

January 1, 2025

Dear Library Director,

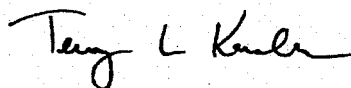
Please find the enclosed invoices, which reflect charges based on the library's service choices, these invoices may include:

- Standard Information Technology (IT) services selected in the library's 2025 IT Service Level Agreement (SLA) which may include, but are not limited to the library management system, desktop technology, email, and network access.
- Enhanced IT services in addition to those included in the IT SLA which may include but are not limited to support for self-checkout equipment.
- Cost sharing for digital content such as database subscriptions and eBooks as approved by PLDA.

It is our goal to provide the library with a billing structure that is transparent and offers clarity in the services being provided. WLS offers options for quarterly or half-yearly invoicing at the library's preference. WLS now provides the option to pay invoices electronically using ACH or a credit card; details can be found on the enclosed invoice.

Please contact Wilson Arana ([warana@wlsmail.org](mailto:warana@wlsmail.org) / (914) 231-3248) if you have any questions.

Sincerely,



Terry L. Kirchner  
Executive Director

# INVOICE

Invoice Number: AR00000458

**Ossining Public Library**  
53 Croton Avenue  
Ossining, NY 10562

Date: 01/01/2025  
Due date: 03/02/2025  
Total Amount: \$30,866.72  
Total Due: \$30,866.72

DESCRIPTION	AMOUNT
SLA ILS Maintenance Service - January 2025 thru June 2025	\$25,260.59
SLA Digital Content Cost Share - January 2025 thru June 2025	\$5,606.13
Invoice Total:	\$30,866.72

**Total: \$30,866.72**

**Terms:**

Make checks payable to Westchester Library System.

Pay online using ACH or credit card:

<https://app02.us.bill.com/p/westchesterlibrarysystem>

Please email [wiscfo@wlsmail.org](mailto:wiscfo@wlsmail.org) with any questions.