

Suffolk Western BOCES SLS Annual Report for Library Systems - 2019 (School Library Systems 2019-2020)

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	07/01/2019
1.4	Ending Reporting Year	06/30/2020
1.5	Street Address	31 Lee Avenue
1.6	City	Wheatley Heights
1.7	Zip Code	11798

- 1.8 Four-Digit Zip Code Extension 1837
(enter N/A if unknown)
- 1.9 Mailing Address 31 Lee Avenue
- 1.10 City Wheatley Heights
- 1.11 Zip Code 11798
- 1.12 Four-Digit Zip Code Extension 1837
(enter N/A if unknown)
- 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/2016-2021-Plan-of-Service.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
- 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 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 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	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	\$90,177

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.10	Number of member public school districts	18
3.11	Number of member non-public schools	8
3.12	Total number of members (Total 3.10 + 3.11)	26
3.13	Number of participating school library media centers	121
3.14	Number of school library system participants (buildings)	121
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, 2019 - June 30, 2020.	https://www.wsboces.org/51216-council-meeting-minutes/
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, 2020, through June 30, 2021

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 bibliostat@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 SLMS
 6. Term Expires - Month or N/A June
 7. Term Expires - Year (YYYY) or N/A 2021
-
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 Carolyn

3. Last Name Burton-Gajda
4. Institutional Affiliation Cold Spring Harbor Public Library
5. Professional Title Reference 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 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 2021

1. Status: Filled, Vacant Filled

2. First Name Dawn

3. Last Name Koziarz

4. Institutional Affiliation Copiague School District

5. Professional Title SLMS

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 Jane

3. Last Name Herbst

4. Institutional Affiliation George Mercer Jr.

5. Professional Title Special 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

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 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 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 Kim
3. Last Name Bronzino
4. Institutional Affiliation Commack School District
5. Professional Title SLMS

- | | | |
|----|-----------------------------------|------------------------|
| 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 | SLMS |
| 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 | Community |
| 5. | Professional Title | SLMS |
| 6. | Term Expires - Month or N/A | June |
| 7. | Term Expires - Year (YYYY) or N/A | 2021 |

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? 75

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 391,741

5.17 Number of holdings in the system's union catalog 1,047,622

5.18 Number of new titles added in the last year 6,298

5.19 Number of holdings added in the last year 29,813

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 1,094

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 1,335

5.26 Total items received (borrowed) 2,173

5.27 Total requests provided (loaned) unfilled 119

5.28 Total requests received (borrowed) unfilled 64

5.29 **Total interlibrary loan activity (total questions 5.25 through 5.28)** 3,691

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.

- | | | |
|----|--|-----|
| 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 | 1 |
| 5.34 | Number of participants | 6 |
| 5.35 | Number of contact hours | 2 |

Continuing Education Cont.

Technology

5.36	Number of sessions	8
5.37	Number of participants	115
5.38	Number of contact hours	15

Digitization

5.39	Number of sessions	0
5.40	Number of participants	0
5.41	Number of contact hours	0

Leadership

5.42	Number of sessions	0
5.43	Number of participants	0
5.44	Number of contact hours	0

Management & Supervisory

5.45	Number of sessions	1
5.46	Number of participants	13
5.47	Number of contact hours	2

Planning and Evaluation

5.48	Number of sessions	4
5.49	Number of participants	50
5.50	Number of contact hours	12

Awareness and Advocacy

5.51	Number of sessions	0
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5.52 Number of participants 0

5.53 Number of contact hours 0

Trustee/Council Training

5.54 Number of sessions 0

5.55 Number of participants 0

5.56 Number of contact hours 0

Special Client Populations

5.57 Number of sessions 3

5.58 Number of participants 39

5.59 Number of contact hours 6

Children's Services/Elementary Grade Levels

5.60 Number of sessions 6

5.61 Number of participants 90

5.62 Number of contact hours 10

Young Adult Services/Middle and High School Grade Levels

5.63 Number of sessions 10

5.64 Number of participants 58

5.65 Number of contact hours 10

Mentoring

5.66 Number of sessions 0

5.67 Number of participants 0

5.68 Number of contact hours 0

Teaching & Learning

5.69 Number of sessions 3

5.70 Number of participants 73

5.71 Number of contact hours 10

E-Resources

5.72 Number of sessions 0

5.73 Number of participants 0

5.74 Number of contact hours 0

5.75 **Other:** 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. Y

Repeating Group #3

1. Topic Long Island Library System's 6th Regional Institute

2. Number of sessions 4

3. Number of participants 51

4. Number of Contact Hours 6

Coordinated Services/Consulting Services

- 5.76 **Grand Total Sessions** (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 #2) 40
- 5.77 **Grand Total Participants** (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 #2) 495
- 5.78 **Grand Total of Contact Hours** (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 #3) 73.00

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 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 |

Repeating Group #4 COSER SERVICES

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

- | | | |
|------|--|--------|
| 5.81 | Number of contacts - Consulting with member libraries on grants, and state and federal funding | 5,160 |
| 5.82 | Number of contacts - Consulting with member libraries on funding and governance | 4,468 |
| 5.83 | Number of contacts - Consulting with member libraries on automation and technology | 38,980 |
| 5.84 | Number of contacts - | |

	Consulting with member libraries on physical plant needs	1,600
5.85	Number of contacts - Consulting with member libraries on personnel and management issues	950
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	0
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

Repeating Group #5

1. Topic Providing information about upcoming conferences and PD available.
2. Number of contacts (all types) 27,005

Reference/Special Clients

5.90 **Total Other Contacts** (total of question #2 of Repeating Group #5) 27,005

5.91 **Total Number of Contacts** (total of questions 5.81 through 5.88 and 5.90) 78,163

REFERENCE SERVICES

5.92 Total Reference Transactions 0

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 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 library services No

i. Other No

5.94 Number of member libraries with Job/Education Information Centers or collections 34

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

N/A in questions 1 and 2 of one repeating group.

Repeating Group #6

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

Fees

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 The Long Island System's Regional Institute costs \$100 per attendee. This is used to cover the expense of the hotel, and the keynote speakers.

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 | \$112,389 |
| 6.34 | School Library Systems Categorical Aid for Automation | \$11,239 |

6.35 School Library System
Supplementary Operating Aid \$49,071

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. N
(Report Special Legislative
Grants and Member Items on
Q 6.36).

Repeating Group #7 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) \$172,699

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, N
etc.? Enter Y for Yes, N for
No.

Repeating Group #8 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 #9 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 #9 above) | \$0 |
|------|--|-----|

COSER FUNDS

- | | | |
|------|----------------|---------|
| 6.51 | COSER Receipts | \$9,018 |
|------|----------------|---------|

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 #10 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)** \$9,018

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)** \$181,717

6.66 **Total SLS Beginning Balance (Operating and Automation Aid Funds) (as of July 1, 2019)** \$1,441

Grand Total

6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (School Library Systems - total questions 6.60, 6.66 - must agree with question 7.83)	\$183,158
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7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$90,177
7.2	Other Staff	\$16,932
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$107,109
7.4	Employee Benefits Expenditures	\$45,237
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$152,346

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$6,942
7.7	Electronic Materials	\$8,159

Expenditures

7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$15,101

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	Total Cash Grants (total questions 7.15 through 7.17)	\$0
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$0
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$0

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

Miscellaneous/Contracts

MISCELLANEOUS EXPENSES

7.37	Office and Library Supplies	\$53
7.38	Equipment	\$0
7.39	Telecommunications	\$0
7.40	Binding Expenses	\$0
7.41	Postage and Freight	\$0
7.42	Publicity and Printing	\$0
7.43	Travel	\$1,018
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.	\$1,250
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$2,054
7.46	Indirect Costs paid to BOCES or Big 5 Cities (same as Question 13.1.16)	\$1,820
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 answered, please add	Y

a State Note describing these
Other Miscellaneous
Expenses.

Repeating Group #11 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 | Meeting |
| 2. | Amount | \$277 |
| 7.48 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #11 above) \$277 | |
| 7.49 | Total Miscellaneous Expenses (total questions 7.37 through 7.46 and 7.48) \$6,472 | |

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

Repeating Group #12 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 |

Totals/Bank Information

7.51	Total Contracts (total question #3 of Repeating Group #12 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)	\$173,919
7.62	TOTAL DISBURSEMENTS (total question 7.56)	\$173,919
7.82	TOTAL SLS Ending Balance (as of June 30, 2020)	\$9,239
7.83	GRAND TOTAL DISBURSEMENTS & ENDING BALANCE (total questions 7.62 and 7.82)	\$183,158

Repeating Group #13 Complete one record for each financial account

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

Bank Balance

7.87	Total Bank Balance (total question #2 of Repeating Group #13 above)	\$0
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12. Projected Annual Budget For Library Systems

School Library Systems Budget for July 1, 2020 - June 30, 2021

- 12.1 Total Operating Fund Receipts (include COSER Funds, State Aid, Federal Aid, \$168,204 Contracts and Miscellaneous Receipts)
- 12.4 Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year \$9,239
- 12.5 Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4) \$177,443

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) \$177,443
- 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, 2021) \$0
- 12.9 Grand Total Operating Fund Disbursements and Ending Balance (total questions 12.6 through 12.8) \$177,443

and 12.8)

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: 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 #14 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	\$76,650
13.1.2	Total Expenditure - Professional Salaries:	\$76,650

Repeating Group #15 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 | \$15,239 |
| | | |
| 13.1.4 | Total Expenditure - Other Staff Salaries | \$15,239 |
| | | |
| 13.1.5 | Employee Benefits:
Indicate the total expenditures for all system employee fringe benefits. | \$42,289 |
| | | |
| 13.1.6 | Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No. | Y |

Repeating Group #16 If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Consultant fees/professional fees/per diem |
| 2. | Provider of Services | Donna Miceli |
| 3. | Expenditure | \$1,250 |

- | | | |
|----|----------------------|--------------------------|
| 1. | Expenditure Category | Institutional membership |
| 2. | Provider of Services | see note |
| 3. | Expenditure | \$1,540 |

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Library systems vendor contract for automation |
| 2. | Provider of Services | MediaFlex |

- | | | |
|----|----------------------|--|
| 3. | Expenditure | \$4,100 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | TeachingBooks.net |
| 3. | Expenditure | \$3,410 |

13.1.7 **Total Expenditure - Purchased Services** \$10,300

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

Repeating Group #17 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 \$52

1. Expenditure Category Books and other print materials

2. Expenditure \$6,943

1. Expenditure Category Other (specify using Note field)

2. Expenditure \$277

13.1.9 **Total Expenditure - Supplies and Materials** \$7,272

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

Repeating Group #18 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 \$908

13.1.11 **Total Expenditure - Travel** \$908

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

Repeating Group #19 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 #20 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 7.46) \$1,820

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 #21 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
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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)	\$154,478
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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.	\$927
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13.1.21	Total Allocation from 2019-2020 State Aid	\$161,460
---------	--	-----------

13.1.22	Balance at the End of the 2019-2020 Fiscal Year.	\$7,909
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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.	In addition to salary and benefits for the Director and Clerk Typist, the major activities supported by these State Aid funds include: The union catalog support from MediaFlex; access to TeachingBooks.net for all of the SLS member schools; consultant Donna Miceli, a retired high school librarian who supports the School Library Journal Club that is run in collaboration with the Cold Spring Harbor Laboratory Library; the
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purchase of Follett hardcover books for each middle and high school in WSBOCES SLS; membership dues for the SLS Director in several professional organizations as shown in the State note; conference and travel expenses for the SLS Director to attend professional conferences. Note: 2 of the conferences paid for were cancelled due to COVID-19. The money paid for those conferences has been applied to the 20-21 membership dues for those 2 organizations - SLSA and EMTA.

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 #22 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	\$4,509
13.2.2	Total Expenditure - Professional Salaries:	\$4,509

Repeating Group #23 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 | \$1,693 |

13.2.4 **Total Expenditure - Other Staff Salaries** \$1,693

13.2.5 **Employee Benefits:**
Indicate the total expenditures for all system employee fringe benefits. \$2,948

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

Repeating Group #24 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 | SLSA |
| 3. | Expenditure | \$514 |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Provider of Services | Springshare |
| 3. | Expenditure | \$649 |

13.2.7 **Total Expenditure - Purchased Services** \$1,163

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 #25 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. Y

Repeating Group #26 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 \$110

13.2.11 **Total Expenditure - Travel** \$110

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.

Repeating Group #27 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 #28 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 #29 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)** \$10,423

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. \$514

13.2.20 **Total Allocation from 2019-2020 State Aid** \$11,239

13.2.21 **Balance at the End of the 2019 - 2020 Fiscal Year** \$1,330

- 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.
- In addition to salary and benefits for the SLS Director and Clerk Typist, these State Aid funds supported attendance at the LILRC conference; a LibGuide; and most of the SLSA membership dues amount.

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 4 (2019-2020).

- 14.1 Element 1: Resource Sharing - Results
- The SLS continues to urge member libraries to upload their MARC records to the Union catalog for sharing. The number having done so has increased from 72 to 75 out of approximately 100 public school libraries. However, interlibrary loans are not occurring within the built in system in the Union catalog. Interlibrary loans are primarily occurring between schools in the same district, or schools and their local public library. The Cooperative Collection Development Committee has created a plan approved by the Council, however, no progress has been made in implementing the plan.
- 14.2 Element 2: Special Client Groups - Results
- The SLS makes available to member libraries resources and professional development to support their work with special client groups. Two of the sessions offered at the 6th Regional Institute were related to special groups - one about ELL Learners and one about Special Education students. During the year PD was offered related to mental health with young adults; LGBTQ Youth; and Creating a Culturally Responsive Community of Learners.
- 14.3 Element 3: Professional Development and Continuing Education - Results
- In March of 2020, COVID 19 caused face-to-face interactions to halt. However, PD was offered via Zoom. There were 8 sessions offered by vendors including Follett, MediaFlex and OverDrive. A New Librarians Orientation was presented. As mentioned in section 14.2, several sessions were offered to support work with special client groups. A

full day focused on using local primary sources presented by the NYS Archives Partnership Trust for school librarians and social studies teachers. PD about MakerSpaces continued to draw interest until COVID hit. 51 WSBOCES librarians attended the 6th Regional Institute and heard from Barbara Stripling about the Reimagined IFC.

- 14.4 Element 4: Consulting and Development Services - Results The SLS provides information of interest to the school library media specialists through emails, telephone conversations, meetings, face-to-face discussions, and now primarily via zoom meetings. All topics that might be relevant to the professional school librarian are shared.
- 14.5 Element 5: Coordinated Services - Results In addition to the Union catalog, the SLS provides TeachingBooks.net for all member libraries and their schools. The SLS has purchased Rosen ebooks over the years that are available to all members. These were buy it once, own it forever purchases. In addition, through the BOCES coser the SLS offers library automation and many online resources at discounted pricing for all members. A new CCD plan was approved by the Council and needs to be implemented. Members may find a number of resources available at the newly created SLS LibGuide.

Library System Accomplishments Cont.

- 14.6 Element 6: Awareness and Advocacy - Results The SLS shares with the members any information received that would increase awareness about the profession and advocacy efforts locally, statewide or nationally. This sharing occurs through emails and meetings.
- 14.7 Element 7: Communication among Member Libraries and Library Systems - Results The SLS encourages member librarians to share their knowledge and experience by participating in professional circles, or being presenters at meetings and conferences. The Director is an active participant in SLSA. The Director is on the Board of LILRC and actively involved in a High School and Beyond group that includes academic,

public and high school librarians.

- 14.8 Element 8: Cooperative Efforts with Other Library Systems - Results
- The WSBOCES SLS collaborates each year with ESBOCES and Nassau BOCES SLS's to offer a Regional full-day Institute. The 2019 Institute included a morning session with Barbara Stripling discussing the reimagined IFC; a keynote with author Cheryl Wills; and 2 pull out sessions with 10 sessions to choose from. There were 204 regional attendees with 51 being from WSBOCES. The three systems are generous with each other as far as allowing participation in PD being offered, or access to information.
- 14.9 Element 9: Other Goal(s) - Results
- Unfortunately the Cold Spring Harbor Laboratory Library decided in 2019-20 to discontinue the Library Journal Club. After this decision had been made, COVID 19 caused everything to shut down anyway. The other goal that was part of the 5 Year Plan of Service was to develop leadership capacity in the school librarians. This goal included developing a Library Leadership program with the Teacher Center here. Unfortunately, that did not occur. The SLS Director continues to offer PD that encourages leadership capacity.

PARTICIPANT'S EVALUATION OF SYSTEM SERVICES

- 14.11 URL of System's Blank Evaluation Form <https://www.wsboces.org/wp-content/uploads/2019-20-end-of-year-survey.pdf>
- 14.12 URL of the Tabulated Results of the System's Evaluation Form <https://www.wsboces.org/wp-content/uploads/2019-20-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 accepted by the System Board/Council on (date - mm/dd/yyyy) 10/19/2020

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) 10/30/2020

Suggested Improvements

Library System Suffolk Western BOCES SLS

Name of Person Completing Form Sara M. Kardasz

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

Please share with us your suggestions for improving the *Annual Report*. Thank You! The instructions are often contradictory and confusing. A review of the instructions by a group of SLS Directors would be helpful.