

**Item:** WLS Sexual Harassment Policy

**Background:** New York State Labor Law now requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents as well as to provide staff training on the subject.

**Status:** The Governance Committee met on October 25<sup>th</sup> and reviewed the model policy provided by New York State that was drafted by Ms. Draper for WLS. After discussion, the Committee recommends the addition of the attached Sexual Harassment Policy. WLS has already implemented training for staff to be in compliance with the law.

Per regular procedure, the proposed Policy was presented a month in advance (at the 10/30/2018 Board Meeting) as an Information Item; and official approval is now being sought.

**Recommended**

**Action:** The Governance Committee recommends approval of the attached Sexual Harassment Policy and Complaint Form.

November 27, 2018

**Subject:** Sexual Harassment<sup>1</sup>

**Application:** Employees, trustees, customers, consultants, contractors, vendors and visitors

### Introduction

Westchester Library System (WLS) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This policy is one component of WLS's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with WLS. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

### Policy:

1. WLS's policy applies to all employees, trustees, applicants for employment, interns, whether paid or unpaid, contractors, subcontractors, consultants, vendors, persons conducting business, and visitors, regardless of immigration status, with WLS. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No employee shall be subject to adverse action because such employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. WLS will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject to such retaliation should inform their immediate supervisor or the Executive Director. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of WLS policies, is unlawful, and may subject WLS to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual

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<sup>1</sup> Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. WLS will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. WLS will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. WLS will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Executive Director.
8. This policy applies to all employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target’s job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity or the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and non-employees, including independent contractors, and those

employed by companies contracting to provide services in the workplace. A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone’s responsibility.** WLS cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Executive Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Executive Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

*All* complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. WLS will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, the Executive Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the Executive Director will encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, the Executive Director will prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by WLS but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at WLS, employees may also choose to pursue legal remedies with the governmental entities listed below. While a private attorney is not required to file a complaint with a governmental agency, an employee may seek the legal advice of an attorney.

#### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to WLS does not extend an individual's time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

An attorney is not required to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate a complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals wishing to make a complaint may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

An employee may contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law



exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit <http://www.nyc.gov/html/cchr/html/home/home.shtml>.

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. An individual who has been the target of such activity should contact the local police department.

Approved: *DATE*

DRAFT

**WESTCHESTER LIBRARY SYSTEM  
SEXUAL HARASSMENT COMPLAINT FORM<sup>1</sup>**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Executive Director. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Executive Director should complete this form, provide you with a copy and follow the WLS sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)**

**COMPLAINANT INFORMATION**

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email  Phone  In person

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

**COMPLAINT INFORMATION**

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you:  Supervisor  Subordinate  Co-Worker  Other

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<sup>1</sup> Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing?  Yes  No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Instructions for Employers**

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

**Item:** WLS Privacy Policy Revision

**Background:** WLS Information Technology Director Rob Caluori and Executive Director Terry Kirchner had identified some issues with our existing Policy #11 re Privacy, mostly of a technical nature, that required updating to reflect current processes and recommended revisions.

**Status:** The Governance Committee met on October 25<sup>th</sup> and reviewed the proposed revisions and recommends incorporating them into the WLS Policy #11 re Privacy.

Per regular procedure, the revised Policy was presented a month in advance (at the 10/30/2018 Board Meeting) as an Information Item; and official approval is now being sought.

**Recommended Action:** The Governance Committee recommends approval of the attached revised WLS Policy #11 re Privacy.

November 27, 2018

**Subject:** Privacy

**Application:** Employees, customers, consultants, contractors, vendors and visitors

The Westchester Library System (WLS) and its member libraries are committed to protecting the privacy of our staff, donors, customers and other external contacts. The WLS privacy policy defines our commitment not to collect any personal information about our users when you visit our websites or register for a program or a library card unless you choose to provide such information. Any information you choose to provide will only be used to more effectively provide and better target library services throughout the County.

This confidentiality extends to information sought or received, materials consulted, borrowed, acquired; and includes database search records, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

WLS places account information on the secure portion of its computer system. For this reason, patrons are asked to input their barcode number and PIN each time they want to access their account information on the website.

### **Cookies**

Users accessing the WLS or member library websites will need to enable cookies<sup>1</sup> in order to access a number of resources available through WLS. WLS's servers use cookies solely to verify that a person is an authorized user of library resources or to facilitate web site functionality. WLS server will not employ cookies for advertising or marketing.

### **Emails and Web Forms**

Identifying information that you provide by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or provide library services to you, update your membership record or to better target library services to meet constituent demands.

WLS or a member library may contact a patron to clarify a comment or question, to learn about your level of customer satisfaction with library services or to deliver information regarding a library card account. To do so requires contact information provided by the patron. WLS will not use patron/customer emails for commercial purposes nor will it provide such information to external organizations.

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<sup>1</sup> A cookie is very small text file placed on your hard drive by a Web Page server. It is essentially your identification card, and cannot be executed as code or deliver viruses. It is uniquely associated with the computer on which it is placed.

### **Information Collected and Stored Automatically**

WLS does not collect information which identifies you personally. However, when a patron visits a WLS website to browse through the web site, read pages, or download information, certain information will be automatically gathered and stored about the visit to these pages:

1. The Internet domain (for example, "xcompany.com" if a private Internet access account, or "aschool.edu" if connected from a university) and IP address (an IP address is a number that is automatically assigned to a computer whenever it is connected to the Internet) from which access to the WLS web site is gained;
2. The type of browser and operating system used to access the WLS website;
3. The date and time of access to the website;
4. The pages visited and for how long; and
5. The address of the website from which the initial visit to the WLS or member library site was launched, if any.

WLS uses this information to help make its site more useful to visitors and to learn about the number of visitors to the site and the types of technology used. The data that is collected is not connected to a patron's personal information or identity.

### **Links to Other Sites**

WLS's websites contain links to other sites. WLS and our member libraries are not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. It is the patron's responsibility to become familiar with privacy practices of websites external to WLS, including linked sites.

### **Customer Circulation Records**

WLS member libraries use a computerized system to collect and track customer circulation records. Each Library maintains information provided by our customers from the registration form they complete when they register for a library card. When an item is checked out, that item is then tied to that customer's record in the WLS system. WLS and member libraries make every effort to break the link between a customer and their circulation activity as soon as possible. Records are maintained as needed to report anonymized statistics, collect debts and complete the successful return of borrowed items. Patrons also have the option to extend retention of records to enable additional library account management features such as reading lists.

### **Privacy & Confidentiality of Library Records**

Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509). These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

### **Revisions**

WLS and our member libraries reserve the right to change or modify this privacy statement at any time. If WLS revises this privacy statement, changes will be posted on the WLS homepage.

Last approved: *DATE APPROVED*



**Item:** Central Library Aid Budget FY2019-20

**Background:** Each year the State of New York requires the submission of a budget proposal for the use of Central Library Development Aid (CLDA) and Central Book Aid (CBA) funds set aside for Central Library services for the State’s fiscal period of April 1<sup>st</sup> through March 31<sup>st</sup>. The funding is a designated appropriation as part of Chapter 917 of the State Education Law. WLS’s Central Library (CL) is the Mount Vernon Public Library.

**Status:** The Public Library Directors Association (PLDA) CL/eContent Committee met on 8/14/18 and discussed system-wide e-content purchases that could be subscribed to via the CL Funds. A summary of the proposed budget was discussed at the 9/20/18 PLDA general membership meeting that includes the following:

- Increases funding for Hoopla;
- Adds Tutor.com access for all libraries;
- Adds 24-hour streaming services to Freegal;
- Includes a lease program (via McNaughton) for high-demand non-fiction titles;
- Eliminates Mango as an online language service with a free alternative.

These recommendations were presented to and approved by the general membership of (PLDA) at their October 18<sup>th</sup> Meeting. A member of the PLDA CL/eContent Committee will be at the WLS Board Meeting to present its budget recommendations.

The FY2019-2020 CLDA budget proposal includes the following:

| <i>Resource</i>  | <i>2019-20</i>   |
|--|------------------|
| Hoopla*  | 36,000           |
| Job and Career Accelerator   | 15,000           |
| Kanopy*  | 10,000           |
| Learning Express Library 3.0 (includes Job Search & Occupational Practice Tests) | 49,565           |
| Lynda.com  | 27,500           |
| Mergent Intellect  | 27,500           |
| McNaughton (NY Times Non-fiction print)  | 21,000           |
| NoveList   | 50,000           |
| OverDrive*   | 30,000           |
| Press Reader   | 30,000           |
| Recorded Books*  | 10,000           |
| Total Boox*  | 11,000           |
| University of Fashion  | 8,000            |
| X-Plain Patient Education Health Tutorials                                       | 5,000            |
| Training   | <u>20,735</u>    |
| <b>Total Central Library Aid Budget:</b>   | <b>\$351,300</b> |

*\*Also funded through other budgeted sources*

**Recommended**

**Action:** Staff recommends approval of the Central Library Budget proposal as presented.

**Item:** WLS Fiscal Year 2019 Budget

**Background:** The Budget Committee of the WLS Board of Trustees met on October 15<sup>th</sup> and October 30<sup>th</sup> and will meet on November 27<sup>th</sup> prior to the full Board meeting to review a number of options in order to arrive at a budget proposal for the 2019 fiscal year.

**Status:** Attached is the Executive Summary for the proposed FY 2019 operating budget along with back-up information and spreadsheets.

Input was also sought from WLS managers and staff as well as the Finance and Central Library/eContent Committees of the Public Library Directors Association (PLDA).

**Recommended**

**Action:** The Budget Committee recommends adoption of the FY2019 budget as presented.

November 27, 2018

## **Westchester Library System Proposed FY 2019 Operating Budget**

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### Executive Summary

Westchester Library System (WLS) is one of the 23 public library systems established in 1958 under New York State Education Law. The mission of (WLS) is to ensure that all County residents have seamless access to excellent library services and to promote the efforts of the 38 member libraries to reach all of their communities by providing access to resources, programs and services. The System maintains support for libraries and increases awareness of what libraries can offer to the people of Westchester County. In 2018, WLS embarked on a strategic planning process which has informed the development of the 2019 proposed budget. WLS will launch initiatives which will develop its role as a solution incubator, expand sharing of best practices and offer robust professional development.

The 2019 proposed revenue budget totals nearly \$7 million from all sources, an increase of approximately \$475,000 over the 2018 revenue budget. Included in the budget is a proposed increase in member fees of \$55,000 and anticipated eRate funding of \$160,000. In this budget, expenses exceed revenues by \$102,300 before depreciation, and by \$366,500 when projected depreciation of \$250,000 is included. The budget allows for the continuation of current programs and services including:

- ✓ **HSE Connect!** provides information and support to adults seeking a high school equivalency (HSE) diploma. The program works to explain the three paths available to obtain a HSE diploma, including an in-depth look at the reading and math levels required to succeed. The budget includes funding Spanish-language translation and printing of the new guide, *Getting Your High School Equivalency Diploma*, which will be distributed to libraries, agencies and the County jail.
- ✓ **Westchester Seniors Out Speaking (WSOS)** provides educational presentations and one-to-one counseling on Medicare and related health services to those aged 60 and older in order to help them manage their health insurance needs and access related services, such as legal, financial and health resources. This effort is led by paid part-time senior counselors who coordinate and oversee ongoing recruitment, training and service of more than 75 volunteers.
- ✓ **Battle of the Books** is a book-based trivia competition aimed at youth in Grades 4-10. The program is designed to promote a love of reading in children and teens and exposes them to books and authors that they might not otherwise encounter. Additionally, the program inspires teamwork and good sportsmanship and encourages participants to think of their local libraries as a resource for entertainment.
- ✓ **Re-entry Outreach** offers group programs and direct information service to those navigating re-entry. Among the hurdles ex-offenders face is a lack of awareness of needed services. The budget for State and County corrections includes plans for the publication of materials for distribution to re-entry audiences. These include a reprint of the Westchester Connections promo cards (Z-cards), a print run of the Westchester Re-entry Task Force Resource Guide (based on content in the Westchester Connections Guide), and a Spanish-language update and translation of the Job Search Tool Kit.

## **Westchester Library System Proposed FY 2019 Operating Budget**

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- ✓ **Youth Services/Early Literacy programs** assume a continuation of the early literacy effort to foster family visits between libraries and Head Start childcare centers. It also assumes a continuation of the youth workforce readiness project, a program through which WLS works collaboratively with the Great Potential Program at SUNY Purchase to help deliver and support forums to meet the needs of young people for relevant and meaningful out-of-school learning and development opportunities.
- ✓ **Career & Educational Counseling Services (WEBS)** includes workforce development programs and services for unemployed and underemployed adults and is designed to help adults plan and manage their careers in an ever-changing, globalized and technological world. The program provides individuals in career transition with strategies for assessing themselves, obtaining occupational information, updating skills and utilizing technology in order to reach their goals of reemployment, career change or a return to school. These free group and individual services are provided by career counselors at libraries throughout the county. Many of the programs provide special assistance to individuals over 50 who are exploring new work options.
- ✓ **The budget also supports the following initiatives identified in the 2018 strategic planning process:**

### SOLUTION INCUBATOR:

- *Purchase of Makerspace Training Kits:* This will expand upon an existing program to offer a wider selection of kits to member libraries on limited loan.
- *LibGuides CMS:* Migrating from the WLS WordPress website to LibGuides CMS offers options for library-centric, mobile-first design that is not possible with a basic business-oriented WordPress site. LibGuides CMS will allow staff members to have control over their sections of the WLS website without giving control to the entire site. A pilot project, this initiative will be rolled out to member libraries if deemed successful.
- *Desktop Virtualization:* Implementation of virtual desktop for staff demonstrated that this is a time-consuming and labor-intensive effort. In 2019, patron desktop virtualization will be implemented with contractual labor, with the anticipated result of increased speed and efficiency of this roll-out.

### BEST PRACTICES:

- *Data Dashboard:* Creation of a centralized data repository to support ongoing assessment/evaluation activities by WLS and member libraries. WLS has a wealth of data available for libraries to evaluate the success of investments in data and print resources. The absence of a tool to aggregate and search this data makes the process of producing meaningful connections with this data a time-consuming and daunting challenge. A data dashboard will be custom developed to search and display WLS data which will help libraries identify areas of success and potential improvement.
- *Staff Uniforms:* The use of staff uniforms will provide public-facing WLS employees with a supply of professional apparel which will give a uniform appearance to all such employees entering the various libraries in Westchester. These uniforms will allow WLS staff to be clearly identified by library staff of the member libraries.
- *Awareness Support & Community Communications:* Promotion of System-wide and locally coordinated activities via print, e-newsletters, social media & web;

## **Westchester Library System Proposed FY 2019 Operating Budget**

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participation in scheduled activities that promote library services, programs and resources, e.g. Library Advocacy Day, National Library Week, National Library Legislative Day, Library Card Signup Month; and planning for the 2020 census.

### STAFF DEVELOPMENT:

- *Technology Trainer (new position):* An additional trainer will be hired to coordinate and provide training of library staff on the new ILS and provide other training as identified by the Senior Technology Trainer.
- *STEM Kits:* Continuation of STEM training to library staff for the development of patron programming, adding specialized kits to complement the STEM kits currently in use.
- *Training Laptops:* Replacement of laptops used for training. The addition of a technology trainer adds to the demands being placed on aging equipment.
- *Trustee Engagement:* Sharing of best practices, board development, building strategic partnerships, diversity, facilitation, retreats, strategic/long range planning, training.
- In general, WLS will continue to sponsor ongoing learning and professional development activities to help member library staff and trustees keep pace with the latest trends in library technology, literacy outreach services, library advocacy and community engagement.

The following assumptions form the basis for the revenue figures included in the budget:

- ✓ The 2019-20 allocation from New York State will remain flat.
- ✓ \$1,015,000 in operating funds will be received from Westchester County.
- ✓ Member Library contributions will increase by 2%.
- ✓ The WLS Annual Breakfast and any other planned special events will break even.
- ✓ Other Grants line includes: grants for family and adult literacy, mini-grants for libraries, senior programs and services, and training activities.
- ✓ Fundraising and Contributions line represents \$50,000 to be raised from corporate and foundation sources.

On the expense side, the following assumptions are built into the budget:

- ✓ 2019 salaries increase by 2% over 2018. In the area of fringe benefits, an increase of 8.2% for the cost of health insurance has been included. The assumption for pension is that the WLS cost will be approximately 14% of 2019 salary expenses, a reduction of 2% from what was budgeted in 2018.
- ✓ WLS pays most of the cost of post-retirement health insurance for its retirees; \$244,000 (approximately 3.6% of the overall expense budget) is budgeted to cover these costs in 2019.

**Westchester Library System**  
**Proposed FY 2019 Operating Budget**

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- ✓ The Library Materials line (which includes books, films, periodicals, e-books, DVDs, CDs and audio books) is budgeted at \$881,400 and includes monies for reimbursement of libraries participating in the interlibrary loan debit/credit program.

In 2019, WLS will work to fine-tune the strategy, ensure value for the member libraries, and maximize investment and resource allocation to support the strategies. At the same time, WLS will continue to support the needs of the libraries, residents and businesses in Westchester by providing affordable and easy-to-use information technologies and support services that enable the libraries to continuously improve services to their communities. As always, spending will be monitored against budget on an ongoing basis, and WLS will continue to look for cost savings and additional sources of revenue throughout 2019.

Westchester Library System  
Budget Summary 2017-2019

|   | 2017 Final       | 2018 Adopted     | 2018 Projected   | 2019 Proposed    | \$ change over 2018 Projected |
|---|------------------|------------------|------------------|------------------|-------------------------------|
| <b>REVENUES:</b>                            |                  |                  |                  |                  |                               |
| General Library Aid                         | 1,550,633        | 1,550,800        | 1,562,350        | 1,566,200        | 3,850                         |
| Supplementary Aid                           | 206,134          | 206,200          | 207,700          | 208,200          | 500                           |
| Local Library Services revenue              | 279,700          | 279,700          | 279,700          | 282,500          | 2,800                         |
| Local Library Service pass-thru payments    | (279,700)        | (279,700)        | (279,700)        | (282,500)        | (2,800)                       |
| Local Services Support Aid                  | 192,947          | 193,000          | 194,400          | 194,900          | 500                           |
| Central Library Aid                         | 284,271          | 284,300          | 286,440          | 287,100          | 660                           |
| Central Library Book Aid                    | 66,953           | 67,000           | 67,430           | 67,600           | 170                           |
| Central Library Book Aid pass-thru payments | (66,927)         | 0                | 0                | 0                | 0                             |
| Westchester County                          | 1,000,000        | 1,000,000        | 1,000,000        | 1,015,000        | 15,000                        |
| Westchester County (supplemental)           |                  |                  |                  | 0                |                               |
| Erate                                       | 317              | 0                | 0                | 160,000          | 160,000                       |
| Member Library Fees                         | 2,704,639        | 2,749,600        | 2,760,100        | 2,804,700        | 44,600                        |
| Enhanced Services to Libraries              | 27,753           | 22,500           | 46,500           | 22,500           | (24,000)                      |
| Special Events                              | 12,662           | 12,000           | 11,200           | 10,000           | (1,200)                       |
| Investments/Interest Income                 | 9,707            | 6,000            | 11,200           | 12,000           | 800                           |
| WEBS, Non-Resident Cards, Misc              | 42,584           | 35,800           | 30,740           | 27,800           | (2,940)                       |
| Coordinated Outreach                        | 155,744          | 155,700          | 156,900          | 157,300          | 400                           |
| Correctional Facilities                     | 41,297           | 41,300           | 39,900           | 39,400           | (500)                         |
| Westchester Comm Coll pass-thru revenue     | 96,547           | 100,000          | 1,000            | 0                | (1,000)                       |
| Westchester Comm Coll pass-thru payments    | (96,220)         | (100,000)        | (1,000)          | 0                | 1,000                         |
| Other grants                                | 193,246          | 148,500          | 129,900          | 142,300          | 12,400                        |
| <b>Total Revenues:</b>                      | <b>6,422,287</b> | <b>6,472,700</b> | <b>6,504,760</b> | <b>6,715,000</b> | <b>210,240</b>                |
| <b>EXPENSES:</b>                            |                  |                  |                  |                  |                               |
| <b>Personnel</b>                            |                  |                  |                  |                  |                               |
| Salaries & Hourly Wages                     | 2,363,274        | 2,376,900        | 2,364,273        | 2,434,800        | 70,527                        |
| Employee Benefits                           | 896,686          | 943,000          | 959,700          | 969,500          | 9,800                         |
| Retiree Health Benefits                     | 212,464          | 244,000          | 215,600          | 244,000          | 28,400                        |
| <b>Subtotal Personnel</b>                   | <b>3,472,424</b> | <b>3,563,900</b> | <b>3,539,573</b> | <b>3,648,300</b> | <b>108,727</b>                |
| <b>Other Than Personnel</b>                 |                  |                  |                  |                  |                               |
| Professional Fees                           | 29,546           | 28,900           | 26,230           | 36,400           | 10,170                        |
| Equipment                                   | 116,240          | 212,400          | 180,578          | 219,600          | 39,022                        |
| Library Materials                           | 698,889          | 769,800          | 721,405          | 811,400          | 89,995                        |
| Rent & Utilities                            | 336,186          | 337,600          | 329,565          | 346,000          | 16,435                        |
| Repairs & Maintenance                       | 438,185          | 477,700          | 463,975          | 477,600          | 13,625                        |
| Supplies                                    | 28,478           | 38,100           | 28,632           | 43,100           | 14,468                        |
| Telephone & Internet                        | 323,000          | 359,000          | 322,495          | 360,000          | 37,505                        |
| Printing & Postage                          | 50,950           | 52,600           | 52,468           | 68,800           | 16,332                        |
| Bibliographic Fees                          | 66,379           | 70,000           | 68,694           | 72,500           | 3,806                         |
| Professional Development                    | 67,824           | 52,200           | 64,911           | 75,600           | 10,689                        |
| Travel, Conferences & Meetings              | 25,375           | 36,200           | 27,156           | 37,700           | 10,544                        |
| Memberships                                 | 12,762           | 15,100           | 15,100           | 16,400           | 1,300                         |
| Contractual Services                        | 210,074          | 129,200          | 117,133          | 146,700          | 29,567                        |
| Delivery Service                            | 390,221          | 393,500          | 396,526          | 406,500          | 9,974                         |
| Special Events                              | 12,986           | 12,000           | 10,418           | 10,000           | (418)                         |
| Insurance                                   | 21,388           | 25,000           | 23,555           | 25,000           | 1,445                         |
| Interest expense                            | 0                | 500              | 0                | 0                | 0                             |
| Miscellaneous                               | 6,176            | 13,700           | 5,998            | 15,700           | 9,702                         |
| <b>Subtotal Other Than Personnel</b>        | <b>2,834,659</b> | <b>3,023,500</b> | <b>2,854,839</b> | <b>3,169,000</b> | <b>314,161</b>                |
| <b>TOTAL EXPENSES</b>                       | <b>6,307,083</b> | <b>6,587,400</b> | <b>6,394,412</b> | <b>6,817,300</b> | <b>422,887</b>                |
| <b>Net Revenue before Depreciation</b>      | <b>115,204</b>   | <b>(114,700)</b> | <b>110,348</b>   | <b>(102,300)</b> |                               |
| <b>Depreciation</b>                         | 194,537          |                  | 242,911          | 264,200          |                               |
| <b>TOTAL EXPENSES with Depreciation</b>     | <b>6,501,620</b> | <b>6,587,400</b> | <b>6,637,323</b> | <b>7,081,500</b> |                               |
| <b>Net Revenue</b>                          | <b>(79,333)</b>  | <b>(114,700)</b> | <b>(132,563)</b> | <b>(366,500)</b> |                               |

| 2019 PROPOSED BUDGET BY DEPARTMENT              |                  |                                |                |                       |                |               |                |                |                           |                  |
|---|------------------|--------------------------------|----------------|-----------------------|----------------|---------------|----------------|----------------|---------------------------|------------------|
| Revenues  | Admin            | Fundraising/<br>Special Events | Cataloging     | Shipping/<br>Delivery | Outreach       | Training      | WEBS           | Youth          | Information<br>Technology | TOTAL            |
| General Library Aid                             | 1,070,000        |                                | 414,600        | 36,800                | 24,800         | 20,000        |                |                |                           | 1,566,200        |
| Supplementary Aid                               | 208,200          |                                |                | 0                     |                |               |                |                |                           | 208,200          |
| Local Library Support revenue                   | 282,500          |                                |                |                       |                |               |                |                |                           | 282,500          |
| Local Library Support payments                  | (282,500)        |                                |                |                       |                |               |                |                |                           | (282,500)        |
| Local Services Support Aid                      | 3,500            | 60,800                         |                |                       | 18,600         |               | 112,000        |                |                           | 194,900          |
| Central Library Aid                             | 266,400          |                                |                |                       | 20,700         |               |                |                |                           | 287,100          |
| Central Library Book Aid                        | 67,600           |                                |                |                       |                |               |                |                |                           | 67,600           |
| Westchester County                              |                  |                                | 225,000        | 409,500               | 62,100         |               | 160,400        | 158,000        |                           | 1,015,000        |
| Westchester County (supplemental)               |                  |                                |                |                       |                |               |                |                |                           | 0                |
| Erate   |                  |                                |                |                       |                |               |                |                | 160,000                   | 160,000          |
| Member Library Fees                             |                  |                                |                |                       |                |               |                |                | 2,804,700                 | 2,804,700        |
| Enhanced Services to Libraries                  |                  |                                |                |                       |                |               |                |                | 22,500                    | 22,500           |
| Special Events                                  |                  | 10,000                         |                |                       |                |               |                |                |                           | 10,000           |
| Investments/Interest Income                     | 12,000           |                                |                |                       |                |               |                |                |                           | 12,000           |
| WEBS, Non-Resident Cards, Misc                  | 1,800            |                                |                |                       |                |               | 15,000         | 11,000         |                           | 27,800           |
| Coordinated Outreach                            |                  |                                |                |                       | 157,300        |               |                | 0              |                           | 157,300          |
| Correctional Facilities                         |                  |                                |                |                       | 39,400         |               |                |                |                           | 39,400           |
| Westchester Comm Coll pass-thru                 |                  |                                |                |                       |                |               |                |                |                           | 0                |
| Westchester Comm Coll pass-thru                 |                  |                                |                |                       |                |               |                |                |                           | 0                |
| Other Grants & Contributions                    | 26,300           | 50,000                         |                |                       | 30,900         | 20,000        |                | 15,100         |                           | 142,300          |
| <b>Total Revenues:</b>                          | <b>1,655,800</b> | <b>120,800</b>                 | <b>639,600</b> | <b>446,300</b>        | <b>314,500</b> | <b>79,300</b> | <b>287,400</b> | <b>184,100</b> | <b>2,987,200</b>          | <b>6,715,000</b> |
| <b>Expenses:</b>                                |                  |                                |                |                       |                |               |                |                |                           |                  |
| <b>Personnel</b>                                |                  |                                |                |                       |                |               |                |                |                           |                  |
| Salaries  | 528,500          | 96,000                         | 334,100        | 19,700                | 95,800         | 19,700        | 153,700        | 106,800        | 961,100                   | 2,315,400        |
| Hourly Wages                                    | 10,000           | 0                              | 17,000         | 0                     | 68,500         | 0             | 0              | 0              | 23,900                    | 119,400          |
| Employee Benefits                               | 240,800          | 32,500                         | 152,500        | 5,100                 | 40,700         | 5,100         | 65,100         | 41,200         | 386,500                   | 969,500          |
| Retiree Health Benefits                         | 233,000          | 0                              | 0              | 0                     | 0              | 0             | 0              | 0              | 11,000                    | 244,000          |
| <b>Subtotal Personnel Services</b>              | <b>1,012,300</b> | <b>128,500</b>                 | <b>503,600</b> | <b>24,800</b>         | <b>205,000</b> | <b>24,800</b> | <b>218,800</b> | <b>148,000</b> | <b>1,382,500</b>          | <b>3,648,300</b> |
| <b>Other Than Personnel</b>                     |                  |                                |                |                       |                |               |                |                |                           |                  |
| Professional Fees                               | 25,300           | 0                              | 0              | 0                     | 400            | 0             | 0              | 0              | 10,700                    | 36,400           |
| Equipment                                       | 12,600           | 0                              | 0              | 0                     | 2,500          | 0             | 0              | 500            | 204,000                   | 219,600          |
| Library Materials                               | 421,000          | 0                              | 0              | 0                     | 18,400         | 0             | 0              | 11,000         | 361,000                   | 811,400          |
| Rent & Utilities                                | 94,100           | 11,900                         | 43,900         | 12,000                | 39,800         | 12,500        | 15,800         | 0              | 116,000                   | 346,000          |
| Repairs & Maintenance                           | 15,100           | 1,500                          | 0              | 0                     | 0              | 0             | 6,300          | 0              | 461,000                   | 477,600          |
| Supplies  | 14,600           | 300                            | 1,400          | 3,000                 | 3,000          | 0             | 0              | 0              | 14,500                    | 43,100           |
| Telephone & Internet                            | 0                | 0                              | 0              | 0                     | 0              | 0             | 0              | 0              | 360,000                   | 360,000          |
| Printing & Postage                              | 18,500           | 1,000                          | 15,000         | 0                     | 26,000         | 0             | 1,000          | 0              | 7,300                     | 68,800           |
| Bibliographic Fees                              | 0                | 0                              | 72,500         | 0                     | 0              | 0             | 0              | 0              | 0                         | 72,500           |
| Professional Development                        | 8,000            | 1,200                          | 0              | 0                     | 2,100          | 42,000        | 100            | 2,200          | 20,000                    | 75,600           |
| Travel, Conferences & Meetings                  | 8,000            | 800                            | 2,500          | 0                     | 4,000          | 0             | 400            | 2,000          | 20,000                    | 37,700           |
| Memberships                                     | 12,000           | 600                            | 500            | 0                     | 1,000          | 0             | 0              | 300            | 2,000                     | 16,400           |
| Contractual Services                            | 36,000           | 0                              | 0              | 0                     | 18,100         | 0             | 45,000         | 20,100         | 27,500                    | 146,700          |
| Delivery Service                                | 0                | 0                              | 0              | 406,500               | 0              | 0             | 0              | 0              | 0                         | 406,500          |
| Special Events                                  | 0                | 10,000                         | 0              | 0                     | 0              | 0             | 0              | 0              | 10,000                    | 20,000           |
| Insurance                                       | 14,000           | 0                              | 0              | 0                     | 0              | 0             | 0              | 0              | 11,000                    | 25,000           |
| Interest  | 0                | 0                              | 0              | 0                     | 0              | 0             | 0              | 0              | 0                         | 0                |
| Miscellaneous                                   | 3,000            | 0                              | 200            | 0                     | 0              | 0             | 0              | 0              | 12,500                    | 15,700           |
| <b>Subtotal OTPS:</b>                           | <b>682,200</b>   | <b>27,300</b>                  | <b>136,000</b> | <b>421,500</b>        | <b>115,300</b> | <b>54,500</b> | <b>68,600</b>  | <b>36,100</b>  | <b>1,627,500</b>          | <b>3,169,000</b> |
| <b>TOTAL EXPENSES</b>                           | <b>1,694,500</b> | <b>155,800</b>                 | <b>639,600</b> | <b>446,300</b>        | <b>320,300</b> | <b>79,300</b> | <b>287,400</b> | <b>184,100</b> | <b>3,010,000</b>          | <b>6,817,300</b> |
| <b>NET REVENUE before Depreciation</b>          | <b>(38,700)</b>  | <b>(35,000)</b>                | <b>0</b>       | <b>(0)</b>            | <b>(5,800)</b> | <b>(0)</b>    | <b>(0)</b>     | <b>0</b>       | <b>(22,800)</b>           | <b>(102,300)</b> |
| <i>% of overall budget(before depreciation)</i> | 24.9%            | 2.3%                           | 9.4%           | 6.5%                  | 4.7%           | 1.2%          | 4.2%           | 2.7%           | 44.2%                     | 100.0%           |
| Depreciation                                    | 14,200           |                                |                |                       | 320,300        | 79,300        | 287,400        | 184,100        | 250,000                   | 264,200          |
| <b>TOTAL EXPENSES with Depreciation</b>         | <b>1,708,700</b> | <b>155,800</b>                 | <b>639,600</b> | <b>446,300</b>        | <b>(5,800)</b> | <b>(0)</b>    | <b>(0)</b>     | <b>0</b>       | <b>3,260,000</b>          | <b>7,081,500</b> |
| <b>Net Revenue</b>                              | <b>(52,900)</b>  | <b>(35,000)</b>                | <b>0</b>       | <b>(0)</b>            | <b>(5,800)</b> | <b>(0)</b>    | <b>(0)</b>     | <b>0</b>       | <b>(272,800)</b>          | <b>(366,500)</b> |



**Item:** WLS Capital 2019 Budget

**Background:** The Budget Committee of the Board of Trustees met on October 30th and reviewed the proposed 2019 Capital budget.

**Status:** The following projects have been identified by the IT Department for 2019. The amounts listed represent the maximum expenditure for each project. The total amount being requested for 2019 Capital Projects is \$335,000. A brief description of each project follows:

**\$7,000 – iTiva Server**

This equipment will replace existing equipment which is used to provide telephone and SMS text messaging to patrons.

**\$80,000 – Network Equipment**

As bandwidth is being upgraded at library sites, some of the WLS existing equipment requires replacement due to age and/or capacity.

**\$20,000 – LEADER Lab Equipment**

Training Laptops: One of the two groups of laptops used for training events has aged past usable life. This purchase will replace those aged laptops with new units which will complement the existing stock.

Makerspace Kits: WLS has had success in 2018 with providing libraries with limited loans of STEM kits for pilot use in their libraries before committing to an investment. In 2019, WLS will purchase additional STEM kits to expand the program and offer a wider selection of kits.

**\$228,000 – Contractual Services**

WLS will engage contractors to complete the implementation of VDI, implement the migration from SIRSI to Equinox, and develop the Data Dashboard.

**Recommended**

**Action:** The Budget Committee recommends approval of the WLS Capital 2019 Budget as presented.

November 27, 2018

Westchester Library System  
2019 Proposed Capital Budget

|                               | 2019 Budget<br>PROPOSED | Description                          |
|-------------------------------|-------------------------|--------------------------------------|
| <b>REVENUES:</b>              |                         |                                      |
| Capital Fund                  | 335,000                 |                                      |
|                               |                         |                                      |
|                               |                         |                                      |
| <b>EXPENSES:</b>              |                         |                                      |
| Computer Equipment & Software | 7,000                   | iTiva server                         |
| Network Equipment             | 80,000                  | Network infrastructure               |
| LEADER Lab                    | 20,000                  | Laptops & makerspace kits            |
| Contractual Services          | 228,000                 | VDI rollout, Data Dashboard, Equinox |
|                               |                         |                                      |
| <b>TOTAL EXPENSES:</b>        | <b>335,000</b>          |                                      |
|                               |                         |                                      |
| <b>Revenue vs. Expenses:</b>  | <b>0</b>                |                                      |