WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 25, 2023 – Approved May 30, 2023

REGULAR MEETING

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

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

Board Members absent: Wes Iwanski

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

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

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

MINUTES

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

FINANCIAL REPORTS

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

ACTION ITEM

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

PRESIDENT'S REPORT

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

COMMITTEE REPORTS

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

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

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

EXECUTIVE DIRECTOR'S REPORT

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

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

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

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

PLDA LIASON'S REPORT

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

- PLDA met in-person on April 20, 2023, at the John C. Hart Memorial Library. PLDA will meet in person four times a year.

- The PLDA E-Content Committee is exploring the possibility of systemwide purchases for additional products.

- WLS is exploring the costs of a systemwide partnership with the American Heart Association to provide blood pressure monitors that could be loaned out at participating libraries.

- Happy National Library Week!

NEW BUSINESS

Mr. Cartolano inquired about the audit cycles for IT.

ADJOURNMENT

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

Respectively submitted,

Andrea Zuckerman Bober

Andrea Zuckerman Bober
Secretary

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

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

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

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

HIGHLIGHTS OF THE 2022 WLS SYSTEM ANNUAL REPORT

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

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

1. General System Information

System/Director Information

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

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

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

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

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

1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(914) 674-3600
1.15	Fax Number (enter 10 digits only)	(914) 674-4185
1.16	System Home Page URL	www.westchesterlibraries.org
1.17	URL of the system's complete Plan of Service	https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLApprvd-2021-1022.pdf
1.18	Population Chartered to Serve (2020 Census)	1,004,457
1.19	Area Chartered to Serve (square miles)	431
1.20	Federal Employer Identification Number	131882114
1.21	County	Westchester
1.22	County (Counties) Served	Westchester
1.23	School District	Elmsford Union Free School District
1.24	First Name of System Director	Terry L
1.25	Last Name of System Director	Kirchner
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	24140
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(914) 231-3223
1.32	E-Mail Address of the System Director	tkirchner@wlsmail.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(914) 674-4185
1.34	Name of Outreach Coordinator	Elena Falcone

Contracts/Unusual Circumstances

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

1.   Name of Contracting Municipality or   N/A
District

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

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

4.   Dollar amount of contract   N/A

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

1.49   For the reporting year, has the system   N
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.

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

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

1.51   President/CEO Phone Number

1.52   President/CEO Email

2. Personnel Information

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

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

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

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

2.10   Librarians - Filled Position(s) FTE   9

2.11   Librarians - Vacant Position(s) FTE   0

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

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

2.14   Total Certified Librarians - Filled   11.00
Position(s) FTE (total questions 2.4 + 2.10 + 2.12)

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

2.16   Total Other Professional Staff - Filled   4
Position(s) FTE

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

2.18   Total Other Staff - Filled Position(s) FTE 16.75

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

2.20   Total Paid Staff - Filled Position(s) FTE   31.75
(total questions 2.14 + 2.16 + 2.18)

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

SALARY INFORMATION

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

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

2.24   System Director FTE   1

2.25   System Director Current Annual Salary $210,628

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

| 3.9 | Number of member libraries. Do not include branches. | 38 |

| 3.15 | Main Library/System Headquarters | 1 |

| 3.16 | Indicate the year the system building was initially constructed | N/A |

| 3.17 | Indicate the year the system building underwent a major renovation costing $25,000 or more | N/A |

| 3.18 | Square footage of the system building | 14,237 |

| 3.19 | Branches of the Library System | 0 |

| 3.20 | Bookmobiles | 0 |

| 3.21 | Reading Centers | 0 |

| 3.22 | Other Outlets | 0 |

| 3.23 | Total Public Service Outlets (total questions 3.15, 3.19 through 3.22) | 1 |

| 3.24 | Name of Central Library/Co-Central Libraries | Mount Vernon Public Library |

BOARD/COUNCIL MEETINGS

| 3.25 | Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year | 9 |

| 3.26 | Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report. | 15 |

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

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

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

SYSTEM BOARD/COUNCIL

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

President/Council Chair

3.29	Status	Filled
3.30	First Name	Karen
3.31	Last Name	Zevin
3.32	Institutional Affiliation	N/A
3.33	Professional Title	Retired
3.34	Mailing Address	176 Cleveland Drive
3.35	City	Croton-on-Hudson
3.36	Zip Code (enter five digits only)	10520
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(914) 271-1193
3.38	E-mail Address	wlsdistrict01@wlsmail.org
3.39	Term Begins - Month	January
3.40	Term Begins - Year (yyyy)	2022
3.41	Term Expires - Month or N/A	December
3.42	Term Expires - Year (YYYY) or N/A	2026
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	1/29/2022
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/03/2022
3.46	Is this a brand new trustee?	N

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

1.	Status	Filled
2.	First Name	Jonathan
3.	Last Name	Marshall
4.	Institutional Affiliation	JM Media Sales
5.	Professional Title	Owner
6.	Mailing Address	289 South Broadway #C
7.	City	Tarrytown
8.	Zip Code (enter five digits only)	10591
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2018
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2022
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/30/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2018
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Catherine
3.	Last Name	Draper
4.	Institutional Affiliation	NYS Assembly, Amy Paulin, 88th District
5.	Professional Title	Legislative Aide, part-time

6.   Mailing Address   1385 Roosevelt Avenue

7.   City   Pelham

8.   Zip Code (enter five digits only)   10803

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2018

11.   Term Expires - Month or N/A   December

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

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

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Karen

3.   Last Name   Kelley

4.   Institutional Affiliation   N/A

5.   Professional Title   Retired

6.   Mailing Address   46 Roma Orchard Road

7.   City   Peekskill

8.   Zip Code (enter five digits only)   10566

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2018

11.   Term Expires - Month or N/A   December

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

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

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Edris

3.   Last Name   Scherer

4.   Institutional Affiliation   Scherer TV & AC

5.   Professional Title   Vice President & CFO

6.   Mailing Address   7 Great Oaks Lane

7.   City   North Salem

8.   Zip Code (enter five digits only)   10560

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2019

11.   Term Expires - Month or N/A   December

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

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

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Maureen

3.   Last Name   LeBlanc

4.   Institutional Affiliation   LeBlanc Orthodontic

5.   Professional Title   Office Manager

6.   Mailing Address   10 Overlook Terrace

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Wes

3.   Last Name   Iwanski

4.   Institutional Affiliation   Downtown Travel

5.   Professional Title   Vice President of Technology

6.   Mailing Address   9 Genessee Trail

7.   City   Harrison

8.   Zip Code (enter five digits only)   10528

9.   Term Begins - Month   January

10.   Term Begins - Year (yyyy)   2020

11.   Term Expires - Month or N/A   December

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

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

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

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

16.   Is this a brand new trustee?   N

1.   Status   Filled

2.   First Name   Joseph

3.   Last Name   Puglia

4.   Institutional Affiliation   N/A

5.   Professional Title   Retired

6.   Mailing Address   59 Avondale Road

7.   City   Yonkers

8.   Zip Code (enter five digits only)   10710

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

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

10.   Term Begins - Year (yyyy)

11.   Term Expires - Month or N/A

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

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

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

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

16.   Is this a brand new trustee?

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

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

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

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

14.   The date the trustee took the Oath of   09/27/2022
Office (mm/dd/yyyy)

15.   The date the Oath of Office was filed   10/21/2022
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   Y

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

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

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

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

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

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

5.	Professional Title	First Deputy Commissioner, Westchesster Department of Corrections

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

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

Borrowers/Visits/Circulation/Holdings

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

CIRCULATION

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

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	121
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	0
4.14	All Other Print Materials Holdings	0

4.15   Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)   121

4.16	Electronic Books	132,096
4.17	Local Electronic Collections	8
4.18	Total Number of NOVELNY Databases	15

4.19   Total Electronic Collections (Total questions 4.16 + 4.17)   132,104

4.20	Audio - Downloadable Units	34,457
4.21	Video - Downloadable Units	2,218

4.22   Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)   4,428

4.23   Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)   173,222

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	10
4.25	Video - Physical Units	0
4.26	Other Non-Electronic Materials	28

4.27   Total Other Materials Holdings (Total questions 4.24 through 4.26)   38

4.28   Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)   173,381

ROTATING COLLECTIONS/BOOK LOANS

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

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

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

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

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

5.3	Identify ILS system vendor	Evergreen
5.4	How many member libraries fully participate in the ILS?	38
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	38

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

| a. | ILS shared with other library systems | No |

| b. | ILS software permits patron-initiated ILL | Yes |
| c. | ILL feature implemented and used | Yes |

5.8	Number of titles in the ILS bibliographic database	946,655
5.9	Number of new titles added by the system in the reporting year	30
5.10	Number of Central Library Aid titles added in the reporting year	0
5.11	Number of new titles added by the members in the reporting year	41,372
5.12	Total new titles (total questions 5.9 through 5.11)	41,402

Catalog

UNION CATALOG OF RESOURCES

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

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

a.	Print	No
b.	Disc	No
c.	Online (virtual catalog)	Yes

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

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

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

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

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

UNION LIST OF SERIALS

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

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

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

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25   Total items provided (loaned)   4,849

5.26   Total items received (borrowed)   4,980

5.27   Total requests provided (loaned) unfilled 1,165

5.28   Total requests received (borrowed)   434
unfilled

5.29   Total interlibrary loan activity (total   11,428
questions 5.25 through 5.28)

DELIVERY

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

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

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

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

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	0
5.33	Number of participants	0

Continuing Education Cont.

Technology

5.34	Number of sessions	112
5.35	Number of participants	507

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	0
5.39	Number of participants	0

Management & Supervisory

5.40	Number of sessions	0
5.41	Number of participants	0

Planning and Evaluation

5.42	Number of sessions	0
5.43	Number of participants	0

Awareness and Advocacy

5.44	Number of sessions	5
5.45	Number of participants	109

Trustee/Council Training

5.46	Number of sessions	4
5.47	Number of participants	112

Special Client Populations

5.48	Number of sessions	0
5.49	Number of participants	0

Children's Services/Birth to Kindergarten

5.50	Number of sessions	0
5.51	Number of participants	0

Children's Services/Elementary Grade Levels

5.52	Number of sessions	6
5.53	Number of participants	79

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	62
5.55	Number of participants	177

General Adult Services

5.56	Number of sessions	38
5.57	Number of participants	704

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

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

5.59   **Grand Total Sessions** (total questions   234
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   1,758
questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45,
5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of
question #3 of Repeating Group #5)

5.61   Do library system staff and/or trustees   Y
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?

Coordinated Services/Consulting/Reference

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

5.63   Consulting with member libraries and/or branches on grants, and state and federal funding   Y

5.64   Consulting with member libraries and/or branches on funding and governance   Y

5.65   Consulting with member libraries and/or branches on charter and registration work   Y

5.66   Consulting with member libraries and/or branches on automation and technology   Y

5.67   Consulting with member libraries and/or branches on youth services   Y

5.68   Consulting with member libraries and/or branches on adult services   Y

5.69   Consulting with member libraries and/or branches on physical plant needs   Y

5.70   Consulting with member libraries and/or branches on personnel and management issues   Y

5.71   Consulting with state and county correctional facilities   Y

5.72   Providing information to local, county,   Y
and state legislators and their staffs

5.73   Providing system and member library   Y
information to the media

5.74   Providing website development and   Y
maintenance for member libraries

5.75   Other Consulting and Technical   Y
Assistance Services not listed above - Add Note

REFERENCE SERVICES

5.76   Total Reference Transactions   0

Special Clients/Fees

SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)

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

a.   Services for patrons with disabilities   Yes

b.   Services for patrons who are   No
educationally disadvantaged

c.   Services for patrons who are aged   Yes

d.   Services for patrons who are   No
geographically isolated

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

f.   Services to patrons who are   No
institutions

g.   Services for unemployed and   Yes
underemployed individuals

i.   N/A   No

5.78   Number of BOOKS BY MAIL loans   0

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

5.80   Number of State Correctional Facilities 3
libraries served

5.81   Number of County Jails libraries served 1

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

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

1.	Service provided	Service to Outreach Partners
2.	Number of facilities/institutions served	N/A
1.	Service provided	Service Advocacy (attending other agencies' events to represent library services)
2.	Number of facilities/institutions served	
1.	Service provided	Mental Health Programming / Breath Body Mind (BBM)
2.	Number of facilities/institutions served	
1.	Service provided	Westchester Seniors Out Speaking (WSOS)
2.	Number of facilities/institutions served	
1.	Service provided	Reentry Information Services
2.	Number of facilities/institutions served	
1.	Service provided	Reentry Resource Reviews
2.	Number of facilities/institutions served	
1.	Service provided	Youth Workforce Development
2.	Number of facilities/institutions served	
1.	Service provided	Senior Law Day Collaborative Website Inquiries
2.	Number of facilities/institutions served	
1.	Service provided	Senior Law Day Collaborative Consultations
2.	Number of facilities/institutions served	
1.	Service provided	Senior Law Day Collaborative Live Webinars
2.	Number of facilities/institutions served	

1.	Service provided	HSE Connect!
2.	Number of facilities/institutions served	

1.	Service provided	Read Better
2.	Number of facilities/institutions served	

1.	Service provided	Career Coaching Services - Seminars
2.	Number of facilities/institutions served	

1.	Service provided	Career Coaching Services - Workshops
2.	Number of facilities/institutions served	

5.84	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85.	Y
5.85	Description of fees	Most programs are free to participants, but occasionally WLS will ask for reimbursement of materials.

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? 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	$1,176,672
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y

6.2	Total County Funding	$1,176,672
6.3	All Other Local Public Funds	$0

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

STATE AID RECEIPTS - arranged in alphabetical order

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

State Aid

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

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

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

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

1.   Funding Source   N/A

2.   Amount   N/A

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

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

FEDERAL AID

6.45   Library Services and Technology Act $0
(LSTA)

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

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

1.   Funding Source   ARPA

2.   Amount $179,869

Federal Aid/Contracts

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

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

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

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

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

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

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

MISCELLANEOUS RECEIPTS

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

6.53   Income from Investments $9,150

Miscellaneous

Proceeds from Sale of Property

6.54   Real Property $0

6.55   Equipment $0

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

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

1.	Receipt category	Movie Licensing
2.	Amount	$3,335
1.	Receipt category	Westchester Seniors Out Speaking (WSOS)
2.	Amount	$17,460
1.	Receipt category	LIU Certificate Program
2.	Amount	$29,125

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

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

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

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

6.60   **BUDGET LOANS** $0

Transfers/Grand Total

TRANSFERS

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

6.62   Transfers from Other Funds $0

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

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

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

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES
Salaries

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

COLLECTION EXPENDITURES

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

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

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

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$522,084
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$118,814

7.18	Total Cash Grants (total questions 7.10 through 7.17)	$916,171

7.19	Book/Library Materials Grants	$0
7.20	Other Non-Cash Grants	$0

7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$916,171

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$549,636
7.25	Furniture/Furnishings	$27,463
7.26	Other Capital Expenditures	$7,923

7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$585,022

Capital Cont./Operation and Maintenance/Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0
7.29	From Other Funds (71OF)	$585,022

7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$585,022

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$0
7.32	From Other Funds (72OF)	$0

7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$0
7.34	Other Building & Maintenance Expenses	$418,354
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$418,354

MISCELLANEOUS EXPENSES

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

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

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

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

Miscellaneous Cont./Contracts/Debt Service

7.46   Total Other Miscellaneous Expenses $1,278,209
(total question #2 of Repeating Group #13)

7.47   **Total Miscellaneous Expenses** (total $2,534,308
questions 7.36 through 7.45 and 7.47)

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

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

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

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

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

3.   Total Contract Amount   N/A

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

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.50   From Local Public Funds (73PF) $0

7.51   From Other Funds (73OF) $0

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

Transfers

Other Loans

7.53   Other Loans $0

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

7.55   **TOTAL DISBURSEMENTS - Total $8,216,860
Staff Expenditures, Total Collection
Expenditures, Total Grants to Member
Libraries, Total Capital Expenditures, Total
Operation and Maintenance of Buildings, Total
Miscellaneous Expenses, Total Contracts, and
Total Debt Service (total questions 7.5, 7.9,
7.21, 7.27, 7.35, 7.47, 7.49, and 7.54)**

TRANSFERS

Transfers to the Capital Fund

7.56   From Local Public Funds (76PF) $0

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

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

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

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

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

Cash Balance/Grand Total/Audit/Bank Balance

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

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

FISCAL AUDIT

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

7.83	Last audit performed (mm/dd/yyyy)	04/04/2022
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2021-12/31/2021
7.85	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION
Complete one record for each financial account

1.	Name of bank or financial institution	TD Bank
2.	Amount of funds on deposit	$2,261,709

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

7.87	Does the system have a Capital Fund? 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** (same as question 7.58)	$1,000,000

STATE AID FOR CAPITAL PROJECTS

8.3   State Aid Received for Construction $0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

1.   Contracting Agency   N/A

2.   Amount   N/A

Totals/Cash Balance

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

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

8.7   **NONREVENUE RECEIPTS** $2,088

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

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

Grand Total

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

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	$0
9.2	Incidental Construction	$0
9.3	Books and Library Materials	$0
9.4	Total Other Disbursements	$0
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$185
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$185
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2022, for Public Library Systems)**	$1,711,108

Grand Total

9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$1,711,293

12. Projected Annual Budget For Library Systems

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

PROJECTED OPERATING FUND - RECEIPTS

12.1	**Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)**	**$7,014,150**
12.2	**Budget Loans**	**$0**
12.3	**Total Transfers**	**$0**

12.4   Cash Balance/Ending Balance in   **$2,261,709**
Operating Fund at the end of the previous
fiscal year
(For Public Library Systems, opening balance
on January 1, 2023 must be the same as the
December 31, 2022, closing balance reported on
Q7.62 of the 2022 annual report)

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

PROJECTED OPERATING FUND - DISBURSEMENTS

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

12.7   Total Transfers   **$0**

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

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

PROJECTED CAPITAL FUND - RECEIPTS

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

12.11   Nonrevenue Receipts   **$0**

12.12   Cash Balance in Capital Fund at the   **$1,711,108**
end of the previous fiscal year
(For Public Library Systems, opening balance
on January 1, 2023, must be the same as the
December 31, 2022, closing balance reported on
Q9.9 of the 2022 annual report)

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

PROJECTED CAPITAL FUND - DISBURSEMENTS

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

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

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

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(1)(f)(1) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(2) Commissioners Regulations 90.3 and 90.10 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

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

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

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

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

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

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

13.1.1	**Total Full-Time Equivalents (FTE)**	**4.25**

13.1.2	**Total Expenditure for Professional Salaries**	**$468,992**

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

13.1.3	**Total Full-Time Equivalents (FTE)**	**4**

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

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

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

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

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

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

13.1.7	**Total Expenditure - Purchased Services**	$277,848

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

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

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

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

13.1.9   Total Expenditure - Supplies and Materials $11,483

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

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

1.	Type of Travel	System Staff Travel
2.	Expenditure	$19,513

13.1.11   Total Expenditures - Travel $19,513

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

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

1.	Type of Item	Laptop
2.	Quantity	1
3.	Unit Cost	$2,622
4.	Expenditure	$2,622
1.	Type of Item	Copier
2.	Quantity	1
3.	Unit Cost	N/A
4.	Expenditure	$7,928
1.	Type of Item	Postage Meter

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

13.1.13 Total Expenditure - Equipment and Furnishings $12,459

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

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

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

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

13.1.16 Total Expenditures - Grants for Member Libraries $0

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

13.1.18 Cash Balance at the Opening of the Fiscal Year
NOTE: The opening balance must be the same as the closing balance of the previous year. $84,006

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

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

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

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

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

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Reference: **Education Law § 273(1)(b)
Commissioners Regulations 90.4
Central Library Services Aid is $0.32 per capita with a minimum amount of $105,000 and an additional $71,500.
Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non–fiction and foreign language, including electronic content.
See
http://www.nysl.nysed.gov/libdev/clda/index.html
for more information.**

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

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

13.2.2   Total Expenditure for Professional Salaries $0

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

13.2.3	**Total Full-Time Equivalents (FTE)**	**N/A**

13.2.4	**Total Expenditures for Other Staff Salaries**	**$0**

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

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

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

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

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

13.2.7	**Total Expenditure - Purchased Services**	**$292,629**

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

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

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

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

13.2.9   Total Expenditure - Supplies and Materials   **$214**

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

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

1.	Type of travel	N/A

2.	Expenditure	N/A

13.2.11   Total Expenditures - Travel   **$0**

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

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

1.	Type of item	N/A

2.	Quantity	N/A

3.	Unit cost	N/A

4.	Expenditure	N/A

13.2.13   Total Expenditure - Equipment and Furnishings   **$0**

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

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

1.	Recipient	N/A

2.	Allocation	N/A

3.	Project Description (no more than 300 words)	

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

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

13.2.17   Cash Balance at the Opening of the Fiscal Year
NOTE: The opening balance must be the same as the closing balance of the previous year.   **202,324.00**

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

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

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

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

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

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

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

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

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

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

13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$37,447
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

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

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

13.4.7   Total Expenditure - Purchased Services $4,058

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

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

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

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

2.   Expenditure $1,155

13.4.9   Total Expenditure - Supplies and   5,146
Materials

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

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

1.   Type of Travel   System staff

2.   Expenditure $2,794

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

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

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

1.   Type of item   Laptop

2.   Quantity   N/A

3.   Unit Cost $1,885

4.   Expenditure $1,885

1.   Type of item   Other

2.   Quantity   N/A

3.   Unit Cost $260

4.   Expenditure $260

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

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

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

1.   Recipient   N/A

2.   Allocation   N/A

3.   Description of Project

13.4.15 Total Expenditure - Grants to Member $0
Libraries

13.4.16 Total Expenditure (total 13.4.2, 13.4.4, $191,202
13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and
13.4.15)

13.4.17 **Cash Balance at the Opening of the** $29,842
Fiscal Year
NOTE: The opening balance must be the same as
the closing balance of the previous year.

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

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

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

13.4.21 **Final Narrative:** Provide a brief   Staff services comprised the
narrative, no more than five hundred (500) words,   largest portion of the outreach
describing the major activities carried out with   expenses. WLS personnel
these State Aid Funds.   created and executed
                                                        numerous outreach projects
                                                        and activities. Programming
                                                        for older adults, at-risk youth,
                                                        ethnic minorities of all ages is
                                                        a vital part of the library
                                                        services offered in Westchester
                                                        County. WLS worked with
                                                        library professionals to
                                                        provide innovative training
                                                        opportunities for member
                                                        library administrators and staff
                                                        to help them incorporate
                                                        outreach policies and practices
                                                        in their regular service
                                                        delivery plans. WLS produced
                                                        flyers, notices, announcements
                                                        and other materials to alert
                                                        member libraries and the
                                                        public to the availability of
                                                        programs and services.
                                                        Expenses included printing,
                                                        related office supplies, and
                                                        organizational membership
                                                        dues.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory   Education Law §
Reference: 285(2)

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

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

13.5.1	Total Full-Time Equivalents (FTE)	N/A
13.5.2	Total Expenditure for Professional Salaries	$0

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

13.5.3	Total Full-Time Equivalents (FTE)	N/A
13.5.4	Total Expenditures for Other Staff Salaries	$0

13.5.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits	$0
13.5.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

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

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

13.5.7 **Total Expenditure - Purchased Services** $8,928

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

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

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

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

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

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

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** $818
NOTE: The opening balance must be the same as
the closing balance from the previous year.

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

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

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

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

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

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

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

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

13.6.1	Total Full-Time Equivalents (FTE)	0.25
13.6.2	Total Expenditure for Professional Salaries	$17,836

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

13.6.3	Total Full-Time Equivalents (FTE)	N/A
13.6.4	Total Expenditure for Other Staff Salaries	$0

13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$5,005
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y

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

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

13.6.7 Total Expenditure - Purchased Services   3,482

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

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

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

13.6.9 Total Expenditure - Supplies and Materials $11,579

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

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

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

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

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

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

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

13.6.13	**Total Expenditure - Equipment and Furnishings**	0.00
13.6.14	Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)	$37,902
13.6.15	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year.	$15,854
13.6.16	**Total Allocation from 2022 - 2023 State Aid:**	$31,757
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$47,611
13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$9,709

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

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

14. Summary of Library System Accomplishments

System Accomplishments

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

14.1   Element 1: Resource Sharing - Results

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

14.2   Element 2: Special Client Groups - Results

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

14.3   Element 3: Professional Development and Continuing Education - Results

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

14.5   Element 5: Consulting and Development Services - Results

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

14.6   Element 6: Coordinated Services - Results

Censorship and book ban challenges have occurred at the WLS member libraries. WLS supported the creation and promotion of "Collection Management Policy Template & Guide" to help public libraries confirm that their policies are ready for materials and programming challenges. This guide was created through a partnership of the Public Library Systems Directors Organization (PULISDO) and the Empire State Library Network (ESLN). Numerous member libraries have used this guide to update and enhance their collection development and programming policies. WLS staff hold monthly meetings with adult services and youth services staff to identify professional development needs system wide and WLS staff conduct library visits to explore opportunities for WLS to better support the member libraries' community engagement and staff enrichment efforts. 14.6 Element 6: Coordinated Services - Results WLS worked with the Coalition for Understand Racism through Education (CURE) to promote events throughout Westchester County around Heather McGhee's book, The Sum of Us. CCS hosted a workshop, "Teen Job Search Tips, Applications, Resumes & More," that was a collaborative effort by 14 member libraries. Wireless upgrades, the rebuilding of the Local Area Network (LAN) to boost Internet to 1,000 Mb vs 100 Mb, and the upgrading of the Virtual Desktop Infrastructure (VDI) have occurred at all participating libraries and have allowed for

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

14.7   Element 7: Awareness and Advocacy - Results

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

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

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

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

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

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

14.10	Element 10: Construction - Results	State Aid for Public Library Construction $34 Million Program FY2022-2023: The PLDA Grants Committee Chair Angela Groth, Director of the Ardsley Public Library, reported that committee members Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem), and Jennifer Daddio, Director of Somers Library, along with Dr. Kirchner and Elise Burke of WLS, met to review 15 applications. This year's allocation for WLS totaled $1,605,184, and the application request amounts totaled $1,899,270. All 15 applications received funding and the applications met the New York State criteria for approval.
14.11	Element 11: Central Library - Results	The Field Library in Peekskill, NY was appointed as the WLS Central Library for at least the next two years. The Mount Vernon Public Library was the WLS Central Library and is currently focused on completing its registration review and the NYS Annual Reports for the years 2020, 2021, and 2022. Once the registration review and the required annual reports are completed, the library will be eligible to apply to serve as the WLS Central Library.
14.12	Element 12: Direct Access - Results	A majority of the member libraries approved the WLS Free Direct Access Plan on 7/8/2021. The WLS Board approved the Plan on 9/28/2021. The Plan went into effect on 1/1/2022 and remains active.

14.13	Element 13: Other Goal(s) - Results	WLS completed an organizational diversity, equity, and inclusion review that focused on the employee handbook, board approved policies, and the organizational culture. The WLS board has worked with WLS staff to update and enhance the board policies and the employee handbook has been updated and is currently undergoing review by legal counsel. WLS staff has been working together to make the organization's recruitment and onboarding processes more user friendly, transparent, and sustainable to foster a stronger and more inclusive culture. WLS staff (T. Kirchner & P. Brigham) were invited to present at the 2022 AnchorNets Conference to highlight overall strategies to advance digital equity and access through outreach programs and collaborative partnerships. WLS staff member D. Hysell participated in a panel discussion on challenges and lessons learned by new librarians in the field at the 2022 NYLA Annual Conference.

15. Current system URL's

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

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

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

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

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

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

Suggested Improvements

Library System	Westchester Library System
Name of Person Completing Form	
Phone Number and Extension (enter area code, telephone number and extension only):	

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