

# The Field Library

## Annual Report For Public And Association Libraries - 2021

CURRENT YEAR

PREVIOUS YEAR

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

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.

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.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8800665010	8800665010
1.2	Library Name	THE FIELD LIBRARY	THE FIELD LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Peekskill	Peekskill
1.6	Beginning Fiscal Reporting Year	01/01/2021	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2021	12/31/2020
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021	01/01/2020

1.12	Ending <u>Local</u> Fiscal Year	12/31/2021	12/31/2020
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	4 NELSON AVENUE	4 NELSON AVENUE
1.15	City	PEEKSKILL	PEEKSKILL
1.16	Zip Code	10566	10566
1.17	Mailing Address	4 NELSON AVENUE	4 NELSON AVENUE
1.18	City	PEEKSKILL	PEEKSKILL
1.19	Zip Code	10566	10566
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(914) 737-1212	(914) 737-1212
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(914) 862-3288	(914) 862-3288
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	jbrown@thefieldlibrary.org	jbrown@wlsmail.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.peekskill.org	www.peekskill.org
1.24	Population Chartered to Serve (per 2010 Census)	23,583	23,583
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	City	City
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	04/11/1887	04/11/1887
1.30	Date the library was last registered	02/26/1925	02/26/1925
1.31	Federal Employer Identification Number	131860030	131860030
1.32	County	WESTCHESTER	WESTCHESTER
1.33	School District	Peekskill	Peekskill
1.34	Town/City	Peekskill	Peekskill
1.35	Library System	Westchester Library System	Westchester Library System

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT**

**QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Jennifer	<i>Jennifer</i>
1.38	Last Name of Library Director/Manager	Brown	<i>Brown</i>
1.39	NYS Public Librarian Certification Number	27306	<i>27306</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
1.43	E-mail Address of the Director/Manager	jbrown@thefieldlibrary.org	<i>jbrown@wlsmail.org</i>
1.44	Fax Number of the Director/Manager	(914) 862-3288	<i>(914) 862-3288</i>
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>

**Public Votes/Contracts**

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	<i>Y</i>
1.	Name of municipality or district holding the public vote	City of Peekskill	<i>City of Peekskill</i>
2.	Indicate the type of municipality or district holding the public vote	City	<i>City</i>
3.	Date the vote was held		

	(mm/dd/2021)	11/02/2021	11/03/2020
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))	<i>municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$1,178,000	<i>\$1,178,000</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$80,000	<i>\$80,000</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$1,258,000	<i>\$1,258,000</i>

**This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	Y	Y
1.	Name of municipality or district holding the public vote	City of Peekskill	<i>City of Peekskill</i>
2.	Indicate the type of municipality or district holding the public vote	City	<i>City</i>
3.	Date the last successful vote was held (mm/dd/yyyy)	11/03/2020	<i>11/05/2019</i>
4.	What type of public vote was it?	municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))	<i>municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))</i>
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	\$1,178,000	<i>\$1,178,000</i>

#### Unusual Circumstances

1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to	Y	Y
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question 1.49.

1.	Name of contracting municipality or district	Town of Cortlandt	<i>Town of Cortlandt</i>
2.	Is this a written contractual agreement?	Y	<i>Y</i>
3.	Population of the geographic area served by this contract	14,602	<i>14,602</i>
4.	Dollar amount of contract	\$101,826	<i>\$66,655</i>
5.	Enter the appropriate code for range of services provided (select one):	Full	<i>Full</i>

1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	<i>Y</i>
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## 2. LIBRARY COLLECTION

### Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

**NOTE:** This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	17,268	<i>17,190</i>
2.2	Adult Non-fiction Books	32,507	<i>33,028</i>
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	49,775	<i>50,218</i>

2.4	Children's Fiction Books	15,026	17,057
2.5	Children's Non-fiction Books	8,567	8,370
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	23,593	25,427
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	73,368	75,645

**Other Print Materials**

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	11	11
2.10	All Other Print Materials	1	1
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	12	12
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	73,380	75,657

**ALL OTHER MATERIALS****Electronic Materials**

2.13	Electronic Books	122,029	111,174
2.14	Local Electronic Collections	0	9
2.15	NOVELNY Electronic Collections	15	15
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	15	24
2.17	Audio - Downloadable Units	28,610	24,213
2.18	Video - Downloadable Units	3,920	2,659
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	12	12
2.20	<b>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</b>	154,586	138,082

**Non-Electronic Materials**

2.21	Audio - Physical Units	4,098	4,458
2.22	Video - Physical Units	6,294	6,088
2.23	Other Circulating Physical Items	62	86
2.24	<b>Total Physical Items in Collection (Total questions 2.21 through 2.23)</b>	10,454	10,632

**Grand Total/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</b>	238,420	224,371
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## 2.24)

**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	4,052	3,544
2.27	All Other Print Materials	0	0
2.28	Electronic Materials	19,579	106,118
2.29	All Other Materials	764	696
2.30	<b>Total Additions (Total questions 2.26 through 2.29)</b>	24,395	110,358

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

#### Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

#### LIBRARY USE

3.1	Library visits (total annual attendance)	94,630	68,864
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	12,310	11,712
3.3	Registered non-resident borrowers	6	6

Please report information on WRITTEN POLICIES as of 12/31/21.

#### WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment	Y	Y

prevention policy?

Please report information on ACCESSIBILITY as of 12/31/21.

### ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N	N
3.15 - If so, what do you have?			
	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	No	No
	electronic scanning and reading software, such as OpenBook	No	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	N

### Library Sponsored Programs/Summer Reading Program

### SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,



- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	124	73
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	33	61
3.19	Number of Children's Programs	121	126
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	10	
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	118	
3.20	Number of Synchronous General Interest Program Sessions	0	0
3.20a	Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)	278	
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	285	260
3.21a	Number of Synchronous In-Person Onsite Program Sessions	114	
3.21b	Number of Synchronous In-Person Offsite Program Sessions	49	
3.21c	Number of Synchronous Virtual Program Sessions	114	
3.22	One-on-One Program Sessions	45	9
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age	2,536	727

	19 or Older		
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	360	510
3.26	Children's Program Attendance	1,617	1,311
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	55	
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	1,562	
3.27	Attendance at Synchronous General Interest Programs	0	0
3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)	4,513	
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	4,513	2,548
3.28a	Synchronous In-Person Onsite Program Attendance	1,436	
3.28b	Synchronous In-Person Offsite Program Attendance	523	
3.28c	Synchronous Virtual Program Attendance	2,535	
3.29	One-on-One Program Attendance	45	9
3.29a	Total Number of Asynchronous Program Presentations	104	
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	16,940	

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

### SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes

e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.31	Library outlets offering the summer reading program	1	1
3.32	Children registered for the library's summer reading program	40	78
3.33	Young adults registered for the library's summer reading program	78	5
3.34	Adults registered for the library's summer reading program	0	0
3.35	<b>Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)</b>	118	83
3.36	Children's program sessions - Summer 2021	12	9
3.37	Young adult program sessions - Summer 2021	59	18
3.38	Adult program sessions - Summer 2021	5	12
3.39	<b>Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)</b>	76	39
3.40	Children's program attendance - Summer 2021	711	0
3.41	Young adult program attendance - Summer 2021	346	142
3.42	Adult program attendance - Summer 2021	90	101
3.43	<b>Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)</b>	1,147	243

#### COLLABORATORS

3.44	Public school district(s) and/or BOCES	6	6
3.45	Non-public school(s)	4	4
3.46	Childcare center(s)	0	0
3.47	Summer camp(s)	0	0
3.48	Municipality/Municipalities	2	2
3.49	Literacy provider(s)	0	0
3.50	Other (describe using the State note)	0	0
3.51	<b>Total Collaborators (total 3.44 through 3.50)</b>	12	12

#### Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

### EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)		<i>Y</i>
3.53	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	Yes	Yes
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.54	- Number of sessions		
a.	Focus on birth - school entry (kindergarten)	59	<i>51</i>
b.	Focus on parents & caregivers	1	<i>1</i>
c.	Combined audience	3	<i>0</i>
d.	N/A	N/A	<i>0</i>
3.55	<b>Total Sessions</b>	63	<i>52</i>
3.56	- Attendance at sessions		
a.	Focus on birth - school entry (kindergarten)	1,051	<i>1,599</i>
b.	Focus on parents & caregivers	150	<i>15</i>
c.	Combined audience	48	<i>0</i>
d.	N/A	0	<i>0</i>
3.57	<b>Total Attendance</b>	1,249	<i>1,614</i>
3.58	- Collaborators (check all that apply):		
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	Yes	Yes
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2021 calendar year.

### ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No	<i>No</i>
3.60	Total group program sessions	0	<i>0</i>
3.61	Total one-on-one program sessions	0	<i>0</i>
3.62	Total group program attendance	0	<i>0</i>
3.63	Total one-on-one program attendance	0	<i>0</i>
3.64	- Collaborators (check all that apply)		

a.	Literacy NY (Literacy Volunteers of America)	No	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

### PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	Y
3.66	Children's program sessions	59	2
3.67	Young adult program sessions	0	0
3.68	Adult program sessions	0	9
3.69	<b>Total program sessions (total 3.66 + 3.67 + 3.68)</b>	59	11
3.70	One-on-one program sessions	0	0
3.71	Children's program attendance	97	48
3.72	Young adult program attendance	0	0
3.73	Adult program attendance	0	29
3.74	<b>Total program attendance (total 3.71 + 3.72 + 3.73)</b>	97	77
3.75	One-on-one program attendance	0	0
3.76	- Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	No	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

### DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y	Y
3.78	Total group program sessions	6	1
3.79	Total one-on-one program sessions	0	0
3.80	Total group program attendance	50	2
3.81	Total one-on-one program attendance	0	0
3.82	Did your library offer teen-led activities during the 2021 calendar	Y	Y

year?

## 4. LIBRARY TRANSACTIONS

### Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

#### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	13,882	<i>10,877</i>
4.2	Adult Non-fiction Books	8,878	<i>7,116</i>
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	22,760	<i>17,993</i>
4.4	Children's Fiction Books	11,935	<i>9,213</i>
4.5	Children's Non-fiction Books	3,384	<i>2,868</i>
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	15,319	<i>12,081</i>
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	38,079	<i>30,074</i>

#### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	13,269	<i>15,322</i>
4.9	Circulation of Children's Other Materials	1,305	<i>1,908</i>
4.10	<b>Circulation of Other Physical Items (Total questions 4.8, 4.9)</b>	14,574	<i>17,230</i>
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	52,653	<i>47,304</i>

#### ELECTRONIC USE

4.12	Use of Electronic Material	23,385	<i>3,398</i>
4.13	Successful Retrieval of Electronic Information	993	<i>783</i>
4.14	<b>Electronic Content Use (Total questions 4.12 &amp; 4.13)</b>	24,378	<i>4,181</i>
4.15	<b>Total Circulation of Materials (Total questions 4.11 &amp; 4.12)</b>	76,038	<i>50,702</i>
4.16	<b>Total Collection Use (Total questions 4.13 &amp; 4.15)</b>	77,031	<i>51,485</i>
4.17	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	16,624	<i>13,989</i>

#### REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	5,686	<i>3,217</i>
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual	CT - Annual Count	<i>CT - Annual Count</i>

estimate based on a typical week  
or weeks?

4.19	Does the library offer virtual reference?	Y	Y
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### Interlibrary Loan

#### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	9,284	7,580
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#### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	15,495	13,066
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## 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

### SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	32,000	32,815
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	Y	Y
5.8	Is the library part of a consortium for E-rate benefits?	Y	Y
5.9	If yes, in which consortium are you participating?	Westchester Library System	<i>Westchester Library System</i>
5.10	Name of the person responsible for the library's Information Technology (IT) services	Jennifer Brown	<i>Jennifer Brown</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(914) 737-7110	<i>(914) 737-7110</i>
5.12	IT contact's email address	jbrown@thefieldlibrary.org	<i>jbrown@wlsmail.org</i>

## 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the

total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	6.69	6.37
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	1	1
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	9.57	8.51
6.11	Vacant Other Staff	0	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	18.26	16.88
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00	0.00

### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$55,000	\$53,000
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$102,826	\$100,804
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2021**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.



1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	Y
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y

9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE</b>		

**OUTLETS (Total questions 8.1 - 8.4)** 1 1

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	62.50	58.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	62.50	58.00
8.10	Annual Total Hours - Main Library	3,066.50	2,083.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	3,066.50	2,083.00

## 8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No	Yes
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes	Yes
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes	Yes

CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	No	<i>No</i>
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	

## 9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com)

1.	Outlet Name	The Field Library	<i>The Field Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	4 Nelson Avenue	<i>4 Nelson Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Peekskill	<i>Peekskill</i>
6.	Zip Code	10566	<i>10566</i>
7.	Phone (enter 10 digits only)	(914) 737-1212	<i>(914) 737-1212</i>
8.	Fax Number (enter 10 digits only)	(914) 862-3288	<i>(914) 862-3288</i>
9.	E-mail Address	jbrown@thefieldlibrary.org	<i>jbrown@wlsmail.org</i>
10.	Outlet URL	www.peekskill.org	<i>www.peekskill.org</i>

11.	County	Westchester	<i>Westchester</i>
12.	School District	Peekskill	<i>Peekskill</i>
13.	Library System	Westchester Library System	<i>Westchester Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,067	<i>2,083</i>
16.	Number of Weeks This Outlet is Open	52	<i>35</i>
16a	Number of weeks an outlet closed due to COVID-19	0	<i>17</i>
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	<i>26</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	9	<i>0</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	City	<i>City</i>
22.	Who owns the land on which this outlet is built?	City	<i>City</i>
23.	Indicate the year this outlet was initially constructed	1976	<i>1976</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2020	<i>2020</i>
25.	Square footage of the outlet	16,000	<i>16,000</i>
26.	Number of Internet Computers Used by General Public	27	<i>27</i>
27.	Number of uses (sessions) of public Internet computers per year	4,034	<i>5,080</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>

31.	Internet Provider	Other (specify using the State note)	<i>Cablevision/Optimum</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	2,291	<i>5,724</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your <b>outlet</b> have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	8800665010	<i>8800665010</i>
38.	<i>FSCSID</i>	NY0748	<i>NY0748</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021)	12	<i>12</i>
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### NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes	<i>Yes</i>
10.3	If yes, what is the range?	9-11	<i>9-11</i>
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	11	<i>11</i>
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?		
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no,	No	<i>No</i>

please explain in a Note.

10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	N/A	N/A
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### BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership	EA - board members are elected by the library association membership
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List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

10.9	First Name	Sandra	Sandra
10.10	Last Name	Smith	Smith
10.11	Mailing Address	4 Apple Hill Ln.	4 Apple Hill Ln.
10.12	City	Peekskill	Peekskill
10.13	Zip Code (5 digits only)	10566	10566
10.14	Phone (enter 10 digits only)	(914) 736-1380	(914) 736-1380
10.15	E-mail Address	sandra.smith@randrealty.com	sandra.smith@randrealty.com
10.16	Term Begins - Month	August	August
10.17	Term Begins - Year (yyyy)	2016	2016
10.18	Term Expires - Month	December	N/A
10.19	Term Expires - Year (yyyy)	2022	N/A
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	N/A	N/A
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
10.23	Is this a brand new trustee?	N	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

1.	Status	Filled	Filled
2.	First Name of Board Member	Karen	Karen

3.	Last Name of Board Member	Kelley	<i>Kelley</i>
4.	Mailing Address	46 Roma Orchard	<i>46 Roma Orchard Rd.</i>
5.	City	Peekskill	<i>Peekskill</i>
6.	Zip Code (5 digits only)	10566	<i>10566</i>
7.	E-mail address	karenkelley1901@gmail.com	<i>karenkelley1901@gmail.com</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2017	<i>2017</i>
11.	Term Expires	December	<i>N/A</i>
12.	Term Expires - Year (yyyy)	2021	<i>N/A</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Tina	<i>Christopher</i>
3.	Last Name of Board Member	Romeo	<i>Vega</i>
4.	Mailing Address	360 Depew St.	<i>192 Benefield Rd.</i>
5.	City	Peekskill	<i>Peekskill</i>
6.	Zip Code (5 digits only)	10566	<i>10566</i>
7.	E-mail address	tinaromeo@verizon.net	<i>vegace1371@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	October	<i>February</i>
10.	Term Begins - Year (year)	2017	<i>2019</i>
11.	Term Expires	December	<i>N/A</i>
12.	Term Expires - Year (yyyy)	2022	<i>N/A</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of	Yes	<i>Yes</i>



[name]'s term, which was to run from beginning date to ending date.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Joseph	<i>Tina</i>
3.	Last Name of Board Member	Galella	<i>Romeo</i>
4.	Mailing Address	110 Mountainview Rd.	<i>360 Depew St.</i>
5.	City	Cortlandt Manor	<i>Peekskill</i>
6.	Zip Code (5 digits only)	10567	<i>10566</i>
7.	E-mail address	jpgefg@aol.com	<i>tinaromeo@verizon.net</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	June	<i>October</i>
10.	Term Begins - Year (year)	1985	<i>2017</i>
11.	Term Expires	December	<i>N/A</i>
12.	Term Expires - Year (yyyy)	2022	<i>N/A</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Ann	<i>Joseph</i>
3.	Last Name of Board Member	Douglas	<i>Galella</i>
4.	Mailing Address	221 Walnut St.	<i>110 Mountainview Rd.</i>
5.	City	Peekskill	<i>Cortlandt Manor</i>
6.	Zip Code (5 digits only)	10566	<i>10567</i>
7.	E-mail address	threave04@gmail.com	<i>jpgefg@aol.com</i>

8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	February	<i>June</i>
10.	Term Begins - Year (year)	2018	<i>1985</i>
11.	Term Expires	December	<i>N/A</i>
12.	Term Expires - Year (yyyy)	2021	<i>N/A</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Melinda	<i>Ann</i>
3.	Last Name of Board Member	Cosentino	<i>Douglas</i>
4.	Mailing Address	719 Hudson Ave.	<i>221 Walnut St.</i>
5.	City	Peekskill	<i>Peekskill</i>
6.	Zip Code (5 digits only)	10566	<i>10566</i>
7.	E-mail address	mcosentino@thefieldlibrary.org	<i>threave04@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	September	<i>February</i>
10.	Term Begins - Year (year)	2015	<i>2018</i>
11.	Term Expires	December	<i>N/A</i>
12.	Term Expires - Year (yyyy)	2022	<i>N/A</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Benjamin	<i>Melinda</i>
3.	Last Name of Board Member	Bloom	<i>Cosentino</i>
4.	Mailing Address	307 Mallard Way	<i>719 Hudson Ave.</i>
5.	City	Peekskill	<i>Peekskill</i>
6.	Zip Code (5 digits only)	10566	<i>10566</i>
7.	E-mail address	blove76@hotmail.com	<i>mcosentino@wlsmail.org</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>September</i>
10.	Term Begins - Year (year)	2019	<i>2015</i>
11.	Term Expires	December	<i>N/A</i>
12.	Term Expires - Year (yyyy)	2022	<i>N/A</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Christopher	<i>Benjamin</i>
3.	Last Name of Board Member	Alexander	<i>Bloom</i>
4.	Mailing Address	25 Richard Somers Road,	<i>307 Mallard Way</i>
5.	City	Granite Springs	<i>Peekskill</i>
6.	Zip Code (5 digits only)	10527	<i>10566</i>
7.	E-mail address	chrisalexanderjr@hotmail.com	<i>blove76@hotmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	March	<i>January</i>
10.	Term Begins - Year (year)	2019	<i>2019</i>
11.	Term Expires	December	<i>N/A</i>
12.	Term Expires - Year (yyyy)	2022	<i>N/A</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Mary	<i>Christopher</i>
3.	Last Name of Board Member	Foster	<i>Alexander</i>
4.	Mailing Address	1423 Hudson Ave.	<i>139 Rita Dr.</i>
5.	City	Peekskill	<i>Cortlandt Manor</i>
6.	Zip Code (5 digits only)	10566	<i>10567</i>
7.	E-mail address	maryfoster7990@msn.com	<i>chrisalexanderjr@hotmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	October	<i>March</i>
10.	Term Begins - Year (year)	2017	<i>2019</i>
11.	Term Expires	December	<i>N/A</i>
12.	Term Expires - Year (yyyy)	2022	<i>N/A</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>

2.	First Name of Board Member	Alan	Mary
3.	Last Name of Board Member	Most	Foster
4.	Mailing Address	163 Underhill Ln.	1423 Hudson Ave.
5.	City	Peekskill	Peekskill
6.	Zip Code (5 digits only)	10566	10566
7.	E-mail address	alanhmost@gmail.com	maryfoster7990@msn.com
8.	Office Held or Trustee	Secretary	Financial Officer
9.	Term Begins - Month	February	October
10.	Term Begins - Year (year)	2018	2017
11.	Term Expires	December	N/A
12.	Term Expires - Year (yyyy)	2021	N/A
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	Y	N

### Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Sandra Smith	Sandra Smith
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Karen Kelley	Karen Kelly
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Mary Foster	Alan Most
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y

1.	Trustee Name	Alan Most	<i>Mary Foster</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Christopher Alexander	<i>Christopher Alexander</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Benjamin Bloom	<i>Benjamin Bloom</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Melinda Cosentino	<i>Melinda Cosentino</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Joseph Galella	<i>Ann Douglas</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Ann Douglas	<i>Joseph Galella</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y
1.	Trustee Name	Tina Romeo	<i>Tina Romeo</i>
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y	Y

## 11. OPERATING FUNDS RECEIPTS

### Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local

	public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	Y
1.	Source of Funds	City	City
2.	Name of funding County, Municipality or School District	City of Peekskill	City of Peekskill
3.	Amount	\$1,258,000	\$1,178,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N/A
1.	Source of Funds	Town	Town
2.	Name of funding County, Municipality or School District	Town of Cortlandt	Town of Cortlandt
3.	Amount	\$101,826	\$66,655
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	Y	Y
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$1,359,826	\$1,244,655
<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>			
11.3	Local Library Services Aid (LLSA)	\$7,949	\$5,542
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$5,960	\$1,461
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$13,909	\$7,003
<b>OTHER STATE AID</b>			
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$40,793	\$0
<b>Federal Aid/Other Receipts</b>			
<b>FEDERAL AID FOR LIBRARY OPERATION</b>			
11.10	LSTA	\$0	\$0

11.11	Other Federal Aid	\$0	\$181,438
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$181,438
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
<b>OTHER RECEIPTS</b>			
11.14	Gifts and Endowments	\$7,050	\$2,292
11.15	Fund Raising	\$2,373	\$568
11.16	Income from Investments	\$26,481	\$2,232
11.17	Library Charges	\$10,553	\$6,534
11.18	Other	\$48,880	\$12,728
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$95,337	\$24,354
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,509,865	\$1,457,450
11.21	<b>BUDGET LOANS</b>	\$0	\$0

**Transfers/Grant Total****TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$1,619
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$1,619
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$493,959	\$383,059
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$2,003,824	\$1,842,128

**12. OPERATING FUND DISBURSEMENTS****Staff/Collection/Capital/Operation and Maintenance**

**Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE**



**NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

## STAFF EXPENDITURES

### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$546,441	\$481,817
12.2	Other Staff	\$243,261	\$253,631
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$789,702	\$735,448
12.4	<b>Employee Benefits Expenditures</b>	\$223,658	\$210,938
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$1,013,360	\$946,386

## COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$65,630	\$51,968
12.7	Electronic Materials Expenditures	\$0	\$1,706
12.8	Other Materials Expenditures	\$15,790	\$9,485
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$81,420	\$63,159

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$27,395	\$50,649
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$27,395	\$50,649

## OPERATION AND MAINTENANCE OF BUILDINGS

### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$20,383	\$17,449
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$20,383	\$17,449
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$82,589	\$24,993
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$102,972	\$42,442

## MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$27,803	\$20,351
12.19	Telecommunications	\$2,114	\$3,238
12.20	Postage and Freight	\$670	\$1,536
12.21	Professional & Consultant Fees	\$165,607	\$124,426
12.22	Equipment	\$0	\$0
12.23	Other Miscellaneous	\$37,550	\$27,155
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19,	\$233,744	\$176,706

12.20, 12.21, 12.22 and 12.23)

**Contracts/Debt Service/Transfers/Grand Total****12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**

\$75,956

\$68,827

**DEBT SERVICE****Capital Purposes Loans (Principal and Interest)**

12.26 From Local Public Funds (73PF)

\$0

\$0

12.27 From Other Funds (73OF)

\$0

\$0

12.28 **Total** (Add Questions 12.26 and 12.27)

\$0

\$0

**Other Loans**

12.29 Budget Loans (Principal and Interest)

\$0

\$0

12.30 Short-Term Loans

\$0

\$0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)

\$0

\$0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)

\$1,534,847

\$1,348,169

**TRANSFERS****Transfers to Capital Fund**

12.33 From Local Public Funds (76PF)

\$0

\$0

12.34 From Other Funds (76OF)

\$0

\$0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)

\$0

\$0

12.36 **Transfer to Other Funds**

\$22,667

\$0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)

\$22,667

\$0

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)

\$1,557,514

\$1,348,169

12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021

\$446,310

\$493,959

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)

\$2,003,824

\$1,842,128

**ASSURANCE**

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/21/2022	06/10/2021
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**FISCAL AUDIT**

12.42	Last audit performed (mm/dd/yyyy)	10/19/2021	04/09/2021
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2020 - 12/31/2020	01/01/2019 - 12/31/2019
12.44	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

**CAPITAL FUND**

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	N
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**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*  
Please click [here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$0	\$0

**STATE AID FOR CAPITAL PROJECTS**

13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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**INTERFUND REVENUE**

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0

13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$0

## 14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

### PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
14.2	Incidental Construction	\$0	\$0
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2021	\$0	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$0

## 15. CENTRAL LIBRARIES

**PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO**

**SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY****16. FEDERAL TOTALS**

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	6.73	6.45
16.2	Total Librarians	7.61	7.33
16.3	All Other Paid Staff	8.37	7.45
16.4	Total Paid Employees	15.98	14.78
16.5	State Government Revenue	\$48,742	\$5,542
16.6	Federal Government Revenue	\$0	\$181,438
16.7	Other Operating Revenue	\$101,297	\$25,815
16.8	Total Operating Revenue	\$1,509,865	\$1,457,450
16.9	Other Operating Expenditures	\$412,672	\$287,975
16.10	Total Operating Expenditures	\$1,507,452	\$1,297,520
16.11	Total Capital Expenditures	\$27,395	\$50,649
16.12	Print Materials	73,379	75,656
16.13	Total Registered Borrowers	12,316	11,718
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	27	27
16.16	Total Uses (sessions) of Public Internet Computers Per Year	4,034	5,080
16.17	Wireless Sessions	2,291	5,724
16.18	Total Capital Revenue	\$0	\$0

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

17.1	<i>LIB ID</i>	8800665010	8800665010
17.2	<i>Interlibrary Relationship Code</i>	ME	ME
17.3	<i>Legal Basis Code</i>	NP	NP
17.4	<i>Administrative Structure Code</i>	SO	SO
17.5	<i>FSCS Public Library Definition</i>	Y	Y
17.6	<i>Geographic Code</i>	CI1	CI1
17.7	<i>FSCS ID</i>	NY0748	NY0748
17.8	<i>SED CODE</i>	661500700030	661500700030
17.9	<i>INSTITUTION ID</i>	800000035020	800000035020

**SUGGESTED IMPROVEMENTS**

Library Name:	THE FIELD LIBRARY	<i>THE FIELD LIBRARY</i>
Library System:	Westchester Library System	<i>Westchester Library System</i>
Name of Person Completing Form:	Jennifer Brown	<i>Jennifer Brown</i>
Phone Number:	(914) 737-7110	<i>(914) 737-7110</i>
I am satisfied that this resource	Strongly Agree	<i>Agree</i>

(Collect) is meeting library needs:

Applying this resource (Collect)  
will help improve library services to the public: Agree

*Agree*

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