

## Putnam-Westchester BOCES SLS

### Annual Report for Library Systems - 2017 (School Library Systems 2017-2018)

#### 1. General System Information

**Note: Please add annotations needed to satisfy edit checks in the State Note field of the Survey section, not the Local Note field.**

1.1	SEDCODE	489000000000
1.2	System Name	Putnam Northern Westchester BOCES School Library System
1.3	Beginning Reporting Year	07/01/2017
1.4	Ending Reporting Year	06/30/2018
1.5	Street Address	200 BOCES Drive
1.6	City	Yorktown Heights
1.7	Zip Code	10598
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	4321
1.9	Mailing Address	200 BOCES Drive
1.10	City	Yorktown Heights
1.11	Zip Code	10598
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	4321
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(914) 248-2391
1.14	Fax Number (enter 10 digits only and hit the Tab key)	(914) 248-2419
1.15	System Home Page URL	<a href="http://www.pnwboces.org/library">http://www.pnwboces.org/library</a>
1.16	URL of the system's complete Plan of Service	<a href="https://pnwboces.org/pdf/SLS-Plan-of-Service-2016-2021.aspx">https://pnwboces.org/pdf/SLS-Plan-of-Service-2016-2021.aspx</a>
1.18	Area Chartered to Serve (square miles)	523
1.20	County	Westchester
1.21	County (Counties) Served	Putnam, Westchester

1.22 School District Yorktown

Please report information for the current system director (as of the date the report is being completed).

1.23 Title of System Director: (drop-down): Mr., Mrs.,  
Ms., Miss, Dr. Mr.

1.24 First Name of System Director Joseph

1.25 Last Name of System Director Mannozzi

1.28 - School Library System Director Administrative Certification: Indicate information about the certification currently held by the School Library System Director and the date of the certification. Write N/A for all that do not apply:

a. School Administrator and Supervisor Certificate (SAS) - Certification Date N/A

b. School Building Leader (SBL) Certificate - Date of Provisional Certification N/A

c. School Building Leader (SBL) Certificate - Date of Professional Certification 02/01/2014

d. School District Leader (SDL) Certificate - Date of Provisional Certification N/A

e. School District Leader (SDL) Certificate - Date of Professional Certification 02/01/2014

f. A Variance to Obtain Certification was Approved Through the Following Date N/A

1.31 Telephone Number of the System Director, including area code and extension. (914) 248-2392

1.32 E-Mail Address of the System Director jmannozzi@pnwboces.org

1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (914) 248-2419

1.35 Name of Current SLS Director's Supervisor Dr. Marla Gardner

1.36 Mailing Address 200 BOCES Drive

1.37 City Yorktown Heights

1.38 Zip Code 10598

1.39 Four-Digit Zip Code Extension (enter N/A if unknown) 4399

1.40 Telephone Number (enter 10 digits only and hit the Tab key) (914) 248-2332

- |      |   |                       |
|------|---|-----------------------|
| 1.41 | E-Mail Address  | mgardner@pnwboces.org |
| 1.42 | Name of BOCES/Big 5 Cities District Superintendent  | Dr. James M. Ryan     |
| 1.43 | Mailing Address   | 200 BOCES Drive       |
| 1.44 | City  | Yorktown Heights      |
| 1.45 | Zip Code  | 10598                 |
| 1.46 | Four-Digit Zip Code Extension (enter N/A if unknown)  | 4399                  |
| 1.49 | For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, N massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. |                       |

## 2. Personnel Information

**Note: Please add annotations needed to satisfy edit checks in the State Note field of the Survey section, not the Local Note field.**

- |     |   |    |
|-----|---|----|
| 2.2 | FTE (Full-Time Equivalent Calculation)<br>The number of hours per work week used to compute FTE for all budgeted professional positions | 35 |
| 2.3 | FTE (Full-Time Equivalent Calculation)<br>The number of hours per work week used to compute FTE for all other budgeted staff positions. | 35 |

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

- |      |   |   |
|------|---|---|
| 2.6  | School Library System Director per CR 90.18 (a) (7) - Filled Position FTE | 1 |
| 2.7  | School Library System Director per CR 90.18 (a) (7) - Vacant Position FTE | 0 |
| 2.10 | Librarians - Filled Position(s) FTE                                       | 0 |

2.11	Librarians - Vacant Position(s) FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.6 + 2.10)	1.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.7 + 2.11)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	0
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	1
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	2.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00
SALARY INFORMATION		
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$137,000

### 3. System Membership, Outlets and Governance

**Note: Please add annotations needed to satisfy edit checks in the State Note field of the Survey section, not the Local Note field.**

#### PUBLIC SERVICE OUTLETS

3.10	Number of member public school districts	19
3.11	Number of member non-public schools	12
3.12	Total number of members (Total 3.10 + 3.11)	31
3.13	Number of participating school library media centers	93
3.14	Number of school library system participants (buildings)	93
3.15	Main Library/System Headquarters	1

**BOARD /COUNCIL MEETINGS**

- 3.22 Total number of school library system council meetings held during reporting year 4
- 3.23 URL of the Minutes of the SLS Council's meetings for the period July 1, 2017 - June 30, 2018. <http://pnwboces.org/getdoc/017c6f3f-6515-4d6b-88ff-70392d02e933/Library-Council-Minutes-for-Web-2017-18.aspx>
- 3.24 Current number of voting positions on system board/council 9
- 3.25 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. A

**SYSTEM BOARD/COUNCIL**

School Library Systems - enter information for the period July 1, 2018, through June 30, 2019

## President/Council Chair

- 3.26 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
- 3.27 First Name Patricia
- 3.28 Last Name Canini
- 3.29 Institutional Affiliation Lakeland School District
- 3.30 Professional Title ES Library Media Specialist
- 3.36 Term Expires - Month or N/A June
- 3.37 Term Expires - Year (YYYY) or N/A 2019

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 2-10 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 Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com).

**The board president should not be included on the spreadsheet. Please enter board president information in the section above.**

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Ken
3. Last Name Behling
4. Institutional Affiliation Somers School District
5. Professional Title MS Library Media Specialist
6. Mailing Address 250 Route 202
7. City Somers
8. Zip Code (enter five digits only) 10589
9. Term Expires - Month or N/A June
10. Term Expires - Year (YYYY) or N/A 2023
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant 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 Expires - Month or N/A
10. Term Expires - Year (YYYY) or N/A
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Dara
3. Last Name Berkwits
4. Institutional Affiliation Mahopac School District
5. Professional Title HS Library Media Specialist
6. Mailing Address 421 Baldwin Place Rd.

7.	City	Mahopac
8.	Zip Code (enter five digits only)	10541
9.	Term Expires - Month or N/A	June
10.	Term Expires - Year (YYYY) or N/A	2023
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Juli
3.	Last Name	Hoffman
4.	Institutional Affiliation	Katonah-Lewisboro School District
5.	Professional Title	ES Library Media Specialist
6.	Mailing Address	Route 138, Box 424
7.	City	Goldens Bridge
8.	Zip Code (enter five digits only)	10526
9.	Term Expires - Month or N/A	June
10.	Term Expires - Year (YYYY) or N/A	2022
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Cynthia
3.	Last Name	Sandler
4.	Institutional Affiliation	North Salem School District
5.	Professional Title	MS/HS Library Media Specialist
6.	Mailing Address	230 June Rd.
7.	City	North Salem
8.	Zip Code (enter five digits only)	10560
9.	Term Expires - Month or N/A	June
10.	Term Expires - Year (YYYY) or N/A	2021
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Kaitlin

3. Last Name Torp  
4. Institutional Affiliation Peekskill School District  
5. Professional Title HS Library Media Specialist  
6. Mailing Address 1072 Elm St.  
7. City Peekskill  
8. Zip Code (enter five digits only) 10566  
9. Term Expires - Month or N/A June  
10. Term Expires - Year (YYYY) or N/A 2021

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

2. First Name Francine  
3. Last Name Vernon  
4. Institutional Affiliation Westchester Library Association  
5. Professional Title Community Liaison  
6. Mailing Address  
7. City  
8. Zip Code (enter five digits only)  
9. Term Expires - Month or N/A June  
10. Term Expires - Year (YYYY) or N/A 2020

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

2. First Name Sharon  
3. Last Name Wiggins  
4. Institutional Affiliation Chappaqua School District  
5. Professional Title MS Library Media Specialist  
6. Mailing Address 50 Senter St.  
7. City Chappaqua  
8. Zip Code (enter five digits only) 10514  
9. Term Expires - Month or N/A June  
10. Term Expires - Year (YYYY) or N/A 2023



## 5. System Services

**Note: Please add annotations needed to satisfy edit checks in the State Note field of the Survey section, not the Local Note field.**

### TECHNOLOGY AND RESOURCE SHARING

#### 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 in print, disc, online or 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 or Virtual Catalog | Yes |
| d. | No Catalog                | No  |

5.14 How many libraries participate in (or submit records for) the union catalog? 58

5.15 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) Y

5.16 Number of titles in the system's union catalog 335,824

5.17 Number of holdings in the system's union catalog 668,217

5.18 Number of new titles added in the last year 46,517

5.19 Number of holdings added in the last year 139,400

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

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

- c. Patron-initiated ILL available and used through this catalog No

#### VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 2,414

#### SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 189  
 5.26 Total items received (borrowed) 553  
 5.27 Total requests provided (loaned) unfilled 2  
 5.28 Total requests received (borrowed) unfilled 17  
 5.29 **Total interlibrary loan activity (total questions 5.25 through 5.28)** 761

#### DELIVERY

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

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

- a. System courier (on the System's payroll) No  
 b. Other system's courier No  
 c. BOCES/Big 5 City courier Yes  
 d. Contracted service (paid by System - not on payroll) No  
 e. U.S. Mail Yes  
 f. Commercial carrier (e.g., UPS, DHL, etc.) Yes  
 g. Other (specify using the State note) No  
 5.32 Number of stops (pick-up and delivery sites per week) 0

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

##### Resource sharing (ILL, collection development, etc.)

- 5.33 Number of sessions 1  
 5.34 Number of participants 21

5.35	Number of contact hours	1
<b>Technology</b>		
5.36	Number of sessions	1
5.37	Number of participants	24
5.38	Number of contact hours	1
<b>Digitization</b>		
5.39	Number of sessions	0
5.40	Number of participants	0
5.41	Number of contact hours	0
<b>Leadership</b>		
5.42	Number of sessions	4
5.43	Number of participants	28
5.44	Number of contact hours	6
<b>Management &amp; Supervisory</b>		
5.45	Number of sessions	0
5.46	Number of participants	0
5.47	Number of contact hours	0
<b>Planning and Evaluation</b>		
5.48	Number of sessions	3
5.49	Number of participants	60
5.50	Number of contact hours	6
<b>Awareness and Advocacy</b>		
5.51	Number of sessions	1
5.52	Number of participants	16
5.53	Number of contact hours	1
<b>Trustee/Council Training</b>		
5.54	Number of sessions	0
5.55	Number of participants	0
5.56	Number of contact hours	0
<b>Special Client Populations</b>		
5.57	Number of sessions	2

5.58	Number of participants	35
5.59	Number of contact hours	2
<b>Children's Services/Elementary Grade Levels</b>		
5.60	Number of sessions	0
5.61	Number of participants	0
5.62	Number of contact hours	0
<b>Young Adult Services/Middle and High School Grade Levels</b>		
5.63	Number of sessions	0
5.64	Number of participants	0
5.65	Number of contact hours	0
<b>Mentoring</b>		
5.66	Number of sessions	22
5.67	Number of participants	35
5.68	Number of contact hours	30
<b>Teaching &amp; Learning</b>		
5.69	Number of sessions	6
5.70	Number of participants	97
5.71	Number of contact hours	27
<b>E-Resources</b>		
5.72	Number of sessions	5
5.73	Number of participants	57
5.74	Number of contact hours	11
5.75	<b>Other:</b> Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2, 3 and 4 of one repeating group.	N
1.	Topic	N/A
2.	Number of sessions	N/A
3.	Number of participants	N/A
4.	Number of Contact Hours	N/A

5.76	<b>Grand Total Sessions</b> (total questions 5.33, 5.36, 5.39, 5.42, 5.45, 5.48, 5.51, 5.54, 5.57, 5.60, 5.63, 5.66, 5.69, 5.72 and total of question #2 of Repeating Group #5)	45
5.77	<b>Grand Total Participants</b> (total questions 5.34, 5.37, 5.40, 5.43, 5.46, 5.49, 5.52, 5.55, 5.58, 5.61, 5.64, 5.67, 5.70, 5.73 and total of question #3 of Repeating Group #5)	373
5.78	<b>Grand Total of Contact Hours</b> (total questions 5.35, 5.38, 5.41, 5.44, 5.47, 5.50, 5.53, 5.56, 5.59, 5.62, 5.65, 5.68, 5.71, 5.74 and total of question #4 of Repeating Group #5)	85.00

### COORDINATED SERVICES

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

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

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

### COSER SERVICES

5.80	Names of COSERS managed by the SLS Director	Library Services/Media
5.80	Names of COSERS managed by the SLS Director	Library Automation

**CONSULTING AND TECHNICAL ASSISTANCE SERVICES**

5.81	Number of contacts - Consulting with member libraries on grants, and state and federal funding	42
5.82	Number of contacts - Consulting with member libraries on funding and governance	33
5.83	Number of contacts - Consulting with member libraries on automation and technology	315
5.84	Number of contacts - Consulting with member libraries on physical plant needs	40
5.85	Number of contacts - Consulting with member libraries on personnel and management issues	39
5.86	Number of contacts - Providing information to local, county, and state legislators and their staffs	0
5.87	Number of contacts - Providing system and member library information to the media	0
5.88	Number of contacts - Providing website development and maintenance for member libraries	7
5.89	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1 and 2 of one repeating group.	Y
1.	Topic	Consulting with member libraries on pedagogy
2.	Number of contacts (all types)	65
5.90	<b>Total Other Contacts</b> (total of question #2 of Repeating Group #6)	65
5.91	<b>Total Number of Contacts</b> (total of questions 5.81 through 5.88 and 5.90)	541

**REFERENCE SERVICES**

5.92	Total Reference Transactions	3,685
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**SERVICES TO SPECIAL CLIENTS  
(Direct and Contractual)**

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

- |    |   |     |
|----|---|-----|
| a. | Services for patrons with disabilities  | Yes |
| b. | Services for patrons who are educationally disadvantaged  | Yes |
| e. | Services for patrons who are members of ethnic or minority groups in need of special library services | Yes |
| i. | Other   | No  |

5.94 Number of member libraries with Job/Education Information Centers or collections 44

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

- |    |  |     |
|----|--|-----|
| 1. | Service provided                         | N/A |
| 2. | Number of facilities/institutions served | N/A |

5.96 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 5.97. Y

5.97 Description of fees Modest fee charged for professional development workshops.

## 6. Operating Funds Receipts

**Note: Please add annotations needed to satisfy edit checks in the State Note field of the Survey section, not the Local Note field.**

### State Aid

6.32	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	\$0
6.33	School Library Systems Operating Aid	\$102,991
6.34	School Library Systems Categorical Aid for Automation	\$10,299

6.35	School Library System Supplementary Operating Aid	\$47,778
6.36	Special Legislative Grants and Member Items	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	N

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

1.	Funding Source	N/A
2.	Amount	N/A
6.43	<b>Total Other State Aid (total question #2 of Repeating Group #9 above)</b>	\$0
6.44	<b>Total State Aid Receipts (total questions 6.32 through 6.36, and question 6.43)</b>	\$161,068

#### FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	N

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

1.	Funding Source	N/A
2.	Amount	N/A
6.47	<b>Total Other Federal Aid (total questions #2 of Repeating Group #10)</b>	\$0
6.48	<b>Total Federal Aid (total questions 6.45 and 6.47)</b>	\$0

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

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

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

1.	Contracting Agency	N/A
----	--------------------	-----



2.	Contracted Service	N/A
3.	Total Contract Amount	N/A
6.50	<b>Total Contracts</b> (total question #3 of Repeating Group #11 above)	\$0
<b>COSER FUNDS</b>		
6.51	COSER Receipts	\$142,544
<b>MISCELLANEOUS RECEIPTS</b>		
6.57	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No. If Yes, enter source and amount in the State Note field.	N
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	N/A
2.	Amount	N/A
6.58	<b>Total Other Miscellaneous Receipts</b> (total question #2 of Repeating Group #12 above)	\$0
6.59	<b>Total Miscellaneous Receipts</b> (total questions 6.51 and 6.58)	\$142,544
6.60	<b>TOTAL OPERATING FUND RECEIPTS - Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.44, 6.48 6.50, and 6.59)	\$303,612
6.66	<b>TOTAL SLS ENDING BALANCE - OPERATING</b> (as of July 1, 2017)	\$8,708
6.67	<b>TOTAL SLS ENDING BALANCE - AUTOMATION</b> (as of July 1, 2017)	\$2,757
6.68	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER</b> (School Library Systems - total questions 6.60, 6.66 and 6.67 - must agree with question 7.83)	\$315,077

## 7. Operating Fund Disbursements

**Note: Please add annotations needed to satisfy edit checks in the State Note field of the Survey section, not the Local Note field.**

### STAFF EXPENDITURES

#### Salaries

7.1	System Director and Librarians	\$137,000
7.2	Other Staff	\$68,480
7.3	<b>Total Salary and Wages Expenditures</b> (total questions 7.1 and 7.2)	\$205,480
7.4	Employee Benefits Expenditures	\$76,852
7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	\$282,332

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$1,047
7.7	Electronic Materials Expenditures	\$9,322
7.8	Other Materials Expenditures	\$0
7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	\$10,369

### GRANTS TO MEMBER LIBRARIES

#### Cash Grants Paid From

7.15	Other State Aid/Grants (e.g., Special Legislative or Member Grants)	\$0
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$0
7.18	<b>Total Cash Grants</b> (total questions 7.15 through 7.17)	\$0
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$0
7.21	<b>Total Grants to Member Libraries</b> (total questions 7.18 through 7.20)	\$0

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.24	Computer Equipment	\$0
7.25	Furniture/Furnishings	\$0
7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.24 through 7.25)	\$0

**MISCELLANEOUS EXPENSES**

7.37	Office and Library Supplies	\$0
7.38	Equipment	\$1,166
7.39	Telecommunications	\$0
7.40	Binding Expenses	\$0
7.41	Postage and Freight	\$0
7.42	Publicity and Printing	\$0
7.43	Travel	\$236
7.44	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$0
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$2,247
7.46	Indirect Costs paid to BOCES or Big 5 Cities (same as Question 13.1.16)	\$2,252
7.47	Does the system have other miscellaneous expenses in categories not listed in questions 7.37 through 7.46? Enter Y for Yes, N for No. If Yes is N answered, please add a State Note describing these Other Miscellaneous Expenses.	

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	N/A
2.	Amount	N/A
7.48	<b>Total Other Miscellaneous Expenses</b> (total question #2 of Repeating Group #13 above)	\$0

7.49 **Total Miscellaneous Expenses** (total questions 7.37 through 7.46 and 7.48) \$5,901

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

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

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

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

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

7.56 **TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Miscellaneous Expenses and Total Contracts**(total questions 7.5, 7.9, 7.21, 7.27, 7.49 and 7.51) \$298,602

7.62 **TOTAL DISBURSEMENTS** (total question 7.56) \$298,602

7.82 TOTAL SLS Ending Balance (as of June 30, 2018) \$16,475

7.83 **GRAND TOTAL DISBURSEMENTS & ENDING BALANCE** (total questions 7.62 and 7.82) \$315,077

Complete one record for each financial account

1. Name of bank or financial institution N/A  
 2. Amount of funds on deposit N/A

7.87 **Total Bank Balance** (total question #2 of Repeating Group #15 above) \$0

## 12. Projected Annual Budget For Library Systems

### School Library Systems Budget for July 1, 2018 - June 30, 2019

12.1	Total Operating Fund Receipts (include COSER Funds, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,248,970
12.4	Total Ending Balance from the Previous Fiscal Year.	\$16,475
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)</b>	\$1,265,445

#### **PROJECTED OPERATING FUND - DISBURSEMENTS**

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State)	\$1,265,445
12.8	Ending Balance in Operating Fund at the end of the current fiscal year (For School Library Systems, ending balance as of June 30, 2019)	\$0
12.9	<b>Grand Total Operating Fund Disbursements and Ending Balance (total questions 12.6 and 12.8)</b>	\$1,265,445

### **13. State Formula Aid Disbursements**

#### **SLS OPERATING AID AND SUPPLEMENTAL AID**

#### **SCHOOL LIBRARY SYSTEMS OPERATING AID AND SUPPLEMENTAL AID**

**Statutory Reference (Basic Aid):** Education Law § 284  
Commissioners Regulations 90.18

**Statutory Reference (Supplemental):** Education Law § 273 (12)  
Commissioners Regulations 90.18

School Library Systems are reporting on disbursements for Operating Aid (Basic & Supplemental Aid)

**Note: Please add annotations needed to satisfy edit checks in the State Note field of the Survey section, not the Local Note field.**

13.1.1 **Professional Salaries:** Indicate total FTE and salaries for all system employees paid from each category of state aid; complete one record for each employee.

1.	Title	Director
2.	Total Full-Time Equivalents (FTE) - System Director and Librarians Only	1
3.	Expenditure	\$24,660

13.1.2 **Total Expenditure - Professional Salaries:** \$24,660

13.1.3 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees, include all support staff; complete one record for each employee.

1.	Title	Clerical
2.	Total Full-Time Equivalents (FTE)	1
3.	Expenditure	\$68,480

13.1.4 **Total Expenditure - Other Staff Salaries** \$68,480

13.1.5 **Employee Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$46,648

13.1.6 **Purchased Services:** Did 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	Institutional membership
2.	Provider of Services	N/A
3.	Expenditure	\$1,016

13.1.7 **Total Expenditure - Purchased Services** \$1,016

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

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

- |    |                      |   |
|----|----------------------|---|
| 1. | Expenditure Category | Books and other print materials                 |
| 2. | Expenditure          | \$500   |
| 1. | Expenditure Category | Non-print resources (electronic content)        |
| 2. | Expenditure          | \$6,975   |
| 1. | Expenditure Category | Equipment with a unit cost of less than \$5,000 |
| 2. | Expenditure          | \$1,166   |

13.1.9 **Total Expenditure - Supplies and Materials** \$8,641

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

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

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

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

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

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

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

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

13.1.14 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? N  
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. Project Description (no more than 300 words) N/A

13.1.15 **Total Expenditure - Grants to Member Libraries** \$0

**Indirect Cost:** Computed annually for the Big 5 Cities (New York City, Buffalo, Rochester, Syracuse, and Yonkers) and each BOCES by the New York State Education Department for administrative costs charged to Operating Aid only. BOCES and Big 5 Cities must use their approved Department indirect cost rate (supplied by the New York State Library) when applying it to the school library system program.

13.1.16 **Total Indirect Cost** (same as Question 7.45) \$2,252

13.1.17 **Purchased Services with BOCES:** Did the system expend funds to purchase services from or cross-contract with a BOCES or a school library system other than the applicant agency? N  
Enter Y for Yes, N for No.

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. Description of Services N/A  
2. Name of BOCES N/A  
3. Expenditure N/A

13.1.18 **Total Expenditure - Purchased Services with BOCES** \$0

13.1.19 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.15, 13.1.16, and 13.1.18)** \$151,697



**13.1.20 Balance at the Opening of the Fiscal Year**

NOTE: The opening balance must be the same as \$8,708 the closing balance of the previous year.

13.1.21 **Total Allocation from 2017-2018 State Aid** \$150,769

13.1.22 **Balance at the End of the 2017-2018 Fiscal Year.** \$7,780

13.1.23 **Budget Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. These funds were used to pay a portion of director and clerical professional salaries, as well as for institutional membership to SLSA and METRO. These funds were also used to pay for a system-wide subscription to the MediaFlex proxy subscription database portal, in addition to books for the Professional Library and a wireless speaker/microphone for workshop presenters.

**13. State Formula Aid Disbursements Cont.****SLS CATEGORICAL AID FOR AUTOMATION****SCHOOL LIBRARY SYSTEMS CATEGORICAL AID FOR AUTOMATION**

**Statutory Reference** Education Law § 284 (1) (g)  
**(Automation Aid):** Commissioners Regulations 90.18

School Library Systems are reporting on disbursements for their Automation Aid

**Note: Please add annotations needed to satisfy edit checks in the State Note field of the Survey section, not the Local Note field.**

13.2.1 **Professional Salaries:** Indicate total FTE and salaries for the system director and for each professional system employee; complete one record for each employee.

1.	Title	N/A
2.	Total Full-Time Equivalents (FTE)	N/A
3.	Expenditure	N/A

13.2.2 **Total Expenditure - Professional Salaries:** \$0

13.2.3 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees; complete one record for each employee.

- |    |                                   |     |
|----|-----------------------------------|-----|
| 1. | Title                             | N/A |
| 2. | Total Full-Time Equivalents (FTE) | N/A |
| 3. | Expenditure                       | N/A |

13.2.4 **Total Expenditure - Other Staff Salaries** \$0

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

13.2.6 **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 | Institutional membership |
| 2. | Provider of Services | N/A                      |
| 3. | Expenditure          | \$1,231                  |

13.2.7 **Total Expenditure - Purchased Services** \$1,231

13.2.8 **Supplies and Materials:** Does 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

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 | Books and other print materials |
| 2. | Expenditure          | \$547                           |

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure          | \$2,347                                  |

13.2.9 **Total Expenditure - Supplies and Materials** \$2,894

13.2.10 **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
2.	Expenditure	\$236

13.2.11 **Total Expenditure - Travel** \$236

13.2.12 **Equipment and Furnishings:** Does 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 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)	N/A

13.2.15 **Total Expenditure - Grants to Member Libraries** \$0

13.2.16 **Purchased Services with BOCES:** Did the system expend funds to purchase services from N

or cross-contract with a BOCES or a school library system other than the applicant agency?  
Enter Y for Yes, N for No.

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.	Description of Services	N/A
2.	Name of BOCES	N/A
3.	Expenditure	N/A
13.2.17	<b>Total Expenditure - Purchased Services with BOCES</b>	\$0
13.2.18	<b>Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, 13.2.15, and 13.2.17)</b>	\$4,361
13.2.19	<b>Balance at the Opening of the Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$2,757
13.2.20	<b>Total Allocation from 2017-2018 State Aid</b>	10,299
13.2.21	<b>Balance at the End of the 2017 - 2018 Fiscal Year</b>	\$8,695
13.2.22	<b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	These funds were used to pay for membership to METRO, SLMSSENY, SLSA, NYLA, and ISTE, in addition to a system-wide subscription to TeachingBooks.net. These funds were also used to purchase journal subscriptions and books for the Professional Library, as well as to pay for the Director's mileage and travel to the SLSA Institute.

#### 14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2016-2021 Plan of Service for SLS, briefly describe the final results of each element for this reporting year.

14.1	Element 1: Resource Sharing - Results	The School Library System continued a major push to update the records in the union catalog and implemented updates to the 24/7/365 subscription database portal.
14.2	Element 2: Special Client Groups - Results	The School Library System continued to partner with GLSEN Hudson Valley, the PNW BOCES regional ELL support group, and with

special education programs offered at PNWBOCES.

- |      |   |  |
|------|---|--|
| 14.3 | Element 3: Professional Development and Continuing Education - Results        | The School Library System provided high-quality learning sessions and professional development for the region, including a collaborative 2-day workshop with the Regional Social Studies Coordinator (for a second year due to demand) entitled "Social Studies Framework, Inquiry, and Collaboration," for which teams of LMS and social studies teachers learned about the crosswalk between the new social studies standards framework and the Empire State Information Fluency Continuum, and co-planned an inquiry. |
| 14.4 | Element 4: Consulting and Development Services - Results                      | The School Library System provided high-quality consulting services to librarians and library staff regarding school libraries and library services, including site visits and inter-visitations for LMS and administrators. The School Library System provided cost-saving coordinated professional development services for its member districts.  |
| 14.5 | Element 5: Coordinated Services - Results                                     | The School Library System provided discount purchases for databases, video streaming, and library automation. Database subscriptions were enhanced by a Database Management program, which gives each component school a customized database portal page accessible via a unique URL and a unique username/password and includes links to NOVELNY databases as well as resources purchased through the Professional Library CoSer.   |
| 14.6 | Element 6: Awareness and Advocacy - Results                                   | The School Library System continued to advocate for its member districts through participation in the Curriculum Council, the Westchester Library Association, METRO, NYLA, and AASL. In addition, the SLS Director presented in member districts and met with building and district administration to discuss the evolving role of the LMS.   |
| 14.7 | Element 7: Communication among Member Libraries and Library Systems - Results | Communication among member libraries was facilitated through the PNW BOCES School Library System listserv, network meetings, and a publicly posted online directory of member libraries and librarians. Communication among library systems took place through the SLSA Listserv, SLSA meetings, the SLSA Institute, DLD SLS Director Conference calls, and the annual SLS partnership between PNW BOCES SLS and SWBOCES SLS.  |

- 14.8 Element 8: Cooperative Efforts with Other Library Systems - Results  
The Westchester Library System Youth Coordinator is a PNW BOCES SLS Council permanent, non-voting member, and the SLS Director is a Westchester Library Association Board member, in addition to partnering with SWBOCES SLS for the annual joint conference.
- 14.9 Element 9: Other Goal(s) - Results  
The SLS Director chaired the SLS Professional Development Subcommittee, which analyzes the data of the professional development needs assessment that was sent out in the spring of 2018 for 2018-2019.

#### PARTICIPANT'S EVALUATION OF SYSTEM SERVICES

- 14.11 URL of System's Blank Evaluation Form  
<https://goo.gl/forms/cbmWL9p7czwMcUFw1> AND <https://goo.gl/forms/t52jd0D1KXdU9N2G3>
- 14.12 URL of the Tabulated Results of the System's Evaluation Form  
[http://www.pnwboces.org/files/library/PNW-BOCES-SLS-Evaluation-Survey-2017-2018-\(Respons.aspx](http://www.pnwboces.org/files/library/PNW-BOCES-SLS-Evaluation-Survey-2017-2018-(Respons.aspx)

### 15. Assurance and Contact Information

#### CONTACT INFORMATION

- 15.1 Contact name (person completing report) Joseph A. Mannozz III
- 15.2 Contact telephone number (enter 10 digits only and hit the Tab key) (914) 248-2392
- 15.3 Contact e-mail address [jmannozzi@pnwboces.org](mailto:jmannozzi@pnwboces.org)

#### ASSURANCE

- 15.4 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) 11/14/18

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

- 15.5 The Library System's Annual Report was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)

### Suggested Improvements

Library System

Putnam-Westchester BOCES SLS

Name of Person Completing Form

Joseph A. Mannozi III

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

(914) 248-2392

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

Thank you for improving this report each year based on the conversation with SLSA.

# Putnam-Westchester BOCES SLS Annual Report for Library Systems - 2017 (School Library Systems 2017-2018)

## State Notes

### 1. General System Information

No Notes

### 2. Personnel Information

No Notes

### 3. System Membership, Outlets and Governance

3.24 Current number of voting positions on system board/council **State Note:** Teka McCabe resigned. Position is still vacant.

### 5. System Services

5.24 Annual number of visits to the system's web site **State Note:** More information was provided via listserv and in-person meetings.

### 6. Operating Funds Receipts

No Notes

### 7. Operating Fund Disbursements

7.6 Print Materials Expenditures **State Note:** Last year we purchased Teacher's College Units of Study sets for the Professional Library.

7.7 Electronic Materials Expenditures **State Note:** To align the subscription terms for EBSCO Academic Search, we pro-rated 15 months in Spring 2017. No payment is needed until Fall 2018.

7.38 Equipment **State Note:** Purchased wireless speaker/ microphone for workshop presenters.

7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. **State Note:** Subscription database: TeachingBooks.net (portion) Membership fee: METRO,SLMSSSENY, SLSA

### 12. Projected Annual Budget For Library Systems

No Notes

### 13. State Formula Aid Disbursements



## 15. Assurance and Contact Information

15.4 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)

**State Note:** Report was not complete for our 9/20/18 meeting. It is on our agenda for 11/14/18.

### Suggested Improvements

No Notes