

Suffolk Western BOCES SLS

Annual Report for Library Systems - 2024 (School Library Systems 2024-2025)

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 lost.

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

1.1	SEDCODE	589300000000
1.2	System Name	Suffolk Western BOCES School Library System
1.3	Beginning Reporting Year	07/01/2024
1.4	Ending Reporting Year	06/30/2025
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 (631) 595-6834
Number (enter 10 digits only and hit the
Tab key)

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-Plan-of-Service-21-26-revised.pdf>

1.18 Area Chartered to Serve (square miles) 192

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 Jeanne

1.25 Last Name of System Director Huggard

1.28 - School Library System Director Administrative Certification: Indicate information about the certification currently held by the School Library System Director.

a. School Building Leader (SBL) Certificate Yes

b. School District Leader (SDL) Certificate Yes

c. School Administrator and Supervisor Certificate (SAS)

d. School District Administrator (SDA) Certificate

e. A Variance to Obtain Certification was Approved Through the Following Date

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 jhuggard@wsboces.org

1.35	Name of Current SLS Director's Supervisor	Christina Vagenas
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) 595-6830
1.41	E-Mail Address	cvagenas@wsboces.org
1.42	Name of BOCES/Big 5 Cities District Superintendent	April Poprilo
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 No. If Yes, please annotate using the Note.	N

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
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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

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

SALARY INFORMATION

2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$107,000
2.26	Librarian FTE	0
2.27	Librarian Current Annual Salary	\$0

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

Report information as of the end of the reporting year indicated in questions 1.3 and 1.4.

3.10 Number of member public school districts 18

3.11 Number of member non-public schools 5

3.12 Total number of members (Total 3.10 + 3.11) 23

3.13 Number of participating school library media centers 115

3.14 Number of school library system participants (buildings) 115

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

3.24 Current number of voting positions on system board/council, including vacancies. 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. O

System Board/Council Repeating Group #2 (Q1-8) 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 2-8 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](#). **Note that the Board Council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. If you use the spreadsheet option, the Board President will need to be added as it was in a separate group in the previous year's reports.** Complete this form and email it to collectconnect@baker-taylor.com.

1. Status: Filled, Vacant Filled

2. Title: Board President, Board Member, N/A President

3. First Name Dawn

4. Last Name Koziarz

5. Institutional Affiliation Copiague School District

6. Professional Title School Library Media Specialist

7. Term Expires - Month or N/A June

8. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled

2. Title: Board President, Board Member, N/A Board Member

3. First Name Elizabeth

4. Last Name Aitken

5. Institutional Affiliation Northport-East Northport School District

6. Professional Title SLMS

7. Term Expires - Month or N/A June

8. Term Expires - Year (YYYY) or N/A 2027

1. Status: Filled, Vacant Filled

2. Title: Board President, Board Member, N/A Board Member

3. First Name Bea

4. Last Name Baaden

5. Institutional Affiliation Palmer School of Library and Info Science, LIU, CW Post

6. Professional Title Director, School Library Program

7. Term Expires - Month or N/A June

8. Term Expires - Year (YYYY) or N/A 2028

1. Status: Filled, Vacant Filled

2. Title: Board President, Board Member, N/A Board Member

3.	First Name	Kim
4.	Last Name	Bronzino
5.	Institutional Affiliation	Commack School District
6.	Professional Title	District Lead Librarian
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2026

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member

3.	First Name	Peter
4.	Last Name	Barell
5.	Institutional Affiliation	Cold Spring Harbor PL
6.	Professional Title	Librarian
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2027

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member

3.	First Name	Cathy
4.	Last Name	Masrour
5.	Institutional Affiliation	Smithtown School District
6.	Professional Title	SLMS
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2026

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member

3.	First Name	Deanna
4.	Last Name	Jakubowsky

5.	Institutional Affiliation	Smithtown School District
6.	Professional Title	SLMS
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2027

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member

3.	First Name	Erica
4.	Last Name	Emmons

5.	Institutional Affiliation	Cold Spring Harbor School District
6.	Professional Title	SLMS
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2026

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member

3.	First Name	Tim
4.	Last Name	Spindler

5.	Institutional Affiliation	Long Island Library Resources Council
6.	Professional Title	Executive Director
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2028

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member

3.	First Name	Susan
4.	Last Name	Teeter

5.	Institutional Affiliation	South Huntington School District
6.	Professional Title	SLMS

7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2027
1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	Jill
4.	Last Name	Adler
5.	Institutional Affiliation	
6.	Professional Title	Director, Library Services
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2028
1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	Aurelia
4.	Last Name	Cardamone
5.	Institutional Affiliation	Capstone Publishers
6.	Professional Title	Vendor Representative
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2028
1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	Matthew
4.	Last Name	Covey
5.	Institutional Affiliation	Rockefeller University
6.	Professional Title	University Librarian
7.	Term Expires - Month or N/A	June

8. Term Expires - Year (YYYY) or 2028
N/A

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
- b. Disc
- c. Online or Virtual Catalog Yes
- d. No Catalog

5.14 How many libraries participate in (or submit records for) the union catalog? 99

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

5.16 Number of titles in the system's union catalog 459,209

5.17 Number of holdings in the system's union catalog 1,179,559

5.18 Number of new titles added in the last year 9,206

5.19 Number of holdings added in the last year 15,543

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)

b. Non-library catalogs are included (if checked, please name non-library catalogs using the Note)

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

Interlibrary Loan/Delivery/Continuing Education

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 1,235

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 619

5.26 Total items received (borrowed) 771

5.27 Total requests provided (loaned) 53
unfilled

5.28 Total requests received 19
(borrowed) unfilled

5.29 **Total interlibrary loan activity** 1,462
(total questions 5.25 through 5.28)

DELIVERY

5.31 Do you provide delivery? N

5.32 Number of stops (pick-up and delivery sites per week) 0

Continuing Education Cont.

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

For topics not included below please add a repeating group for each 'other' topic in 5.61. Include program sessions with attendance of zero or one if they were intended for a group. If sessions with zero or one attendee are included, please add a note.

Resource sharing (ILL, collection development, etc.)

5.33 Number of sessions 2

5.34 Number of participants 25

Technology

5.35	Number of sessions	0
5.36	Number of participants	0

Digitization

5.37	Number of sessions	0
5.38	Number of participants	0

Leadership

5.39	Number of sessions	2
5.40	Number of participants	11

Management & Supervisory

5.41	Number of sessions	1
5.42	Number of participants	2

Planning and Evaluation

5.43	Number of sessions	0
5.44	Number of participants	0

Awareness and Advocacy

5.45	Number of sessions	0
5.46	Number of participants	0

Trustee/Council Training

5.47	Number of sessions	0
5.48	Number of participants	0

Special Client Populations

5.49	Number of sessions	4
5.50	Number of participants	64

Children's Services/Elementary Grade Levels

5.51	Number of sessions	1
5.52	Number of participants	3

Young Adult Services/Middle and High School Grade Levels

5.53	Number of sessions	0
------	--------------------	---

5.54 Number of participants 0

Mentoring

5.55 Number of sessions 1

5.56 Number of participants 2

Teaching & Learning

5.57 Number of sessions 3

5.58 Number of participants 169

E-Resources

5.59 Number of sessions 8

5.60 Number of participants 147

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

System Services Repeating Group #3 Q5.61 (1-3)

1. Topic Meet the Author Series presented by LILRC

2. Number of sessions 1

3. Number of participants 6

5.62 **Grand Total Sessions** (total 23
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, 5.59, and total of question #2 of
Repeating Group #3)

5.63 **Grand Total Participants** (total 429
questions 5.34, 5.36, 5.38, 5.40, 5.42,
5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56,
5.58, 5.60, and total of question #3 of
Repeating Group #3)

Coordinated Services/Consulting Services

COORDINATED SERVICES

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

System Services Repeating Group #4 Q5.65 COSER SERVICES

5.65 Name of COSER managed by the SLS Director Library Automation and Online Resources

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.66 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 |
| 5.67 | Other Consulting and Technical Assistance Services not listed above – Add state note | No |

Reference/Special Clients

REFERENCE SERVICES

- | | | |
|-------|---|----------------------|
| 5.68 | Total Reference Transactions | 0 |
| 5.68a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | ES - Annual Estimate |

**SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)**

5.69 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 |

- | | | |
|------|---|---|
| 5.70 | 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 |
|------|---|---|

System Services Repeating Group #5 Q5.70 (1-2)

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

Fees

5.71 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 5.72.

5.72	Description of fees	Each year the SLs of Eastern, Western, and Nassau BOCES collaborate on a Regional Institute. Due to being held at a large hotel, and having higher expenses, a registration fee of \$100 is charged for attendees. Those who volunteer to do a session can attend for free. We are in year 12 and the fee has remained the same.
------	---------------------	--

6. Operating Funds Receipts

State and Federal Aid

Operating Aid Receipts: Please include all funds used to support the School Library system, including state and federal aid, local aid, COSER funds, contracts and miscellaneous receipts. Note that this is different than Part 13, which only includes state aid.

State Aid

6.33	School Library Systems Basic Aid	\$118,275
------	----------------------------------	-----------

6.34	School Library Systems Categorical Aid for Automation	\$11,827
------	---	----------

6.35	School Library Systems Supplemental Aid	\$51,508
------	---	----------

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).

Operating Funds Receipts Repeating Group #6 Q6.42 (1-2) 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 #6 above) \$0

6.44 **Total State Aid Receipts** (total questions 6.33 through 6.36, and question 6.43) \$181,610

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

Operating Funds Receipts Repeating Group #7 Q6.46 (1-2) 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 #7) \$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

Operating Funds Receipts Repeating Group #8 Q6.49 (1-3) 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 **Total Contracts** (total question #3 of Repeating Group #8 above) \$0

COSER FUNDS

6.51	COSER Receipts	\$19,960
------	----------------	----------

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.

Operating Funds Receipts Repeating Group #9 Q6.57 (1-2) 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 | 0 |

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

6.59 **Total Miscellaneous Receipts** (total questions 6.51 and 6.58) \$19,960

6.60 **TOTAL OPERATING FUND RECEIPTS - Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.44, 6.48 6.50, and 6.59) \$201,570

6.66 **Total SLS Beginning Balance** \$0
—All Sources (as of July 1, 2024),
including state and federal aid, local
aid, COSER funds, contracts and
miscellaneous receipts. For School
Library Systems, opening balance on
July 1, 2024 must be the same as the
June 30, 2024, closing balance
reported in Q12.4 of the 2023-24
annual report.

Grand Total

6.67 **GRAND TOTAL RECEIPTS,** \$201,570
BUDGET LOANS, TRANSFERS,
AND BALANCE/ROLLOVER
(School Library Systems - total
questions 6.60, 6.66)

12. Projected Annual Budget For Library Systems

School Library System's Budget for July 1, 2025 - June 30, 2026

12.1 **Total Operating Fund Receipts** \$202,366
(include COSER Funds, State Aid,
Federal Aid, Contracts and
Miscellaneous Receipts)

12.4 **Cash Balance/Ending Balance in** \$1,329
Operating Fund at the end of the
previous fiscal year

12.5 **Grand Total Operating Fund** \$203,695
Receipts, Budget Loans, Transfers and
Ending Balance (total questions 12.1
through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 **Total Operating Fund** \$202,366
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)

12.8 **Ending Balance in Operating** \$1,329
Fund at the end of the current fiscal year
(For School Library Systems, ending
balance as of June 30, 2026)

12.9	Grand Total Operating Fund Disbursements and Ending Balance (total questions 12.6 and 12.8)	\$203,695
------	---	-----------

13. State Formula Aid Disbursements

SLS BASIC 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. Include here any expenditures from basic aid and supplemental aid carryover from the previous year. Funds not spent by June 30, 2025 will appear as carryover for the next year. Prior year SLS carryover funds must be spent in the subsequent year. The carryover funds should be spent first if possible. Carryover funds may not be carried over into a third year.

SCHOOL LIBRARY SYSTEMS BASIC AID AND SUPPLEMENTAL AID

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

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

School Library Systems are reporting on disbursements for Basic and 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

School Library Systems Basic Aid and Supplemental Aid Repeating Group #10 Q13.1.1 (1-3) 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	.85
----	---	-----

3.	Expenditure	\$91,246
----	-------------	----------

13.1.2 Total Expenditure - Professional Salaries:	\$91,246
---	----------

School Library Systems Basic Aid and Supplemental Aid Repeating Group #11 Q13.1.3 (1-3)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) | .33 |
| 3. | Expenditure | \$20,173 |

13.1.4 **Total Expenditure - Other Staff Salaries** \$20,173

13.1.5 **Employee Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$56,504

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

School Library Systems Basic Aid and Supplemental Aid Repeating Group #12 Q13.1.6 (1-3) 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 | N/A |
| 2. | Provider of Services | N/A |
| 3. | Expenditure | N/A |

13.1.7 **Total Expenditure - Purchased Services** \$0

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. N

School Library Systems Basic Aid and Supplemental Aid Repeating Group #13 Q13.1.8 (1-2) 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 |

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

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

School Library Systems Basic Aid and Supplemental Aid Repeating Group #14 Q13.1.10 (1-2) 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: N

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.

School Library Systems Basic Aid and Supplemental Aid Repeating Group #15 Q13.1.12 (1-4) 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: N

Did the system expend funds for grants to member libraries? Enter Y for yes, N for no.

School Library Systems Basic Aid and Supplemental Aid Repeating Group #16 Q13.1.14 (1-3) 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)

13.1.15 Total Expenditure - Grants to Member Libraries \$0

Indirect Cost: Supplied by the New York State Education Department's Grants Finance Office in letters to the Financial Officers of the Big 5 Cities (New York City, Buffalo, Rochester, Syracuse, and Yonkers) and the Chief Administrative Officers of each BOCES. The rate used to calculate 13.1.16 should not exceed 5% even if the Big 5/BOCES state indirect cost rate is over 5%.

13.1.16 **Total Indirect Cost** \$1,858

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

School Library Systems Basic Aid and Supplemental Aid Repeating Group #17 Q13.1.17 (1-3) 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)** \$169,781

13.1.20 **Balance at the Opening of the Fiscal Year** \$0
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.1.21 **Total Allocation from 2024-2025 State Aid** \$169,783

13.1.22 **Balance at the End of the 2024-2025 Fiscal Year.** \$2

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.	State Aid funds were used for salary and benefits for Director and .5 Clerk Typist as well as Indirect Costs.
--	---

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.

Include here any expenditures from automation aid carryover from the previous year. Funds not spent by June 30, 2024 will appear as carryover for the next year. Prior year SLS carryover funds must be spent in the subsequent year. The carryover funds should be spent first if possible. Carryover funds may not be carried over into a third year.

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

School Library Systems Categorical Aid for Automation Repeating Group #18 Q13.2.1 (1-3) 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)	.04
3.	Expenditure	\$4,293

13.2.2 **Total Expenditure - Professional Salaries:** \$4,293

School Library Systems Categorical Aid for Automation Repeating Group #19 Q13.2.3 (1-3) 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)	.04
3.	Expenditure	\$2,721

13.2.4 **Total Expenditure - Other Staff Salaries** \$2,721

13.2.5 **Employee Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$3,486

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

School Library Systems Categorical Aid for Automation Repeating Group #20 Q13.2.6 (1-3) 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 | N/A |
| 2. | Provider of Services | N/A |
| 3. | Expenditure | N/A |

13.2.7 **Total Expenditure - Purchased Services** \$0

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

School Library Systems Categorical Aid for Automation Repeating Group #21 Q13.2.8 (1-2) 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

School Library Systems Categorical Aid for Automation Repeating Group #22 Q13.2.10 (1-2) 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 more and having a useful life of more than one year? Enter Y for Yes, N for No.

School Library Systems Categorical Aid for Automation Repeating Group #23 Q13.2.12 (1-4) 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: N

Did the system expend funds for grants to member libraries? Enter Y for yes, N for no.

School Library Systems Categorical Aid for Automation Repeating Group #24 Q13.2.14 (1-3) 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 Member Libraries \$0

13.2.16 Purchased Services with BOCES: N

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.

School Library Systems Categorical Aid for Automation Repeating Group #25 Q13.2.16 (1-3) 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)** \$10,500

13.2.19 **Balance at the Opening of the Fiscal Year** \$0

NOTE: The opening balance must be the same as the closing balance of the previous year.

13.2.20 **Total Allocation from 2024-2025 State Aid** \$11,827

13.2.21 **Balance at the End of the 2024 - 2025 Fiscal Year** \$1,327

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

State funds were spent on salary and benefits for the Director and the .5 Clerk Typist.

14. Summary of Library System Accomplishments

Library System Accomplishments

Using the goals from Section 4 in the approved 2021-2026 System Plan of Service, BRIEFLY describe the final results of each element for Year 4 (2024-2025).

14.1 Element 1: Resource Sharing - Results

Resource sharing occurs through the WSBOCES Sora library platform. All of the member districts and schools can access the site. Sora usage data shows that site usage continues to increase since its introduction in June 2021. In the 2024-25 End of the Year Survey, 68 out of 86 respondents stated that they and/or their students had accessed titles in the Regional Digital Library in the past year.

14.2 Element 2: Special Client Groups - Results

LI-RBERN (Long Island Regional Bilingual Resource Network) provided a 2 part PD session titled "Work Smarter, Not Harder: AI Tools for ELL Support in Library Media Services". TeachingBooks offered PD on "Supporting English Language Learners with TeachingBooks". In addition, the "L.I. Students Read" Sora site continues to offer digital resources that support DEI initiatives.

14.3 Element 3: Professional Development and Continuing Education - Results	Numerous professional development opportunities were provided during the year. Approximately 429 librarians attended. Each session was evaluated by the attendees after it concluded. These evaluations and the End of the Year Survey showed general satisfaction with the PD provided. In the 2024-25 End of the Year Survey, 79 out of 84 respondents stated that they had participated in PD offered by the System. 80 out of 86 respondents stated that System-provided PD had contributed to their professional learning.
---	---

14.4 Element 4: Consulting and Development Services - Results	System Director provided timely and relevant information, primarily through email, for members. In the 2024-25 End of the Year Survey, 66 out of 86 respondents stated that emails received from the School Library System had helped them professionally.
---	--

14.5 Element 5: Coordinated Services - Results	System Director updates the system LibGuide with relevant information in a timely manner. https://wsboces.libguides.com In the 2024-25 End of the Year Survey, 36 out of 85 respondents stated that they did not visit the LibGuide.
--	--

Library System Accomplishments Cont.

14.6 Element 6: Awareness and Advocacy - Results	System Director informs Communication Coordinators and all members about services provided by the School Library System on a regular basis. On the 2024-25 End of the Year Survey, 80 out of 85 respondents stated that the SLS Director is responsive to issues and concerns voiced by member library media specialists.
--	---

14.7 Element 7: Communication among Member Libraries and Library Systems - Results	Following the annual "New Librarians Orientation", System Director set up Mentor/Mentee pairs for those who are interested. System Director planned in-person meetings for sharing of experiences among librarians. In the 2024-25 End of Year Survey, 83 out of 85 respondents stated that the SLS had a positive impact on their library programs.
--	--

14.8 Element 8: Cooperative Efforts with Other Library Systems - Results	Long Island School Library Systems' 11th Annual Regional Institute was held in collaboration with ESBOCES and Nassau BOCES School Library Systems. 215 librarians attended, 68 from WS BOCES. Director is actively involved with the local NYLA-SSL chapter and with LILRC, the regional library council.
--	---

14.9 Element 9: Other Goal(s) - Results	N/A
---	-----

PARTICIPANT'S EVALUATION OF SYSTEM SERVICES

- 14.11 URL of System's Blank Evaluation Form <https://www.wsbores.org/wp-content/uploads/2024-25-End-of-Year-Survey-blank.pdf>
- 14.12 URL of the Tabulated Results of the System's Evaluation Form <https://www.wsbores.org/wp-content/uploads/2024-25-End-of-Year-Survey-responses.pdf>
- 14.13 Were the results shared with your members? Y

15. Assurance and Contact Information

CONTACT INFORMATION

- 15.1 Contact name (person completing report) Jeanne Huggard
- 15.2 Contact telephone number (enter 10 digits only and hit the Tab key) (631) 595-6834
- 15.3 Contact e-mail address jhuggard@wsbores.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). **If, after the State Library's review, corrections are made in financial numbers please have the report re-approved by the board and enter the new date.** 11/1/25

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) 11/26/2025

Suggested Improvements

- Library System Suffolk Western BOCES SLS
- Name of Person Completing Form Jeanne Huggard

Phone Number and Extension (631) 595-6834
(enter area code, telephone number and
extension only):

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