,054 |

CAPITAL EXPENDITURES FROM OPERATING FUNDS

| | | |
|------|---|-----------|
| 7.22 | Bookmobile | \$0 |
| 7.23 | Other Vehicles | \$0 |
| 7.24 | Computer Equipment | \$315,317 |
| 7.25 | Furniture/Furnishings | \$809 |
| 7.26 | Other Capital Expenditures | \$0 |
| 7.27 | Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26) | \$316,126 |

Capital Cont./Operation and Maintenance/Miscellane

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

| | | |
|------|--|-----------|
| 7.28 | From Local Public Funds (71PF) | \$0 |
| 7.29 | From Other Funds (71OF) | \$316,126 |
| 7.30 | Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27) | \$316,126 |

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 | \$392,697 |
| 7.35 | Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34) | \$392,697 |

MISCELLANEOUS EXPENSES

| | | |
|------|---|---------|
| 7.36 | Total Operation & Maintenance of Bookmobiles and Other Vehicles | \$1,684 |
|------|---|---------|

| | | |
|------|--|-----------|
| 7.37 | Office and Library Supplies | \$35,052 |
| 7.38 | Equipment | \$11,054 |
| 7.39 | Telecommunications | \$352,825 |
| 7.40 | Binding Expenses | \$0 |
| 7.41 | Postage and Freight | \$5,114 |
| 7.42 | Publicity and Printing | \$15,087 |
| 7.43 | Travel | \$46,470 |
| 7.44 | Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided. | \$384,573 |
| 7.45 | Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. | \$11,528 |
| 7.46 | Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. | Y |

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

| | | |
|----|------------------|--------------|
| 1. | Expense category | Ret Hlth Ins |
| 2. | Amount | \$300,063 |
| 1. | Expense category | Events |
| 2. | Amount | \$1,598 |
| 1. | Expense category | Sftwr Mtn-Sp |
| 2. | Amount | \$384,605 |
| 1. | Expense category | Mtgs In-hs |
| 2. | Amount | \$206 |
| 1. | Expense category | Msc Exp |
| 2. | Amount | \$6,884 |
| 1. | Expense category | Moving Exp |
| 2. | Amount | \$120 |
| 1. | Expense category | Bnk Chrg |
| 2. | Amount | \$177 |
| 1. | Expense category | OCLC Chrgs |

| | | |
|----|------------------|--------------|
| 2. | Amount | \$82,874 |
| 1. | Expense category | Payroll Fee |
| 2. | Amount | \$8,060 |
| 1. | Expense category | Delivery Srv |
| 2. | Amount | \$338,598 |

Miscellaneous Cont./Contracts/Debt Service

| | | |
|------|--|-------------|
| 7.47 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | \$1,123,185 |
| 7.48 | Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) | \$1,986,572 |

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

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

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

| | | |
|----|---|-----|
| 1. | Contracting Agency (specify using the State note) | N/A |
| 2. | Contracted Service (specify using the State note) | N/A |
| 3. | Total Contract Amount | N/A |

| | | |
|------|---|-----|
| 7.50 | Total Contracts (total question #3 of Repeating Group #14 above) | \$0 |
|------|---|-----|

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

| | | |
|------|---|-----|
| 7.51 | From Local Public Funds (73PF) | \$0 |
| 7.52 | From Other Funds (73OF) | \$0 |
| 7.53 | Total Capital Purposes Loans (total questions 7.51 and 7.52) | \$0 |

Transfers

Other Loans

| | | |
|------|-------------|-----|
| 7.54 | Other Loans | \$0 |
|------|-------------|-----|

| | | |
|------|--|-------------|
| 7.55 | Total Debt Service (total questions 7.53 and 7.54) | \$0 |
| 7.56 | TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55) | \$7,046,025 |

TRANSFERS

Transfers to the Capital Fund

| | | |
|------|--|-------------|
| 7.57 | From Local Public Funds (76PF) | \$0 |
| 7.58 | From Other Funds (76OF) | \$0 |
| 7.59 | Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2) | \$0 |
| 7.60 | Total Transfers to Other Funds | \$0 |
| 7.61 | Total Transfers (total questions 7.59 and 7.60) | \$0 |
| 7.62 | TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61) | \$7,046,025 |

Cash Balance/Grand Total/Audit/Bank Balance

| | | |
|------|--|-------------|
| 7.63 | CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2020) | \$2,614,378 |
| 7.83 | GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.62 and 7.63) | \$9,660,403 |

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.

- 7.84 Last audit performed (mm/dd/yyyy) 05/15/2020
- 7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2019-12/31/2019
- 7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution TD Bank
2. Amount of funds on deposit \$2,614,378

7.87 **Total Bank Balance** (total question #2 of Repeating Group #15) \$2,614,378

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

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

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

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

1. Contracting Agency N/A

2. Amount N/A

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) | \$0 |
| 8.7 | NONREVENUE RECEIPTS | \$14,284 |
| 8.8 | TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7) | \$14,284 |
| 8.9 | CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2020. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2019.) | \$880,544 |

Grand Total

| | | |
|------|--|-----------|
| 8.10 | TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9) | \$894,828 |
|------|--|-----------|

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) | \$1,927 |
| 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) | \$1,927 |
| 9.9 | CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2020, for Public Library Systems) | \$892,901 |

Grand Total

| | | |
|------|---|-----------|
| 9.10 | TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9) | \$894,828 |
|------|---|-----------|

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2021 - December 31, 2021

PROJECTED OPERATING FUND - RECEIPTS

| | | |
|------|--|-------------|
| 12.1 | Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) | \$6,737,150 |
| 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 (For Public Library Systems, opening balance on January 1, 2021 must be the same as the December 31, 2020, closing balance reported on Q7.63 of the 2020 annual report) | \$2,614,378 |

12.5 Grand Total Operating Fund \$9,351,528
Receipts, Budget Loans,
Transfers and Ending Balance
(total questions 12.1 through
12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund
Disbursements (include Staff
Expenditures, Collection
Expenditures, Grants to
Member Libraries, Capital
Expenditures from Operating \$7,382,400
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 \$1,969,128
(For Public Library Systems,
balance as of December 31,
2021)

12.9 Grand Total Operating Fund
Disbursements, Transfers and
Ending Balance (total \$9,351,528
questions 12.6 through 12.8)

PROJECTED CAPITAL FUND - RECEIPTS

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

12.11 Nonrevenue Receipts \$0

12.12 Cash Balance in Capital Fund
at the end of the previous
fiscal year
(For Public Library Systems,
opening balance on January 1, \$892,901
2021, must be the same as the
December 31, 2020, closing
balance reported on Q9.9 of
the 2020 annual report)

12.13 Grand Total Capital Fund
Receipts and Balance (total \$892,901
questions 12.10 through
12.12)

PROJECTED CAPITAL FUND - DISBURSEMENTS

| | | |
|-------|--|-----------|
| 12.14 | Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) | \$602,600 |
| 12.15 | Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2021) | \$290,301 |
| 12.16 | Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) | \$892,901 |

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

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

Statutory Reference (LLSA): Education Law § 272, 273(5)
Commissioners Regulations 90.3 and 90.9
The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.

Statutory Reference (LSSA): Education Law § 272, 273(1)(f)(6)
Commissioners Regulations 90.3 and 90.10
The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

Statutory Reference (LCSA): Education Law § 272, 273(1)(f)(7)
Commissioners Regulations 90.3
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

Statutory Reference (Supplemental): Education Law § 273(12)(a)
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

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

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

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

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

13.1.1 Total Full-Time Equivalents (FTE) 4.5
13.1.2 Total Expenditure for Professional Salaries \$619,104

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) 2.5
13.1.4 Total Expenditure for Other Staff Salaries \$223,442

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$721,350

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 570 Taxter
3. Expenditure \$250,544

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Various
3. Expenditure \$51,018

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Various
3. Expenditure \$13,089

1. Expenditure Category Telecommunications
2. Provider of Services Various
3. Expenditure \$2,800

1. Expenditure Category Other (specify using Note field)

- | | | |
|----|----------------------|-----------------------------------|
| 2. | Provider of Services | JP Promo |
| 3. | Expenditure | \$293 |
| 1. | Expenditure Category | Printing |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$4,118 |
| 1. | Expenditure Category | Institutional membership dues |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$5,895 |
| 1. | Expenditure Category | Building and maintenance expenses |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$24,316 |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Provider of Services | Clancy Moving Systems |
| 3. | Expenditure | \$930 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$22,938 |

13.1.7 **Total Expenditure - Purchased Services** \$375,941

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 | \$11,048 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$12,453 |
| 1. | Expenditure Category | Office/library supplies and postage |

- 2. Expenditure \$1,181
- 1. Expenditure Category Other (specify using Note field)
- 2. Expenditure \$6,765

13.1.9 **Total Expenditure - Supplies and Materials** \$31,447

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 \$2,845

13.1.11 **Total Expenditures - Travel** \$2,845

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

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

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

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

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$226,494

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 N/A

than 300 words)

| | | |
|---------|---|---|
| 13.1.16 | Total Expenditures - Grants for Member Libraries | \$0 |
| 13.1.17 | Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16) | \$2,200,623 |
| 13.1.18 | Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year. | \$5,802 |
| 13.1.19 | Total Allocation from 2020 - 2021 State Aid: | \$2,194,821 |
| 13.1.20 | Total Available Before Expenditures (total 13.1.18 + 13.1.19) | \$2,200,623 |
| 13.1.21 | Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) | \$0 |
| 13.1.22 | Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. | """"""NYS General Library Aid Budget Application Narrative 2020 [includes Basic Library Aid: \$1,566,991; Supplemental Library Aid \$208,309; Local Services Support Aid: \$175,471; and Local Library Services Aid: \$244,050 - Total: \$2,194,821] Resource Sharing - NYS Element #1 To help reach the goal to facilitate & encourage member libraries to make their full collections available by providing a centralized catalog that "we can trust" as well as the continued development of catalog entries for Spanish language materials the following was expended: Salaries and benefits for cataloging department staff [13.1.2-Professional Salaries: \$267,108; 13.1.5-Benefits: \$147,632]; office supplies [13.1.9-Supplies & Materials: \$897]; and portion of office rent [13.1.7-Purchased Services: \$66,524]. Special Client Groups - NYS Element #3 For WLS to achieve its goal to assist member libraries & external partners to serve diverse constituencies, the following was expended: WEBS: For the support of the WEBS Educational & Career Counseling program that helps the un- and under-employed: computer software for skill testing [13.1.7-Purchased Services: \$4,584]; a portion of staff salaries [13.1.4-Other Salaries: \$59,194; 13.1.5-Benefits: \$30,380]; office supplies [13.1.9-Supplies & Materials: \$2,262]; and portion of office rent [13.1.7-Purchased Services: \$88,488]. Continuing Education - NYS Element #4 To achieve the goal to present a continuum of learning opportunities by providing training to member librarians, both WLS & member library trustees, conducting training needs assessments and expanding offerings of special skills workshops, the following was expended: a portion of staff salaries and benefits [13.1.2-Professional Salaries: \$14,847; 13.1.5-Benefits: \$8,198]; supplies [13.1.9-Supplies & Materials: \$6,474]; and portion of |

office rent [13.1.7-Purchased Services: \$69,015]. Consulting, Coordination, Construction - NYS Element #5 To support WLS's service as a repository of specialized knowledge on statewide regulatory & construction grant program procedures; keeping abreast of service innovations; advising on special collections; and negotiating group discounts, the following administrative costs was expended: professional development expenses [13.1.7-Purchased Services: \$13,089]; telecommunications [13.1.7-Purchased Services: \$2,800]; meeting supplies [13.1.9-Supplies & Materials: \$801]; and portion of office rent [13.1.7-Purchased Services: \$26,516]. Coordinated Services - NYS Element #6 To achieve the goal of providing technology to enhance library services, expenses included: a portion of electronic library materials [13.1.7-Purchased Services: \$46,434]; office supplies [13.1.9-Supplies & Materials: \$64]. Awareness & Advocacy - NYS Element #7 To help WLS achieve the goal of maintaining support for & increasing awareness of libraries, raising the profile of WLS advocacy on the website and via our Facebook account; expanding upon partnerships; continuing and providing social networking opportunities & special events, the following administrative costs were expended: publicity [13.1.7-Purchased Services: \$293]; printing [13.1.7-Purchased Services: \$4,118]; postage [13.1.9-Supplies & Materials: \$12,453]; office supplies [13.1.9-Supplies & Materials: \$1,370]; event program supplies [13.1.9-Supplies & Materials: \$380]; memberships to professional organizations [13.1.7-Purchased Services: \$5,895]; travel expense [13.1.11-Travel: \$2,845]. Communication & Cooperative Efforts - NYS Elements #8 & 9 WLS encouraged learning about library issues & services by supporting communications. Expenses included: a portion of staff salaries that support a distribution service offered to local non-profits funded by the State or County [13.1.2-Professional Salaries: \$6,088; 13.1.5-Benefits: \$3,366]. Other - NYS Element #13 Remaining administrative costs encompass all of the above goals/intended results: a portion of salaries & benefits for administrative staff [13.1.2-Professional Salaries: \$419,521; 13.1.4-Other Salaries: \$164,248; 13.1.5-Benefits: \$322,582]; retiree health benefits [13.1.5-Benefits: \$209,192]; building maintenance expenses-insurance [13.1.7-Purchased Services: \$24,316]; other operating expenses [13.1.7-Purchased Services: \$930]; professional fees for auditor, accountant, legal services [13.1.7-Purchased Services: \$22,938]; furnishings under unit cost of \$5,000 [13.1.9-Supplies & Materials: \$6,765]; and distribution of 90% of Local Library Services Aid funds [13.1.14-LLSA Expenditures: \$226,494]. The final 10% of Local Library Services Aid was received and distributed in 2021. """"""""

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)
Reference: Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information. Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

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

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

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

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Kanopy |
| 3. | Expenditure | \$66,852 |

13.2.2 **Total Expenditure - Purchased Services** 66,852

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

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

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Quantity | N/A |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | N/A |

13.2.4 **Total Expenditure - Supplies** \$0

and Materials

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

N

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

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

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

13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$66,852

13.2.8 **Cash Balance at the Opening of the Current Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$967

13.2.9 **Total Allocation from 2020 - 2021 State Aid** \$65,890

13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$66,857

13.2.11 **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** \$5

13.2.12 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. CENTRAL LIBRARY NARRATIVE 2020 [Central Book Aid = 65,890] WLS and Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2020: Goal Statement - Resource Sharing/Collection Development: To support and provide access to online and print content for all Westchester residents. Intended Result: Use support provided to the Central Library via Central Library Development and Central Library Book Aid to acquire on-line databases and other electronic resources and online content to be made available to all WLS member libraries for both onsite and remote access by patrons and library staff and provision of training on these materials. Resources were purchased to enhance collections for the eligible portion of electronic resources of non-fiction and foreign language materials available through Kanopy (\$66,852 - CBA Question 13.2.2-Purchased Services).

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

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

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

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

13.3.2 Total Expenditure for Professional Salaries N/A

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

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

13.3.4 Total Expenditures for Other Staff Salaries N/A

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 | \$233,820 |

| | | |
|----|----------------------|-----------------------------------|
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various-Training |
| 3. | Expenditure | \$10,365 |

13.3.7 **Total Expenditure - Purchased Services** \$244,185

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

13.3.9 **Total Expenditure - Supplies and Materials** \$0

13.3.10 **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

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

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

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

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

13.3.13 **Total Expenditure -** \$0

Equipment and Furnishings

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

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

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

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

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** \$244,185

13.3.17 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. 156,531.00

13.3.18 **Total Allocation from 2020 - 2021 State Aid:** \$279,888

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$436,419

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** 192,234.00

13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. CENTRAL LIBRARY NARRATIVE 2020 [Central Library Development Aid \$279,888] WLS and Mount Vernon Public Library, WLS's Central Library, will continue to provide the services noted below to the System and its member libraries in 2020: Goal Statement - Resource Sharing/Collection Development: To support and provide access to online and print content for all Westchester residents. Intended Result: Use support provided to the Central Library via Central Library Development and Central Library Book Aid to acquire on-line databases and other electronic resources and online content to be made available to all WLS member libraries for both onsite and remote access by patrons and library staff and provision of training on these materials. Resources were purchased for online learning and other electronic resources (\$244,185 - CLDA Question 13.3.7-Purchased Services) and training (\$10,365 - CLDA Question 13.3.7-Purchased Services). Q13.3.7-Purchased Services = \$233,820 for the following: Overdrive: \$1,671; Press Reader: \$32,000; WALDO-Mergent:

\$27,431; Lynda.com: \$27,500; EBSCO-Learning Express and Job & Career Accelerator: \$60,046; eligible portion of non-fiction and foreign language materials provided through Midwest-hoopla: \$85,172

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1 Total Full-Time Equivalents (FTE) 1
13.4.2 Total Expenditure for Professional Salaries \$103,739

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

13.4.3 Total Full-Time Equivalents (FTE) .5
13.4.4 Total Expenditure for Other Staff Salaries \$41,190

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$30,752

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 Commercial electronic content vendor contracts
2. Provider of Services Adobe Creative Cloud
3. Expenditure \$130

1. Expenditure Category Other (specify using Note field)
2. Provider of Services Various
3. Expenditure \$234

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Various

- 3. Expenditure \$2,293
- 1. Expenditure Category Other (specify using Note field)
- 2. Provider of Services InVoice Media
- 3. Expenditure \$525

13.4.7 **Total Expenditure - Purchased Services** \$3,182

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 Non-print resources (electronic content)
- 2. Expenditure \$229

- 1. Expenditure Category Office/library supplies and postage
- 2. Expenditure \$2,645

13.4.9 **Total Expenditure - Supplies and Materials** 2,874

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 \$208

13.4.11 **Total Expenditure - Travel** \$208

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.

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

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

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

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

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

- | | | |
|----|------------------------|-----|
| 1. | Recipient | N/A |
| 2. | Allocation | N/A |
| 3. | Description of Project | N/A |

13.4.15 **Total Expenditure - Grants to Member 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)** \$181,945

13.4.17 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$38,442

13.4.18 **Total Allocation from 2020 - 2021 State Aid:** \$153,331

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$191,773

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$9,828

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Coordinated Outreach Services, 2020 Program Year [Total: \$153,331] Consultant and staff services comprise the largest portion of the outreach budget. WLS personnel create and execute numerous outreach projects and activities in member libraries. Programming for older adults and ethnic minorities of all ages is a vital part of the library services offered in Westchester County. Key programming partnerships took place with the Medicare Rights Center, SUNY Purchase College (Great Potentials, JobStar),

Family Services of Westchester, Senior Law Day Collaborative, Ossining Open Door/Communities that Care, Westchester County Reentry Task Force, the Westchester County Department of Community Mental Health and the Department of Senior Programs and Services, and WestCOP (Westchester Community Opportunity Program). Personnel expenses included salary and benefits for library and other staff totaling \$144,929 (\$103,739 - Question 13.4.2-Professional Salaries; \$41,190 - Question 13.4.4-Other Salaries); \$30,752 - Question 13.4.5-Benefits. WLS worked with library professionals to provide innovative training opportunities (and transition of these services to a virtual platform during COVID-19) for member library administrators and staff to help them incorporate outreach policies and practices in their regular service delivery plans--such as empathy-driven approach to problem- (\$2,424 - Question 13.4.7-Purchased Services). WLS produced flyers, notices, announcements and other materials to alert member libraries and the public to the availability of programs and services. Expenses included publicity and related office expenses (\$525 - Question 13.4.7-Purchased Services) and office supplies (\$2,874 - Question 13.4.9-Supplies & Materials). Other expenses included reimbursement of system staff travel to various conferences and meetings (\$208 - Question 13.4.11-Travel) and organizational membership dues (\$234 - Question 13.4.7-Purchased Services).

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

13.5.1 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. 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 | Printing |
| 2. | Provider of Services | Various |
| 3. | Expenditure | \$6,541 |

13.5.2 **Total Expenditure - Purchased Services** \$6,541

13.5.3 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for 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 type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Office/library supplies and postage
2. Expenditure \$190

13.5.4 **Total Expenditure - Supplies and Materials** \$190

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** 6,731.00

13.5.6 **Cash Balance at the Opening of the Fiscal Year:**
NOTE: The opening balance must be the same as the closing balance from the previous year. \$5,945

13.5.7 **Total Allocation from 2020 - 2021 State Aid** \$7,819

13.5.8 **Total Available Before Expenditures (total 13.5.6 + 13.5.7)** \$13,764

13.5.9 **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)** \$7,033

13.5.10 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. County Jails: 2020 Program Year [Total: \$7,819] WLS provided continuing collection development support to Westchester County Department of Corrections inmates through Westchester Connections, a re-entry guide and web-based reference tool to support those formerly incarcerated, families and service providers; additionally, WLS provided resources for an inmate book group and initial planning for a facility library (\$6,541 - Question 13.5.2-Purchased Services; \$189 - Question 13.5.4-Supplies & Materials).

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)
Reference: Commissioners Regulations 90.14
The amount provided in Education Law is \$9.25 per inmate. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information.

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

13.6.1 Total Full-Time Equivalents (FTE) 0

13.6.2 Total Expenditure for Professional Salaries \$0

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

13.6.3 Total Full-Time Equivalents (FTE) 0

13.6.4 Total Expenditure for Other Staff Salaries \$0

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

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 | Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog) |
| 2. | Provider of Services | Springshare |
| 3. | Expenditure | \$1,164 |

13.6.7 **Total Expenditure - Purchased Services** 1,164

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

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 | \$315 |

13.6.9 **Total Expenditure -
Supplies and Materials** \$315

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

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

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

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

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

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

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

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

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)** \$1,479

13.6.15 **Cash Balance at the
Opening of the Fiscal Year:** \$5,428
NOTE: The opening balance
must be the same as the

closing balance of the previous year.

13.6.16 **Total Allocation from 2020 - 2021 State Aid:** \$30,619

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$36,047

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$34,568

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds State Correction Aid, 2020 Program Year [Total \$30,619] WLS continued to provide collection development support to the general inmate libraries at all three State facilities through the purchase of library materials (\$315-Question 13.6.9-Supplies & Materials) and exploration of new access services (\$1,164 - Question 13.6.7-Purchased Services).. However, during COVID-19 services were greatly curtailed.

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 4 (2020).

14.1 Element 1: Resource Sharing - Results During the COVID closure, WLS Cataloging Services used weekly lists of brief vendor-provided MARC records to overlay those records with full ones. The weekly number of brief records dropped dramatically, from hundreds to as few as five. WLS catalogers used this opportunity to catch up and eliminate a backlog of these brief records. Prior to the migration to the Evergreen integrated library system (ILS) in March 2019, a list was generated of approximately 4,000 titles in the catalog which represented unlinked materials. (They showed no holdings.) Completion of this project will aid library patrons and staff by ensuring that the catalog more accurately reflects the member libraries' holdings. Manager of Cataloging Services Douglas Wray communicated with Equinox Open Library Initiative to explore options for using Evergreen to create a dynamic union list of serials without requiring that every member library take on the additional tasks associated with maintaining a serials check-in module for their serials. The goal is to develop an integrated listing within the online catalog that would display all periodical titles in the system and which libraries own which titles and which issues. An in-house manual is currently being created to cover how WLS Cataloging Services imports files of vendor-provided MARC records into the catalog, including the use of the free software program MarcEdit for removing duplicates and editing the records before they are imported. Mr. Wray has been the sole cataloger importing these MARC records into Evergreen because of many technical issues which needed to be analyzed and addressed during the past year, and because of new practices which required changes for member libraries' technical services staff members as well as for their vendors. Recently, the Equinox team created a patch for Evergreen which appears to have solved the last remaining technical issue.

The final draft of the new manual was implemented after reopening, and Mr. Wray will began sharing importing duties with Catalogers Qingshe Ren and Melissa Glazer. Approximately 1,900 bibliographic records were examined representing sound recordings which bore the "parental advisory" sticker on their containers, to ensure that all of them had the edition statement "Explicit version" prominently displayed in the public catalog view. This was done partly to differentiate them from edited versions of the same works. No value judgments were involved, since the edition statements were based on descriptions on the items themselves. Mr. Wray cataloged 40 Launchpads to be used by WLS Public Innovation and Engagement (PIE) to support early literacy initiatives at participating member libraries and help provide greater access to digital literacy. Launchpads are pre-loaded educational computer tablets manufactured by the Findaway company, specifically designed for circulation. In 2019 WLS had temporarily suspended lending materials to outside institutions through ILL to focus on meeting the borrowing needs of the member libraries while additional staff was brought into the department to add capacity after the former ILL Manager retired. Lending resumed in Fall 2019 and the first quarter of 2020 was due to be the first quarter with lending. January and February saw strong activity in both borrowing over 1,000 books and articles and lending more than 300 items in total. However, with the closures related to the COVID-19 pandemic, both services saw a steep decline in March. In addition to WLS, many of the institutions with which ILL materials are exchanged are closed. Similarly, there was no activity in April and May. However, ILL was adapted to work within the "new normal" and WLS continued to safely provide this core service to the member libraries and their patrons, handling the "catch-up" period when large numbers of returns were processed when services resumed and redesigning office space to accommodate quarantining.

14.2 Element 2: Special Client Groups - Results

""The COVID-19 pandemic has added many layers of additional stress to individuals' lives, and there was an increased interest in programming that helps relieve this stress in 2020. WLS Director of PIE Elena Falcone worked with member libraries to provide virtual Breath-Body-Mind (BBM) programming to the public and to work with member library staff to build in BBM practices into their professional activities. WLS further built capacity for local BBM instruction across County service sectors, including the member public libraries, by offering a BBM two-day Introductory Workshop in May and a 5-day Level 1 Teacher Training that took place in June and July. All programs were delivered via Zoom. Additionally, BBM practice sessions, that are only 45 minutes in duration, are available Tuesday through Thursday for those with prior BBM instruction, those interested in getting a sense of what BBM is all about. Information about BBM activities was continually posted and made available on the WLS Breath-Body-Mind resource page. PARTNER OUTREACH • Worked with the staff of Family Ties to facilitate their use of Zoom in serving their program for adults mandated to parenting programs, specifically looking at ways to continue to show the "Resilience" film and use Zoom's features to foster engagement. • Presented to the County's

0-6 Team (coordinated services for early intervention) on the relevance of Breath Body Mind (BBM) to supporting both parents under stress and their children. • Presented at a Southern Westchester BOCES professional development session on the impact of BBM for staff wellness and its use in classroom management. WLS is a partner in the Senior Law Day Collaborative. Traditionally a venue that focused on in-person, one on-one engagement with subject experts, Senior Law Day transformed their service platform to offer live webinars almost weekly due to COVID. The programs are recorded and posted to the Senior Law Day Collaborative website, which offers the opportunity to ask a question of the team of more than 150 professionals supporting the collaborative—attorneys, financial planners, geriatric care managers, and more. Programs covered a wide range of topics: Selling your home in the midst of COVID-19; Medicaid redesign; Being aware of scammers; Essential online health information for older adults. WLS staff maintained and updated this website, which is a great first resource for issues that affect today's senior citizens. Attendance at these events has been strong with over 300 participants at live events, 400+ views of our recorded events and several hundred more Facebook live participants. Starting in September 2020, in lieu of its day-long events, the Collaborative offered a monthly morning "walk-in" counseling via phone and video conference--in addition to a Helpline service coordinated by WLS. The Elder Law Q&A, an annually updated reference, addresses Senior Law Day topics covering living wills, financial planning, housing rights and everything in between. Read Better and HSE Connect! work together as services that support adult basic education goals. Read Better grew out of our experience encountering students who were aiming for a high school equivalency (HSE) diploma but were unable to make progress due to low literacy. To participate effectively in any of the HSE prep classes in the county, one must test in at a sixth-grade reading level. Unfortunately, the sparse literacy support services available in the county are predominantly ESL focused and are geographically restricted. This restricts access for adult students who are native-English speakers and who cannot easily commute to classes and who often face challenging schedules. In non-pandemic times, Read Better engages students at their local library at a time that suits their schedules. During the pandemic, Read Better effectively shifted to phone and video conferencing platforms. Read Better assists adult learners by helping them to establish and/or strengthen foundational reading skills so they can pursue their employment and life goals. Instruction is anchored by three offerings: • Print instructional tools from recognized adult literacy publishers • Library engagement and resources: Students are assisted in obtaining a library card and in finding relevant resources and services; this includes resources such as: =News For You (easy to read news stories written to support learning) =Learning Upgrade (a proven mobile application that adds a bit of fun while helping adults master essential skills) =FirstFind.org (a curated collection of adult learning tools) • Volunteer energy and commitment. Both before and during the pandemic, establishing partnerships and consistent study habits

requires patience, persistence and creativity. It also involves compassion and clarity. Students arrive with copious misinformation about what it takes to meet their educational goals. Assessment, planning and encouragement help them find a path. More than three dozen student pairs are at work and have been moving forward steadily. Given that the goal for many of the adult learners is a high school equivalency diploma, Read Better works in conjunction with HSE Connect. Several Read Better tutors do double duty as HSE-level tutors, aiding students currently in classes, as well as those seeking to build core (and high school level) math skills. Due to COVID closures and the inability to hold in-person seminars, the counselors and the WEBS director continued to reach out to seminar clients, who for the most part stayed engaged. Some of them expressed feelings of loneliness and anxiety and all were encouraged to stay in touch with WLS and each other by email, phone or video conference. Access to online library resources was recommended along with learning how to use Zoom, and initiating new activities in place of ones that are no longer available, e.g. exercising with an instructional video on YouTube or taking an online cooking class. Those particularly isolated and depressed were identified and contacted on a regular basis. The Fall 2020 Managing Your Career in Changing Times seminars were modified to a virtual environment. Programs focused on job search and resume development and were held via Zoom at the Lewisboro Library and the Harrison Public Library. A training for the Westchester Library Association (WLA) was also held on how to assist patrons who have questions on virtual job search and networking during these uncertain times. Director Elaine Sozzi retired in September. Ms. Sozzi professionally led the program since its inception in 1979 through many technological changes. Her understanding of employment strategies and how best to navigate them impacted thousands of people who participated in the WEBS seminars, individual counseling and workshops throughout the years. Dr. Kirchner has been consulting with the WEBS counselors and staff to assess future offerings for the program. Westchester Seniors Out Speaking (WSOS) remained an active program during this pandemic. The retooling described below reflects some of the creative approaches used: Senior Benefits Individual Counseling (SBIC) Helpline: This service provides free one-on-one counseling for Medicare and other senior benefits such as HEAP and SNAP. Traditionally offered at several host libraries, counseling was made available by phone/email. A subset of our larger volunteer pool was engaged in training to deliver Medicare Plan Finder guidance by phone and via video conferencing—a critical service during the fall Medicare Open Enrollment period. A print and social media promotion was made that included a call to engage: "Curious about Medicare's fall open enrollment period? Trying to save money on your prescription drug coverage through Medicare or Medicare Advantage? If you have a question about Medicare or senior benefits, leave a message on the Westchester Library System's FREE Senior Benefits Individual Counseling (SBIC) helpline at 914-231-3260 or SBICS@wlsmail.org. The helpline is monitored 7 days a week; counseling can be provided by email, phone, and video

conferencing. Visit westchesterlibraries.org/sbic for more information!" Demystifying Medicare Presentations: These longer volunteer-led presentations were offered each spring and fall at member libraries. The program offers an excellent deep dive into Medicare in all its complexities. Due to the pandemic, in-person presentations were suspended. Knowing the value of this information, an audio version of the entire presentation was produced with accompanying slides and handouts and made available on the PIE wiki. Volunteer New York's RSVP program encourages and supports volunteerism among those 55 and older. The Westchester Seniors Out Speaking (WSOS) program has, for several years, been an RSVP "Station," which supports their recruitment of volunteers with our (demanding) requirements—an interest in doing a deep dive on Medicare topics, an ability to listen and educate, some core tech savvy, and a passion for helping others. A lovely write up was included in the Spring 2020 RSVP Newsletter (v.1, no.3) is an outcome of that partnership and features two WLS staff: Outreach Services Programmer Krishna Horrigan and WSOS Program Coordinator Marna Schirmer. WLS worked with the Westchester County Department of Mental Health to participate in Project Hope. This FEMA-funded Crisis Counseling Program (CCP) plans to provide direct crisis counseling services through contracted provider agencies in 12 counties across New York State, including the five boroughs of New York City, the Long Island Counties of Nassau and Suffolk, and the upstate counties of Westchester, Rockland, Dutchess, Orange, and Erie. Designed to provide emotional support and assistance to individuals adversely affected by the COVID-19 pandemic, WLS would work with five other Westchester County-based nonprofits on this program: Mount Vernon Neighborhood Health Center, Family Services of Westchester, Open Door Family Medical Center, People USA and Empress Emergency Medical Services. WLS's essential role would aim to do two things: 1. Develop and deliver educational materials and forums that help individuals and communities to learn about and discuss the impact of the pandemic on individual and community health and wellbeing. 2. Provide supportive counseling to assist community members in reviewing and assessing their current needs during this pandemic and identifying potential coping strategies, resources and services. Target audiences would be both library staff (library professionals, clerical staff, support staff) and library patrons and their communities. This program would not collect personally identifiable information. Consistent with library services, these services would be available at no charge to all members of our community. The budget and recruitment process were still under negotiation as of the end of 2020. """"""""""

14.3 Element 3: Professional Development and Continuing Education - Results

""""Professional Development: WLS staff worked on helping system and member library staff to transition to a hybrid learning/working environment. Participated in weekly updates with the member libraries to identify and address operational and training needs created by the pandemic. Continuing Education: WLS corporate partner Digital Arts Experience offered a two 3-part series of workshops starting 5/27 through 6/12. The workshops, Getting the Most out of Zoom!, completely filled to

their registration capacity of 50 participants within two hours of posting. The objective of these workshops was to help library staff learn best practices in using the Zoom platform, understanding its capabilities and deficiencies, identifying criteria to judge outside presenters using Zoom, and learning more about other available platforms for virtual communication. Director of Development Pat Brigham presented a workshop on Planning a Giving Tuesday Campaign for the Westchester Library Association (WLA) on 10/13. Attendees included Westchester member library staff and library trustees, and the presentation incorporated lessons from Ms. Brigham's fundraising experience along with resources from #Givingtuesday.org. The 2020 #givingtuesday was on 12/1. A wide variety of workshops were available to WLS and library staff on the WLS's integrated online library system (IOLS) Evergreen as well as other topics: Wikipedia, Maker Programs, vinyl cutter and 3-D printing. Although most programming transitioned to a virtual platform due to COVID, outreach programs were held for a variety of audiences throughout 2020. Adult Services: A three-session (4.5 hour) series was offered to support staff viewing and discussion of the Homeless Training Institute's Empathy-Driven Problem Solving program. Participants learned how to steer interactions with difficult patrons in a positive direction through mindset, body language, and verbal tools. A total of 94 staff have participated since the one-year subscription to this training series started in June 2019, and access to the Empathy-Based Problem Solving training remained free through May. Youth Services: Youth services meetings were held via Zoom, with the purpose of discussing strategies around summer reading and use of the READSquared website and app. READSquared is an online tool that supports patron participation in book groups and summer reading programming through features such as reviews, curated recommendations, quizzes, and challenges. These meetings were used to share their current activities and programming, discuss the merits of an online approach to summer reading, and troubleshoot issues they have had with READSquared. WLS contracted with READSquared to provide mobile app access for all member libraries to support our community focus on social distancing. The contract will run through December 2021, and any library that has already purchased the app subscription will be covered by this contract when their annual subscription expires. PROGRAMMING FOR OUTREACH AUDIENCES Job Seekers: The author of the popular Job Search Toolkit, Rebecca Mazin, was engaged to update the Toolkit, which included recorded video review of the content and job search process. The updates will also address reentry challenges and online interviewing. Prompted by the new realities of the job market, Ms. Mazin also provides mock interview practice via Zoom to support our reentry clients and other job seeking adults. Seniors with Low-Vision - Vision Labs: Due to COVID, there was a shift in priority for the Vision Labs project. Prior to the PAUSE program, planning had centered around acquisition of hardware and space. We reconnected with our contacts in low vision services to strategize how the library system can boost the new remote services offered. WLS worked with the Westchester Council of the Blind, the Lighthouse Guild, and

VISIONS to provide virtual programs for library staff and patrons alike. Youth: Outreach was made to families through the Headstart/Early Childcare agencies to make parents aware of the availability of online resources to support early literacy and to register those parents without library cards via a six-month temporary card for eResource access. The partnership with the Great Potential Program of SUNY Purchase College was maintained to promote positive youth development opportunities. With the aid of a professional job coach, four 1½-hour workshops were prepared and delivered via Zoom for Great Potential 9th & 10th Grade students from the STEAM Academy High School in Mount Vernon. The workshops were designed to encourage students' self-awareness and to introduce them to the fundamentals of how to begin paid employment/volunteer work experience searches. Included in the topics addressed were how to complete job applications, develop a resume, and sell oneself during an interview."''''

14.5 Element 5: Consulting and Development Services - Results

Cataloger Ms. Glazer utilized original cataloging to create bibliographic records for several shipments of French and Spanish language books for the Warner Library/Tarrytown and Bronxville Public Library. Original cataloging is necessary when member libraries submit requests for titles which cannot be found in OCLC's WorldCat database or supplied by vendors. All of the WLS catalogers are able to perform original cataloging of materials in all Roman alphabet languages, and Mr. Ren is able to handle Chinese and Japanese as well. Materials in other non-Roman alphabet languages, such as Korean, Hebrew, Arabic or Russian, are occasionally sent to Queens Library to be cataloged for a fee. Mr. Wray recently did this with four Korean children's books owned by Croton Free Library. Ensuring that such materials are included, and findable, in the WLS catalog is a vital service to foreign language-speaking Westchester residents. Manager of Cataloging Services Douglas Wray recently consulted with Diana Lennon, Head of Adult Services at Ossining Public Library. Ossining Public Library is undergoing a collections diversity audit, and Ms. Lennon inquired about the best way to find "diversity"-related materials in their collection. Mr. Wray suggested and explained the subject headings that would support them in their efforts.

14.6 Element 6: Coordinated Services - Results

''''WLS underwent three IT audits—Operations, Virtual Desk Infrastructure (VDI) and Network services. The final reports were received and a WLS IT Audit Group was formed to work with the Public Library Directors Association (PLDA) in reviewing the results and formulating an action plan to address recommendations. The WLS IT Audit Working Group and WLS IT developed library interaction scenarios as part of the process of drafting an ILS Service Level Agreement (SLA) with each member library as recommended by the IT auditors. These scenarios were created to help libraries understand all the service provider relationships that WLS IT and the library may have going forward, which will be outlined in future SLA drafts. The overall goal is to create a more customer-oriented technology environment that will provide additional security and stability, while also providing the member

libraries with more flexibility to decide what services they would like to obtain from WLS or a third-party vendor. Multiple sessions to review the SLA were held over several days, and the response was positive for the supportable options which WLS IT can offer. By the end of 2020, the draft SLA was in the final review stages and being prepared for legal review. IT staff continued to follow-up on recommendations from the vendor and independent auditor regarding VDI. Numerous settings were adjusted to achieve greater speed and better connectivity. To further enhance this service, hardware upgrades were explored and information gathered regarding pricing and other details related to the equipment. The IT staff was engaged in ongoing efforts with VMware and Nutanix to maintain and support the network environment and support helpdesk requests for assistance as follows: VDI: Profile modifications were performed on a library-by-library basis during the closures. These changes should help address some of the slow login concerns. ILS: Internal discussions began about upgrading Evergreen from version 3.2 to version 3.4. There are many features in the newer version which would help resolve some of the problems that currently frustrate staff. WLS IT responded to patrons' library card access requests during the current closure. Capira Mobile worked on an update to the WLS App. A notification about the COVID-19 library status was included on a recent update. Network: WLS IT was whitelisting to allow member library staff access to VDI. The acquisition and installation of the SonicWALL firewall allowed for better security measures and improved the access to VDI for member library and WLS staff. Microsoft Office 365 is being tested by IT staff, with the goal of upgrading all member library and WLS staff to this platform in the near future. Help Desk: WLS IT responded to a higher-than-usual number of requests, even though all support was provided through email and phone communication. The IT Department identified and purchased a new Help Desk solution system. This system better supports the needs of the member libraries and provides metrics that gauge success—the top priority identified for a new system. After multiple rounds of interviews and demonstrations, the vendor chosen was Solar Winds. There were several factors that played a role in the selection. Department staff provided feedback and felt that SolarWinds provides a simpler but more useful system for both IT staff and library staff. Their integration knowledge base was a key factor in the decision, which would allow library staff to obtain answers to their queries quicker than other products. SolarWinds is also one of the recommendations provided during the WLS IT audits. The PLDA Technology Committee was presented a demonstration of the product and provided positive feedback as well. The new Online Bill Pay service was tested and deployed and will allow patrons to pay fines online. The Harrison Central School District and the Chappaqua Central School District made the OverDrive Sora app available to their students—27 schools and school districts were added as Sora sites in 2020. Through Sora, students from participating school districts can access and borrow from their school's OverDrive ebooks and audiobooks collection and the WLS member libraries' juvenile and young adult digital collections. Students can easily log

into the WLS member libraries' digital collections using only their school credentials/student ID. Member libraries can view the monthly usage of materials through the Sora app in the OverDrive usage reports. The Southern Westchester, Northern Westchester/Putnam and Yonkers BOCES School Library Systems are partners in this initiative. The IT Department worked on many issues during the chaotic time dealing with COVID and library closings. One of the projects was the library computer replacement to update machines to the Windows 10 operating system. The Department also worked with the Scarsdale Public Library to help with the re-opening of their newly renovated building. The library was used as a pilot site for new networking concepts and a new wireless system and acted as a performance guide for ideas of future WLS IT support services. ""

14.7 Element 7: Awareness and Advocacy - Results

The public library system directors worked with New York Library Association (NYLA) to advocate for a clearly defined, statewide approach to reopening library buildings and starting up services such as curbside delivery. Recent discussions have been held with the Empire State Development and NYS Lieutenant Governor Kathy Hochul to advocate on behalf of public libraries. Karen LaRocca-Fels and Dr. Kirchner attended a virtual meeting of the Regents Advisory Council on Libraries that focused on public library reopening plans and how the library community can work together to support successful reopening. A list of resources related to reopening library buildings was made available on the IT wiki. In an active year of politics at the local, state and federal levels, the member libraries and WLS helped promote the vote through our efforts to encourage and support voter registration, to work with nonpartisan organizations like the League of Women Voters to provide opportunities for our communities to learn about candidates' positions, and in many cases to serve as a polling site. The voting rate this year was at an all-time high, and the member libraries and WLS played an important role in supporting democracy. Advocacy efforts were done virtually and much information was shared via the WLS website and social media about library services available during COVID-19 and other valuable resources.

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

WLS's 61st Annual Meeting was also held virtually for the first time via Zoom on 11/19. It was the perfect opportunity to thank and applaud all of the WLS staff and Westchester library staff for how well they adapted to and flourished in our new environment by finding creative approaches to ensure that the people in Westchester County have access to materials, programs and services. A lot of hard work helped reduce the social isolation, fear and loss that individuals experienced during the pandemic. Even in Westchester, we were reminded that there is a large digital divide that limits who has access to the Internet. WLS and the member libraries found ways to expand WiFi connections and circulate hotspots and Chromebooks, while also helping those with a smart phone to better understand how to use the device to connect to the apps that would serve them best. Internally, WLS and the Public Library Directors Association (PLDA) worked together to craft the future road of IT services. Three audits were completed to review

overall operations, the network and the VDI environment. Feedback from these audits has been invaluable, along with guidance from PLDA and the WLS Board, to create a more customer-oriented technology environment that will provide additional security and stability, while also providing the member libraries with more flexibility to decide what services they would like to obtain from WLS or a third party vendor. A strong, reliable and affordable technology infrastructure is key to the ongoing success of the member libraries and WLS.

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

Access to Justice Initiative WLS worked with the County's 9th Judicial District on the Westchester County's Access to Justice Initiative, which focuses on providing easier access to legal resources, services and support for individuals faced with civil court matters. The planned pilot project was to use meeting rooms at the member libraries as a physical location for pro se litigants who do not have access to personal home computer equipment to have virtual access to information and support regarding their civil court issues. As a result of the COVID-19 pandemic and with court houses being limited for in-person operations (with the exception of essential matters) and the inaccessibility to computer access, the distribution of information regarding civil court issues was greatly limited. The communities most affected are those of color and those economically disadvantaged. The Judicial District turned to various houses of worship, who during the pandemic are still considered essential services, to establish safe-haven sub hubs. Operating on an appointment schedule, the convenience of a congregation's availability was a good fit. Below is a brief description of a host site's responsibilities: Services offered at participating sites: • Access to a private area to conduct the pro se litigants' request for services (e.g., filing divorce papers, etc.) • Availability of a congregation point person to direct and assist the pro se litigant in familiarizing themselves with the equipment and private area • Access to a telephone to contact pro bono assistance in the understanding of the filing of court forms and papers. Equipment to be provided at participating sites: • Computer workstation or laptop • Web camera speakers/microphone as part of computer/laptop or as separate devices • Internet Access • Telephone • Printer • Scanner • Schedule of room availability Westchester libraries were encouraged to explore the possibility of assisting with this initiative that is aligned with the mission of many libraries. This program would help to alleviate the barriers of digital access and financial costs of legal support that make it difficult for many individuals to successfully navigate through the civil court system. The project was placed on hold due to the spike in COVID cases and ensuing library restrictions on onsite activities. A virtual visit and orientation to the Supreme Court Law Library was developed as a professional development/educational opportunity for member library staff to learn about what legal resources and services are available to support local reference activities and to encourage patron referrals to the free services provided by the Supreme Court Law Library. New York Library Association (NYLA) Annual Conference The New York Library Association (NYLA) held its first virtual Annual Conference from November 5-6, with the theme of Strengthening Our Core. The

conference was well attended, and a number of WLS Trustees participated. Jennifer Brown, Executive Director of The Field Library in Peekskill, and Terry Kirchner, WLS Executive Director, gave a presentation on Leading the Library through Turbulent Times. The key objectives covered the following: • Help attendees better understand how work style influences reactions to change; • Identify typical responses to change; • Encourage use of Bridges' Transitions model to frame conversations about change; and • Explore strategies to help oneself and others better manage the change process. The presentation slides were posted to the WLS website as part of the online WLS Trustee Manual that is currently being organized.

14.10 Element 10: Construction - Results

A total of 16 applications were received from 15 libraries for the 2020-2021 grant cycle. All of the applications were found to meet the criteria established for the Construction Grants as required by NYS Commissioner's Regulations. The PLDA Grants Committee was made up of Chair Patricia Perito, Director of Town of Pelham Public Library; Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem); Angela Groth, Director of Ardsley Public Library; Greg Wirszyla, Director of Bronxville Public Library; Cindy Rubino, Director of Lewisboro Library; and Robin Lettieri, Director of Port Chester-Rye Brook Public Library, along with Elise Burke and Terry Kirchner from WLS. All applications were reviewed and award recommendations were submitted. This year's allotment to WLS=\$654,899; Total Project Cost for all applications=\$1,727,701; the Cost of the Submitted Projects= \$1,605,033; and the Total Requested Award Amounts=\$1,013,485. The WLS Board approved the recommendations in September and all applications were submitted to Albany for their October deadline. Lauren Moore, Assistant Commissioner for Libraries and New York State Librarian, announced that Chapter 120 of the Laws of 2020 was signed into law by the Governor on June 17, 2020. This new law amends Education Law 273-a State Aid for Library Construction to extend the statutory project deadlines for certain projects for twelve months. We thanked our Westchester Representatives for their role in sponsoring and supporting this legislation: Senators Shelley Mayer [37th District] and David Carlucci [38th District] as well as NYS Assembly Members Amy Paulin [88th District]; Tom Abinanti [92nd District]; David Buchwald [93rd District]; Sandy Galef [95th District]; and Steve Otis [91st District]. Normally, NYS Public Library Construction Aid projects have a three-year cycle. Those funded in the State's FY 2017/2018 [Project numbers starting 0386-18-XXXX] had a statutory project completion date of June 30, 2020—with no access to any extension by law. Due to the unanticipated delays caused by COVID-19, many libraries could not complete all of their project activities by that date. In addition, libraries with projects funded in the State's FY 2018/2019 [Projects numbers starting 0386-19-XXXX] were also experiencing delays in their completion timelines. While this program cycle had an option to extend the completion date to June 30, 2022, this amendment provided an additional twelve months to complete all construction project activities.

- 14.11 Element 11: Central Library - Resources for Central Library activities continued to be supported in 2020. WLS has continued to gather statistics and work with the PLDA eContent & Central Library Committee to evaluate products and services.
- 14.12 Element 12: Direct Access - Results The current WLS Free Direct Access Plan approved in 2016 remains active.
- 14.13 Element 13: Other Goal(s) - Results ""On 3/17, WLS Headquarters closed due to the Coronavirus (COVID-19) pandemic, following the directives given from NYS Governor Andrew Cuomo. WLS staff worked remotely from their homes, with a few staff members reporting to our Headquarters for brief periods of time to complete tasks that need to be done at the office. Weekly manager and staff meetings were scheduled and were a good way to connect with each other. WLS assisted with disseminating information about the various directives being received from NYS and how libraries fit, which was not always clear, especially at the beginning. In mid-April, a brief survey was emailed to the member library directors to help WLS understand activities to be implemented, such as curbside pickup and home delivery services as well as extension of the range of virtual services. The results of the survey helped WLS to facilitate online discussions among small, medium and large libraries about reopening/restarting services and to share ideas about necessary immediate, short-term and long-term strategies for topics such as: length of time to quarantine returned materials, fine free amnesty, creating pick-up and return services that support social distancing, best way to support vulnerable populations, and best strategies for maintaining physical distance and sanitary conditions for staff and public computer workstations. Notes from these three sessions were compiled, along with related resources, and posted on the WLS IT wiki. COVID-19 Minigrants: Every member library was invited to submit a request for up to \$2,000 to support a library solution that will meet the needs of patrons and/or staff during and immediately after the COVID-19 pandemic. The grants were not limited to patron engagement programs and could be used to purchase additional equipment to help staff address the new workflows or attend professional development programs as well as for strategic planning consultations for re-opening and adjusting to the "new normal" in providing services to the public. The following Minigrants were approved: Library Amount Description Briarcliff Manor \$1,200 6 Chromebook laptops for remote working staff Port Chester-Rye Brook \$2,000 Digital content and virtual programming Eastchester \$2,000 Public safety tools for reopening Hendrick Hudson \$1,200 Acorn TV subscription and titles Warner (Tarrytown) \$915 Zoom subscription and programming Mamaroneck \$2,000 additional e-titles for youth Ossining \$2,000 outreach for patrons without digital access Greenburgh \$1,200 LibAnswers White Plains \$2,000 10 Laptops specifically for staff Mount Pleasant \$2,000 virtual programming and staff connectivity Harrison \$1,895 Virtual programming Bedford Village \$2,000 Additional e-titles for youth Lewisboro \$2,000 Additional e-titles for youth WLS purchased additional e-Content to meet the demand. Below is a table of the increased usage from 2019 to 2020. CY 2019 CY2020 Comics Plus: 1,231 1,792 Freading 2,359

3,668 Freegal 91,605 90,568 hoopla Audiobook 43,031 54,255
hoopla Comics 7,238 13,736 hoopla eBook 24,078 46,830 hoopla
Movie 10,030 18,038 hoopla Music 6,584 7,477 hoopla TV 5,612
15,601 OverDrive Audiobook 184,079 282,214 OverDrive eBook
392,581 808,106 OverDrive Magazine (issues) --- 1,443 OverDrive
Music --- --- OverDrive Video 301 565 Kanopy (play credits)
33,124 71,387 PressReader (issues) 33,147 50,460 RB digital
7,590 3,822 Total Boox 3,833 --- Tumblebooks 14,698 18,955
861,121 1,488,917 Percent of Change 72.90% 2020 Census: The
efforts to promote and support the 2020 Census in the virtual world
through the library community proved successful. The response
rates in every community were on the rise. The Census timeline for
self-reporting activities was extended to 10/31/20, which provided
WLS and member libraries with even more opportunities to
educate communities about the 2020 Census and to encourage
households to respond. The Westchester Counts website continued
to provide Census updates and new promotional materials to
support libraries' Census-related activities. Dana Hysell-Alongi and
Joe Maurantonio offered Census Chat video meetings (using
Zoom) for library directors and staff and shared updated timeline
information, videos, images, county response rates and innovative
ways of connecting with patrons. Additionally, Ms. Hysell-Alongi
monitored library and community social media (Facebook, Twitter
and Instagram) to ensure that Census-related conversations took
place. Several meetings were attended of the Westchester County
Complete Count Committee and with local non-profit leaders to
offer support and ideas toward encouraging community completion
of the 2020 Census. Although the pandemic presented a significant
challenge, the positive response rates in many Westchester areas
was encouraging. Ms. Hysell Alongi was also a presenter in a
library panel entitled, How Libraries Are Updating their Complete
Count Efforts During a Pandemic, hosted by Metropolitan New
York Library Council, alongside representatives from the US
Census Bureau, New York Public Library, Brooklyn Public
Library, and Queens Public Library. Our efforts to support Census
2020 were a big success, even though the original plan for
achieving a successful Census self-report initiative in Westchester
was designed around public computers and physical spaces of the
libraries. By switching gears to a new digital strategy and working
together, WLS and the member libraries helped Westchester
County exceed its 2010 self-response rate by 1.4%--reaching a
county-wide rate of 69.3%. COVID-19 highlighted disparities that
can happen with regard to digital access. Even though technology
is being provided, sometimes students cannot connect to that
equipment due to lack of internet access in the home. Those who
go to a library location for their connectivity (e.g., students, those
in shelters or seniors) now have limited access if at all. WLS
worked with other non-profit community partners to better
understand the needs of the County's citizens who have no Internet
access to gain a better idea of how this affects communities and if
WLS can provide assistance to help the member libraries to play a
role in filling this gap. WLS worked with the Mount Kisco Public
Library to help one of their local families with a young child to
gain Internet access. Existing WLS MiFi (Jetpack) were available

on a short term basis to help the family until the school system was able to supply them with a device. This library and several others have identified this situation as becoming more commonplace. Battle of the Books competition scheduled for 10/24/20 was cancelled due to COVID-19. The decision was driven by the potential restrictions of hosting a large gathering of over 300 individuals. """"""

15. Current system URL's

| | | |
|------|---------------------------------|---|
| 15.1 | System Home Page URL | https://www.westchesterlibraries.org |
| 15.2 | URL of Current List of Members | https://www.westchesterlibraries.org/about-wls/member-libraries/list-of-member-libraries/ |
| 15.3 | URL of Current Governing Bylaws | https://www.westchesterlibraries.org/wp-content/files/wls-board/WLS_Bylaws_Apprvd20210126.pdf |
| 15.4 | URL of Evaluation Form | N/A |
| 15.5 | URL of Evaluation Results | N/A |
| 15.6 | URL of Central Library Plan | https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/Central_Library_Plan_of_Service_2017-2021_Final.pdf |
| 15.7 | URL of Direct Access Plan | https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Free_Direct_Access_Plan_2016.pdf |

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

| | | |
|------|---|------------|
| 16.4 | The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) | 04/30/2021 |
|------|---|------------|

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

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

Suggested Improvements

Library System Westchester Library System

Name of Person Completing Form Elise Burke

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

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!

Westchester Library System

Annual Report for Library Systems - 2020 (Public Library Systems 2020)

1. General System Information

- 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.
- 1.49 **Note:** WLS Headquarters was closed as of 3/17/2020 due to COVID-19 and re-opened to a limited number of staff as of 7/1/2020. Most programming was switched to a virtual platform with staff working remotely where possible.

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

Repeating Group 12

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).
- Note:** Ms. Bober filled a vacancy from Alex Payan, who resigned back in May 2018. The position remained vacant until Ms. Bober was appointed in January 2020.

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

- 4.6 Use of Electronic Material
- Note:** In-house training sessions were not held at the WLS Headquarters due to COVID-19, so there was no use of electronic materials during these sessions.

- 4.7 Successful Retrieval of Electronic Information **Note:** In-house training sessions were not held at the WLS Headquarters due to COVID-19, so there was no retrieval of electronic information during these sessions.
- 4.17 Local Electronic Collections **Note:** In 2020, a number of databases were discontinued and more focus was put on e-books and other content available thru OverDrive.

5. System Services

- 5.25 Total items provided (loaned) **Note:** Loan activity was suspended in 2020.
- 5.27 Total requests provided (loaned) unfilled **Note:** Loan activity was suspended in 2020.
- 5.31 Number of stops (pick-up and delivery sites per week) **Note:** Service was suspended from 3/17/20-6/30/20 and resumed as of 7/1/20. A total of 1,089,630 total items were routed systemwide in 2020, with 576,610 of those items were generated from holds placed online.

Repeating Group 1

1. Service provided **Note:** Resilience Coalition Events with a total of 11 sessions and 144 participants.

Repeating Group 2

1. Service provided **Note:** Various programs provided as follows: Cybersecurity education [11 sessions; 59 participants] Read Better [520 sessions; 62 unique participants]

Repeating Group 3

1. Service provided **Note:** Westchester Seniors Out Speaking (WSOS), Senior Benefit Information Counseling (SBIC) and other outreach programming provided as follows: WSOS Community Presentations [85 sessions; 3,832 participants] SBIC Counseling [576 participants] Other Outreach Programming [12 sessions; 347 participants]

Repeating Group 4

1. Service provided **Note:** Breath Body Mind (BBM) programming at nursing homes provided [30 sessions; 72 participants]

Repeating Group 5

1. Service provided **Note:** Showings of the film, Resilience [32 sessions; 585 participants]

Repeating Group 6

1. Service provided **Note:** Breath Body Mind (BMM) programming for the general public [43 events; 588 participants]

Repeating Group 7

1. Service provided **Note:** Youth Workforce Development workshops [6 sessions; 90 participants]

Repeating Group 8

1. Service provided **Note:** WEBS provided career & educational counseling as follows: Individual Career Counseling [76 sessions] Group Career Counseling [25 sessions; 315 participants] Career Workshops & PIE Presentation [8 sessions; 121 participants] Training for Counselors [17 sessions; 74 participants]

5A. COVID

- CV3 Did the library system allow users to **Note:** We uploaded an online form that people could complete and return to the WLS Headquarters by mail.

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

6. Operating Funds Receipts

6.60 **BUDGET LOANS** **Note:** This represents funds for PPP -- the money was received in 2020 but the loan was not forgiven in 2020. The process is underway and expected in 2021.

7. Operating Fund Disbursements

7.44 Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided. **Note:** BREAKDOWN OF PROFESSIONAL/CONSULTING FEES Vendor Total Breath, Body, Mind LLC: \$17,500 Cecilia Beach: \$500 Crow Calls: \$1,300 PB Initiatives LLC: \$1,394 Angel Brana: \$500 Nancy Coradin: \$2,500 Dell Marketing: \$27,015 Elaine Dreyer: \$5,165 Equinox Open Library Initiative: \$3,988 Richard Faria: \$1,300 Full Deck Design: \$4,530 Shira Gordon: \$1,215 Regina King: \$874 Linda Lentini: \$1,300 Allison Lopez: \$1,500 Rebecca Mazin: \$25,600 Medicare Rights Center: \$9,500 Compufit LLC: \$77,804 Maria Montuori-Riffel: \$7,860 Cathryn Ann Fleuchous: \$4,815 Queens Library: \$1,000 Barbara Shulman: \$3,106 Systems Technology Group: \$1,650 Tel/Logic Inc: \$22,000 Tierpoint LLC: \$20,310 USI Consulting: \$6,625 Edgarda Zordan: \$1,050 Dorfman, Abrams, Music LLC: \$16,611 CBIZ, Inc.: \$54,400 Custom Computer Specialists: \$60,543 NYS Dept. of Law: \$275 Criminal Watchdog: \$701 Indeed.com: \$142 TOTAL \$384,753

7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. **Note:** BREAKDOWN OF MEMBERSHIP DUES American Library Association (ALA): \$372 Association of Fundraising Professionals (AFP): \$325 Library Trustees Association (LTA): \$425 Metropolitan New York Library Counsel (METRO): \$6,747 Nonprofit Westchester (NPW): \$2,500 Public Library Directors Association (PLDA): \$40 Public Library System Directors Organization (PULISDO): \$400 Society for Human Resource Management (SHRM): \$219 Westchester Women's Agenda: \$200 WLA: \$300 Total: \$11,528

Repeating Group 5

1. Expense category **Note:** This covers the following Miscellaneous Expenses: WLS Archives Storage: \$810 WLS Staff Incentives: \$1,034 Miscellaneous Delivery Expense: \$2,422 Miscellaneous Fees: \$2,618 Total: \$6,884

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

12. Projected Annual Budget For Library Systems

No Notes

13. State Formula Aid Disbursements

Repeating Group 3

1. Expenditure Category **Note:** Professional Development Expenses

Repeating Group 5

1. Expenditure Category **Note:** Publicity

Repeating Group 8

1. Expenditure Category **Note:** Insurance & miscellaneous building maintenance

Repeating Group 9

1. Expenditure Category **Note:** Miscellaneous Operating Expense

Repeating Group 10

1. Expenditure Category **Note:** Auditor, accounting & legal services

Repeating Group 2

1. Expenditure Category **Note:** Postage

Repeating Group 3

1. Expenditure Category **Note:** Meeting/Event/Program Supplies

Repeating Group 4

1. Expenditure Category **Note:** Supplies with a unit cost of under \$5,000

Repeating Group 1

2. Provider of Services **Note:** Electronic content vendors and product: Overdrive: \$1,671 Pressreader: \$32,000 WALDO/Mergent: \$27,431 Lynda.com: \$27,500 EBSCO/Learning Express; Job & Career Accelerator: \$60,046 Hoopla-non-fiction & foreign language materials: \$85,172

Repeating Group 2

2. Provider of Services **Note:** Training

Repeating Group 2

1. Expenditure Category **Note:** Registration for professional development programs

Repeating Group 4

1. Expenditure Category **Note:** Advertising

Repeating Group 1

1. Expenditure Category **Note:** News for You

Repeating Group 1

2. Provider of Services **Note:** For LibGuides

14. Summary of Library System Accomplishments

No Notes

15. Current system URL's

No Notes

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes