

Suffolk Western BOCES SLS Annual Report for Library Systems - 2020 (School Library Systems 2020-2021)

1. General System Information

System/Director Information

Please be sure to read all instructions in the survey and in the separate instructions document (see Instructions link at the top right of the screen).

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

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, 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 Collect 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

1.1	SEDCODE	589300000000
1.2	System Name	Suffolk Western BOCES School Library System
1.3	Beginning Reporting Year	07/01/2020
1.4	Ending Reporting Year	06/30/2021
1.5	Street Address	31 Lee Avenue
1.6	City	Wheatley Heights
1.7	Zip Code	11798
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	1837

1.9	Mailing Address	31 Lee Avenue
1.10	City	Wheatley Heights
1.11	Zip Code	11798
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	1837
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(631) 595-6834
1.14	Fax Number (enter 10 digits only and hit the Tab key)	(631) 623-4916
1.15	System Home Page URL	https://www.wsboces.org/instructionsupport/school-library-system/
1.16	URL of the system's complete Plan of Service	https://www.wsboces.org/wp-content/uploads/Five-Year-Library-System-Plan-of-Service-2021-2026.pdf
1.18	Area Chartered to Serve (square miles)	209
1.20	County	Suffolk
1.21	County (Counties) Served	Suffolk
1.22	School District	Half Hollow Hills

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

1.24 First Name of System Director Sara M.

1.25 Last Name of System Director Kardasz

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) - N/A
Certification Date

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

- c. School Building Leader (SBL) Certificate - Date of Professional Certification N/A

- d. School Building Leader (SBL) Certificate - Date of Initial Certification N/A

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

- f. School District Leader (SDL) Certificate - Date of Professional Certification 08/02/2017

- g. School District Administrator (SDA) Certificate - Date of Professional Certification N/A

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

Director Information Cont./Supervisor and Superint

- 1.31 Telephone Number of the System Director, including area code and extension. (631) 595-6834

- 1.32 E-Mail Address of the System Director skardasz@wsboces.org
- 1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (631) 623-4916
- 1.35 Name of Current SLS Director's Supervisor Angelique Johnson-Dingle
- 1.36 Mailing Address 31 Lee Avenue
- 1.37 City Wheatley Heights
- 1.38 Zip Code 11798
- 1.39 Four-Digit Zip Code Extension (enter N/A if unknown) 1837
- 1.40 Telephone Number (enter 10 digits only and hit the Tab key) (631) 595-6815
- 1.41 E-Mail Address ajohnson@wsboces.org
- 1.42 Name of BOCES/Big 5 Cities District Superintendent Angelique Johnson-Dingle
- 1.43 Mailing Address 507 Deer Park Rd
- 1.44 City Dix Hills
- 1.45 Zip Code 11746
- 1.46 Four-Digit Zip Code Extension (enter N/A if unknown) 9007
- 1.49 For the reporting year, has the

system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for N

Y

2. Personnel Information

2.2 FTE (Full-Time Equivalent Calculation)
The number of hours per work week used to compute FTE for all budgeted professional positions 38.75

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) - 1
Filled Position FTE

2.7 School Library System
Director per CR 90.18 (a) (7) - 0
Vacant Position FTE

2.10 Librarians - Filled Position(s) FTE 0

2.11 Librarians - Vacant Position(s) FTE 0

2.14 **Total Librarians - Filled Position(s) FTE (total questions 2.6 + 2.10)** 1.00

2.15 **Total Librarians - Vacant Position(s) FTE (total questions 2.7 + 2.11)** 0.00

2.16 Total Other Professional Staff

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	0.5
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)	1.50
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00
2.3	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all other budgeted staff positions.	38.75

SALARY INFORMATION

2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$95,205
2.26	Librarian FTE	0
2.27	Librarian Current Annual Salary	\$0

3. System Membership, Outlets and Governance
PUBLIC SERVICE OUTLETS

PUBLIC SERVICE SOCIETY

3.10	Number of member public school districts	18
3.11	Number of member non-public schools	6
3.12	Total number of members (Total 3.10 + 3.11)	24
3.13	Number of participating school library media centers	117
3.14	Number of school library system participants (buildings)	117
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, 2020 - June 30, 2021.	https://www.wsboces.org/sls-council/
3.24	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	13
3.25	Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the Note to explain how members were named to the Board/Council.	

SYSTEM BOARD/COUNCIL

School Library Systems - enter information for the period July 1, 2021, through June 30, 2022

President/Council Chair

3.26	Status: Filled, Vacant	Filled
3.27	First Name	Catherine
3.28	Last Name	Masrour
3.29	Institutional Affiliation	Smithtown School District
3.30	Professional Title	School Library Media Specialist
3.31	Mailing Address	100 Central Road
3.32	City	Smithtown
3.33	Zip (enter five digits only)	11787
3.34	Telephone (enter 10 digits only and hit the Tab key)	(631) 382-3071
3.35	E-mail Address	cmasrour@smithtown.k12.ny.us
3.36	Term Expires - Month or N/A	June
3.37	Term Expires - Year (YYYY) or N/A	2023

Repeating Group #2 Board/Council Member - complete one record for each current voting 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 collectconnect@baker-taylor.com.

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

1. Status: Filled, Vacant Filled
2. First Name Elizabeth
3. Last Name Aitken
4. Institutional Affiliation Northport-East Northport School District
5. Professional Title School Library Media Specialist
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2024

1. Status: Filled, Vacant Filled
2. First Name Bea
3. Last Name Baaden
4. Institutional Affiliation Palmer School of Library and Info Science, LIU, CW Post
5. Professional Title Director, School Library Program
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2022

1. Status: Filled, Vacant Filled
2. First Name Kim

3. Last Name Bronzino
4. Institutional Affiliation Commack School District
5. Professional Title School Library Media Specialist
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2023

1. Status: Filled, Vacant Filled

2. First Name Carol

3. Last Name Byrne

4. Institutional Affiliation Deer Park Public Library

5. Professional Title Reference Librarian

6. Term Expires - Month or N/A June

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

1. Status: Filled, Vacant Filled

2. First Name Dawn

3. Last Name Koziarz

4. Institutional Affiliation Copiague School District

5. Professional Title School Library Media Specialist

6. Term Expires - Month or N/A June

- | | | |
|----|--------------------------------------|---------------------------------|
| 7. | Term Expires - Year (YYYY)
or N/A | 2023 |
| 1. | Status: Filled, Vacant | Filled |
| 2. | First Name | Donna |
| 3. | Last Name | Fife |
| 4. | Institutional Affiliation | Elwood School District |
| 5. | Professional Title | School Library Media Specialist |
| 6. | Term Expires - Month or N/A | June |
| 7. | Term Expires - Year (YYYY)
or N/A | 2022 |
| 1. | Status: Filled, Vacant | Filled |
| 2. | First Name | Jane |
| 3. | Last Name | Herbst |
| 4. | Institutional Affiliation | Mercer School of Theology |
| 5. | Professional Title | Librarian |
| 6. | Term Expires - Month or N/A | June |
| 7. | Term Expires - Year (YYYY)
or N/A | 2023 |
| 1. | Status: Filled, Vacant | Filled |
| 2. | First Name | Sally |
| 3. | Last Name | Stieglitz |

3. Last Name Stegitz
4. Institutional Affiliation Long Island Library Resources Council
5. Professional Title Coordinator
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2022

1. Status: Filled, Vacant Filled
2. First Name Matthew
3. Last Name Covey
4. Institutional Affiliation Rockefeller University
5. Professional Title University Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2022

1. Status: Filled, Vacant Filled
2. First Name Jill
3. Last Name Adler
4. Institutional Affiliation St. Anthony's High School
5. Professional Title Library Media Center Director
6. Term Expires - Month or N/A June

- | | | |
|----|--------------------------------------|----------------------------------|
| 7. | Term Expires - Year (YYYY)
or N/A | 2022 |
| 1. | Status: Filled, Vacant | Filled |
| 2. | First Name | Deanna |
| 3. | Last Name | Jakubowsky |
| 4. | Institutional Affiliation | Smithtown School District |
| 5. | Professional Title | School Library Media Specialist |
| 6. | Term Expires - Month or N/A | June |
| 7. | Term Expires - Year (YYYY)
or N/A | 2024 |
| 1. | Status: Filled, Vacant | Filled |
| 2. | First Name | Sue |
| 3. | Last Name | Teeter |
| 4. | Institutional Affiliation | South Huntington School District |
| 5. | Professional Title | School Library Media Specialist |
| 6. | Term Expires - Month or N/A | June |
| 7. | Term Expires - Year (YYYY)
or N/A | 2024 |

5. System Services

Catalog

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? 76

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 394,193

5.17 Number of holdings in the system's union catalog 1,080,462

5.18 Number of new titles added in the last year 2,452

5.19 Number of holdings added in the last year 32,840

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

Interlibrary Loan/Delivery/Continuing Education

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 1,900

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 768

5.26 Total items received (borrowed) 629

5.27 Total requests provided (loaned) unfilled 7

5.28 Total requests received (borrowed) unfilled 8

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 1,412

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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements

Delivery Requirements:

- a. System courier (on the System's payroll) No
- b. Other system's courier No
- c. BOCES/Big 5 City courier No
- d. Contracted service (paid by System - not on payroll) No
- e. U.S. Mail No
- f. Commercial carrier (e.g., UPS, DHL, etc.) No
- g. Other (specify using the Note) Yes

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 0

5.34 Number of participants 0

5.35 Number of contact hours 0

5.36 Cumulative number of contact hours 0

Continuing Education Cont.

Technology

5.37 Number of sessions 8

5.38	Number of participants	59
5.39	Number of contact hours	8
5.40	Cumulative number of contact hours	472

Digitization

5.41	Number of sessions	0
5.42	Number of participants	0
5.43	Number of contact hours	0
5.44	Cumulative number of contact hours	0

Leadership

5.45	Number of sessions	1
5.46	Number of participants	27
5.47	Number of contact hours	2
5.48	Cumulative number of contact hours	54

Management & Supervisory

5.49	Number of sessions	1
5.50	Number of participants	5
5.51	Number of contact hours	2
5.52	Cumulative number of contact hours	10

Planning and Evaluation

5.53	Number of sessions	0
5.54	Number of participants	0
5.55	Number of contact hours	0
5.56	Cumulative number of contact hours	0

Awareness and Advocacy

5.57	Number of sessions	0
5.58	Number of participants	0
5.59	Number of contact hours	0
5.60	Cumulative number of contact hours	0

Trustee/Council Training

5.61	Number of sessions	0
5.62	Number of participants	0
5.63	Number of contact hours	0
5.64	Cumulative number of contact hours	0

Special Client Populations

5.65	Number of sessions	3
5.66	Number of participants	49
5.67	Number of contact hours	3
5.68	Cumulative number of contact hours	117

hours 147

Children's Services/Elementary Grade Levels

5.69	Number of sessions	6
5.70	Number of participants	45
5.71	Number of contact hours	6
5.72	Cumulative number of contact hours	270

Young Adult Services/Middle and High School Grade Levels

5.73	Number of sessions	6
5.74	Number of participants	31
5.75	Number of contact hours	6
5.76	Cumulative number of contact hours	186

Mentoring

5.77	Number of sessions	0
5.78	Number of participants	0
5.79	Number of contact hours	0
5.80	Cumulative number of contact hours	0

Teaching & Learning

5.81	Number of sessions	6
5.82	Number of participants	118
5.83	Number of contact hours	11

5.83	Number of contact hours	11
5.84	Cumulative number of contact hours	1,298

E-Resources

5.85	Number of sessions	1
5.86	Number of participants	25
5.87	Number of contact hours	2
5.88	Cumulative number of contact hours	50

5.89 **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If N

Yes, complete one record for each topic; if No, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

Repeating Group #3

1.	Topic	N/A
2.	Number of sessions	N/A
3.	Number of participants	N/A
4.	Number of Contact Hours	N/A

5.90 **Grand Total Sessions** (total questions 5.33, 5.37, 5.41, 5.45, 5.49, 5.53, 5.57, 5.61, 5.65, 5.69, 5.73, 5.77, 5.81, 5.85, and total of question #2 of Repeating Group #3) 32

5.91 **Grand Total Participants**
(total questions 5.34, 5.38,
5.42, 5.46, 5.50, 5.54, 5.58,
5.62, 5.66, 5.70, 5.74, 5.78, 359
5.82, 5.86, and total of
question #3 of Repeating
Group #3)

5.92 **Grand Total of Contact
Hours** (total questions 5.35,
5.39, 5.43, 5.47, 5.51, 5.55,
5.59, 5.63, 5.67, 5.71, 5.75, 40.00
5.79, 5.83, 5.87 and total of
question #4 of Repeating
Group #3)

Coordinated Services/Consulting Services

COORDINATED SERVICES

5.93 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 No
- b. Coordinated purchase of non-print materials No
- c. Negotiated pricing for licensed electronic collection purchases (not purchasing) Yes
- d. Cataloging No
- e. Materials processing No
- f. Coordinated purchase of

- | | | |
|----|---|----|
| f. | Coordinated purchase of office supplies | No |
| g. | Coordinated computer services/purchases | No |
| h. | Virtual reference | No |
| i. | Other (describe using the Note) | No |
| j. | N/A | No |

Repeating Group #4 COSER SERVICES

5.94 Names of COSERS managed by the SLS Director Library Automation and Online Resources

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.95 Indicate which consulting and technical assistance services the system provides. **Note:** If "Other" is selected, please add a Note of explanation.

- | | | |
|----|---|---|
| a. | Consulting with member libraries on grants, and state and federal funding | Y |
| b. | Consulting with member libraries on funding and governance | Y |
| c. | Consulting with member libraries on automation and technology | Y |
| d. | Consulting with member libraries on physical plant needs | Y |
| e. | Consulting with member libraries on personnel and management issues | Y |

- f. Providing information to local, county, and state legislators and their staffs N
- g. Providing system and member library information to the media N
- h. Providing website development and maintenance for member libraries N
- 5.96 Other Consulting and Technical Assistance Services not listed above No

Reference/Special Clients

REFERENCE SERVICES

5.97 Total Reference Transactions 0

5.97a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

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

	groups in need of special library services	
i.	Other	No
5.99	Number of member libraries with Job/Education Information Centers or collections	30
5.100	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

Repeating Group #5

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

Fees

5.101	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 5.102.	N
5.102	Description of fees	N/A

6. Operating Funds Receipts

State and Federal Aid

State Aid

6.32	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	\$0
6.33	School Library Systems Operating Aid	\$109,492
6.34	School Library Systems Categorical Aid for Automation	\$10,949
6.35	School Library System Supplementary Operating Aid	\$47,763
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

Repeating Group #6 Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one repeating group.

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

6.43	Total Other State Aid (total question #2 of Repeating Group #7 above)	\$0
6.44	Total State Aid Receipts (total questions 6.32 through 6.36, and question 6.43)	\$168,204

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

Repeating Group #7 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

Contracts/COSER

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #8)** \$0

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

Repeating Group #8 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

3. Total Contract Amount N/A

6.50 **Total Contracts** (total question #3 of Repeating Group #9 above) \$0

COSER FUNDS

6.51 COSER Receipts \$9,265

Miscellaneous

MISCELLANEOUS RECEIPTS

6.57 Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? N
Enter Y for Yes, N for No. If Yes, enter source and amount in the Note field.

Repeating Group #9 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 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #10 above) \$0

6.59 **Total Miscellaneous Receipts** (total questions 6.51 and 6.58) \$9,265

6.60 **TOTAL OPERATING FUND RECEIPTS - Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** \$177,469

~~Miscellaneous Receipts~~
(total questions 6.44, 6.48
6.50, and 6.59)

6.66 **Total SLS Beginning
Balance (Operating,
Supplemental and
Automation Aid Funds) (as
of July 1, 2020). For
School Library Systems,
opening balance on July 1, 2020 must be the same
as the June 30, 2020,
closing balance reported
in Q12.4 of the 2019-20
annual report.** \$9,239

Grand Total

6.67 **GRAND TOTAL RECEIPTS,
BUDGET LOANS,
TRANSFERS, AND
BALANCE/ROLLOVER** \$186,708
(School Library Systems -
total questions 6.60, 6.66)

12. Projected Annual Budget For Library Systems

School Library Systems Budget for July 1, 2021 - June 30, 2022

12.1 Total Operating Fund
Receipts (include COSER
Funds, State Aid, Federal Aid, \$177,713
Contracts and Miscellaneous
Receipts)

12.4 Cash Balance/Ending

Balance in Operating Fund at \$19,428
the end of the previous fiscal
year

12.5 **Grand Total Operating Fund
Receipts, Budget Loans,
Transfers and Ending** \$107,111

TRANSFERS AND ENDING \$197,141
Balance (total questions 12.1
through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

- 12.6 Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State) \$197,141
- 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, 2022) \$0
- 12.9 Grand Total Operating Fund Disbursements and Ending Balance (total questions 12.6 and 12.8) \$197,141

13. State Formula Aid Disbursements

SLS OPERATING AID AND SUPPLEMENTAL AID

This section of the Annual Report focuses on the reporting of actual State Aid Disbursements during the fiscal year. Record the library system's actual disbursements of formula State Aid funds for each category of formula aid. Do not include COSERs in this section.

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: 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

Repeating Group #10 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 | Program Administrator |
| 2. | Total Full-Time Equivalents (FTE) - System Director and Librarians Only | 1.0 |
| 3. | Expenditure | \$78,758 |

13.1.2 **Total Expenditure - Professional Salaries:** \$78,758

Repeating Group #11 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 | Clerk Typist |
| 2. | Total Full-Time Equivalents (FTE) | .50 |
| 3. | Expenditure | \$15,758 |

13.1.4 **Total Expenditure - Other Staff Salaries** \$15,758

13.1.5 **Employee Benefits:**
Indicate the total expenditures for all system employee fringe benefits. \$43,085

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

Repeating Group #12 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 LILRC

3. Expenditure \$290

1. Expenditure Category Library systems vendor contract for automation

2. Provider of Services MediaFlex/OPALS

3. Expenditure \$4,100

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services TeachingBooks.net

3. Expenditure \$3,410

1. Expenditure Category Other (specify using Note field)

2. Provider of Services LILRC

3. Expenditure \$25

13.1.7 **Total Expenditure - Purchased Services** \$7,825

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

Repeating Group #13 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 | \$84 |

13.1.9 **Total Expenditure -
Supplies and Materials** \$84

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

Repeating Group #14 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 N
having a useful life of more
than one year? Enter Y for
Yes, N for No.

Repeating Group #15 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? Enter Y for yes, N for no. N

Repeating Group #16 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** \$1,700

13.1.16 **Total Indirect Cost** \$1,780

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? Enter Y for Yes, N for No. N

Repeating Group #17 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)** \$147,296

13.1.20 **Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. \$7,909

13.1.21 **Total Allocation from 2020-2021 State Aid** \$157,255

13.1.22 **Balance at the End of the 2020-2021 Fiscal Year.** \$17,868

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. Due to the withholding of 20% of the State funding until late in the year, rollover money was used first for those items deemed to be absolutely essential. New funding received went to salary and benefits only. State funding was released too late in the year to use in regular ways, so will be used in 21-22 as rollover.

13. State Formula Aid Disbursements Cont.

SLS CATEGORICAL AID FOR AUTOMATION

SCHOOL LIBRARY SYSTEMS CATEGORICAL AID FOR AUTOMATION

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

School Library Systems are reporting on disbursements for their Automation Aid

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

Repeating Group #18 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	Program Administrator
2.	Total Full-Time Equivalents (FTE)	1.0
3.	Expenditure	\$4,633
13.2.2	Total Expenditure - Professional Salaries:	\$4,633

Repeating Group #19 13.2.3 **Other Staff Salaries:** Indicate total FTE and salaries for all

other system employees; complete one record for each employee.

1. Title Clerk Typist
2. Total Full-Time Equivalents (FTE) .50
3. Expenditure \$1,751

13.2.4 **Total Expenditure - Other Staff Salaries** \$1,751

13.2.5 **Employee Benefits:**
Indicate the total expenditures for all system employee fringe benefits. \$3,005

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

Repeating Group #20 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 Other (specify using Note field)
2. Provider of Services SpringShare
3. Expenditure \$650

1. Expenditure Category Institutional membership
2. Provider of Services ALA, NAMTC, LILRC
3. Expenditure \$680

13.2.7 **Total Expenditure -**

13.2.7 **Total Expenditure - Purchased Services** \$1,330

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. N

Repeating Group #21 If yes, complete one record for each applicable category; if no, enter N/A for questions 1, and 2 of one repeating group.

1. Expenditure Category N/A

2. Expenditure N/A

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

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

Repeating Group #22 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

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

13.2.12 **Equipment and Furnishings:** Does the system expend funds for equipment and furnishings with a unit cost of \$5,000 or N

more and having a useful life of more than one year? Enter Y for Yes, N for No.

Repeating Group #23 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

Repeating Group #24 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 or cross-contract with a BOCES or a school library system other than the applicant agency? Enter Y for Yes, N for No.

N

Repeating Group #25 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	Total Expenditure - Purchased Services with BOCES	\$0
13.2.18	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)	\$10,719
13.2.19	Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$1,330
13.2.20	Total Allocation from 2020-2021 State Aid	\$10,949
13.2.21	Balance at the End of the 2020 - 2021 Fiscal Year	\$1,560
13.2.22	Final Narrative: Provide a brief narrative, no more than five hundred (500) words.	Due to concerns and uncertainty about whether or not the 20% withheld by the State would ever be received, no money was spent on essential

tive hundred (500) words, describing the major activities carried out with these State Aid Funds.

received, rollover money was spent on essential memberships and services. New funding was spent only on salaries, benefits and indirect costs. By the time the 20% was released, it was too late to spend. Also, spending was less in general due to COVID 19 restrictions. This has resulted in a higher than normal amount of rollover for 21-22.

14. Summary of Library System Accomplishments

Library System Accomplishments

Using the goals from Section 4 in the approved 2016-2021 System Plan of Service, BRIEFLY describe the final results of each element for Year 5 (2020-2021).

- | | | |
|------|--|--|
| 14.1 | Element 1: Resource Sharing
- Results | On June 17, 2021 the Western Suffolk BOCES School Library System Regional Digital Library went live on a SORA platform. It was too late in the 20-21 school year to really get the word out. This plan was not a part of the Plan of Service; but it was approved and encouraged by the Council. The COVID pandemic has shown the need for equity in digital resources more than ever. All of my public and non-public members have been encouraged to set up the authentication process with OverDrive. State funding will be used to purchase content for this site. We will be updating our Cooperative Collection Development Plan to highlight this site as the main vehicle for the Plan. Much more will be reported in the 21-22 annual report. |
| 14.2 | Element 2: Special Client
Groups - Results | The SORA platform includes the ability for a user to choose a dyslexic font, or to change to another language. These features are supportive of special client groups. In addition, 3 workshops were offered this year that focused on working with English Language Learners. Finally, a number of the vendors that I handle for BOCES have resources available that support special client groups if a district wants to purchase them. |
| 14.3 | Element 3: Professional
Development and Continuing
Education - Results | Over the year the SLS offered 33 different opportunities for professional learning or collegial sharing. While attendance was not as strong as in past years, there were many options if people wanted to participate in them. Each workshop |

wanted to participate in them. Each workshop included an evaluation to be completed. Those who attended were almost always satisfied with what was presented.

14.4 Element 4: Consulting and Development Services - Results
The SLS Director receives many emails each day from organizations that are providing information that would help the school librarians to grow in their profession. I share these out to everyone to take a look at if they are interested. In addition, I receive emails or phone calls from the members with questions. I always respond to the best of my ability, or refer them to someone else who can help them.

14.5 Element 5: Coordinated Services - Results
The main way that coordinated services are provided is through the resources that I handle for BOCES for districts to purchase at discounted prices. This includes library automation and online resources. I offer training and support for resources that are purchased. The new SORA platform will allow for more resources to be provided to all members.

Library System Accomplishments Cont.

14.6 Element 6: Awareness and Advocacy - Results
The SLS Director communicates information received related to school library programs and advocacy opportunities to the members on a regular basis. This is done primarily through emails and meetings with the communication coordinators.

14.7 Element 7: Communication among Member Libraries and Library Systems - Results
Members are encouraged to share with each other through grade level collegial circles, and other meetings. This has taken place this year exclusively through zoom. The SLS Director will also share questions received from a particular member with all the others in the region who might be able to provide an answer.

14.8 Element 8: Cooperative Efforts with Other Library Systems - Results
The three Long Island School Library Systems continue to collaborate as frequently as possible. This year the Regional Institute was held via zoom instead of at a local hotel venue. It was still a

instead of at a local hotel venue. It was quite a success. The SLS Director is also actively involved with SLSA and participates through meetings and committees.

- 14.9 Element 9: Other Goal(s) - Results
 The goal of developing a "Teacher/Librarian Leaders" program with the Suffolk's Edge Teacher Center did not happen. First, the Director of the Teacher Center left. Second, COVID hit. I still believe strongly in developing librarians to be leaders in their schools and districts. I hope to use the third domain of the new School Library Program rubric to work through this goal with my members.

PARTICIPANT'S EVALUATION OF SYSTEM SERVICES

- 14.11 URL of System's Blank Evaluation Form <https://www.wsboces.org/wp-content/uploads/2020-21-end-of-year-blank-survey.pdf>
- 14.12 URL of the Tabulated Results of the System's Evaluation Form <https://www.wsboces.org/wp-content/uploads/2020-21-end-of-year-survey-results.pdf>

15. Assurance and Contact Information

CONTACT INFORMATION

- 15.1 Contact name (person completing report) Sara Kardasz
- 15.2 Contact telephone number (enter 10 digits only and hit the Tab key) (631) 595-6834
- 15.3 Contact e-mail address skardasz@wsboces.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 accented by the System 10/27/2021

accepted by the System
Board/Council on (date -
mm/dd/yyyy)

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 10/27/2021
State Library on (date -
mm/dd/yyyy)

Suggested Improvements

Library System Suffolk Western BOCES SLS

Name of Person Completing
Form Sara Kardasz

Phone Number and Extension
(enter area code, telephone 6315956834
number and extension only):

Please share with us your
suggestions for improving the None at this time.
Annual Report. Thank You!