

**Call to Meeting**  
**February 27, 2024**

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, February 27, 2024, at 6:00 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523. (Masks may be required.)

***Regular Meeting Agenda***

**Minutes:** January 30, 2024

**Finances**

**President's Report**

**WLS Committee Reports**

**Executive Director's Report**

**PLDA Report** – Jennifer Coulter, Director, Pound Ridge Library

**NEXT MEETING:** The next Regular Meeting will be held on Tuesday, March 26, at 6:00 p.m.

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**January 30, 2024 – Approval Pending**

**ORGANIZATIONAL MEETING**

The Annual Organizational Meeting of the Westchester Library System was called to order by Karen Zevin, President, at 6:00 p.m. and held in-person at the WLS Headquarters in Elmsford. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Susan Morduch, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Anthony Amiano, Alice Joselow, Maureen LeBlanc, Julie Mills-Worthey

Also present from WLS: Terry Kirchner, Rob Caluori, Patricia Brigham, Wilson Arana, Krishna Brodigan, Allison Midgley, Kate Meyer

Public Library Directors Association (PLDA) Representative: Jennifer Coulter, Director, Pound Ridge Library

Ms. Zevin introduced Barbara Tepper and David Mener to the Board. Ms. Tepper has agreed to fill the vacancy for District IV [Lewisboro (South Salem), North Salem, Somers]. Mr. Mener has agreed to fill the vacancy for District XIV [New Rochelle]. The Board approved the appointment of Ms. Tepper and Mr. Mener on a motion by Wes Iwanski and seconded by Karen Kelley. The motion passed unanimously.

The Oath of Office required by New York State for public library system trustees was administered to the new-elected trustees Ms. Tepper and Mr. Mener.

There being no further business, the organizational meeting adjourned at 6:05 p.m. on a motion by Ms. Morduch and seconded by Ms. Zevin. The motion was approved unanimously.

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin at 6:05p.m.

The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Susan Morduch, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Anthony Amiano, Alice Joselow, Maureen LeBlanc, Julie Mills-Worthey

## **MINUTES**

The minutes of the Annual Meeting and Regular Meeting Minutes of November 28, 2023 were approved with revisions (Ms. Zevin noted that there will be appointment of executive officers at the January 2024 meeting and the following individuals are expected to be voted into their new positions: Susan Morduch – President; Nishat Hydari – Vice President; Anthony Amiano – Secretary; and Mareen LeBlanc – Treasurer.) on a motion by Ms. Zevin and seconded by Ms. Kelley. The motion passed unanimously.

## **FINANCIAL REPORTS**

Mr. Caluori presented the check registers for November and December 2023 as well as an updated Temporarily Restricted Net Assets (TRNA) schedule in addition to the regular financial reports. Mr. Caluori presented the financial statements highlighting significant positive and negative variances. He also discussed the TRNA report and the status of open grants to be spent down in the new year. The financial reports for November and December 2023 were approved on a motion by Ms. Tepper and seconded by Ms. Zevin. The motion passed unanimously.

## **ACTION ITEM**

***Action Item #1: NYS Minimum Standard Variance Request Forms:*** On the 2022 New York State Annual Report, libraries responded whether they met New York State Minimum Standards as of December 31, 2022. All WLS member libraries were in compliance with the exception of Irvington Public Library.

The proposed Variance Request Forms for Irvington Public Library were approved by the board as submitted (see attached) on a motion by Ms. Tabakman and seconded by Ms. Bober. The motion passed unanimously. All forms will be submitted to the NYS Library Division of Library Development.

## **PRESIDENT'S REPORT**

Ms. Morduch thanked Ms. Zevin for her hard work as WLS Board President for the past 2 years and noted she has been an incredible asset. Ms. Morduch reminded the Board of two upcoming Trustee Institutes: Tools for Transforming Library - Municipality Relationships on March 6, 2024 and Understanding 414 Public Votes with Presenter Rebekkah Smith Aldrich on April 11, 2024. She encouraged all to attend.

## **COMMITTEE REPORTS**

***Audit/Finance Committee:*** Mr. Caluori reported that the auditors are receiving information as requested and will be on site the week of February 19, 2024.

***Nominating & Board Education:*** Ms. Kelley, Chair, introduced Patricia Phelan, a potential candidate to fill District XV: Yonkers, to replace Mr. Puglia. Ms. Phelan has experience as a Board trustee at Yonkers Public Library.

## **EXECUTIVE DIRECTOR’S REPORT**

A copy of the Executive Director’s Report was mailed in advance of the meeting.

- Dr. Kirchner handed copies of the Code of Ethics Policy to Board Members and asked that they be signed and brought to the February 27<sup>th</sup> Board Meeting.
- WLS has partnered with the Ramapo Catskill and Mid-Hudson Library Systems to provide transportation up to Albany for Library Advocacy Day on February 7th, 2024. This year we will be stressing the importance of the Freedom to Read Initiative and the need for improvements to the hiring of civil service employees.
- Dr. Kirchner spoke about the Palmer School of Public Library Administration and Management courses being held hybrid at Mid-Hudson Library System or via Zoom. These courses provide considerable value from a social and educational standpoint and prepare people to be directors or stronger directors.
- Battle of the Books has a confirmed date of October 26, 2024.

## **PLDA LIASON’S REPORT**

Jennifer Coulter, PLDA Vice President and WLS Board Liaison, introduced herself and provided the PLDA Liaison’s Report covering the January PLDA Meeting.

- PLDA started with a new Executive Committee.
- The Executive Committee proposes restarting the Mentorship Program, pairing new Directors with experienced ones for guidance. Terry Kirchner will notify the committee of new hires, and pairings will be based on factors like location and library type.
- NYS Librarian Lauren Moore will present an optimistic overview of the 2024 library landscape at the PLDA March 21 meeting on Zoom.
- A Google Drive/email account has been created for PLDA to serve as a central repository for PLDA documents, such as minutes, agendas, by-laws, etc.
- The Technology Committee updated us on their last meeting discussion which covered: patron purge, update on email system (most libraries have migrated), roll out of laptops for library staff which are connected to Evergreen.
- With the new visibility of eResources in the Aspen OPAC, the E-Content Committee hopes to see increased usage across all eContent, due to enhanced discoverability. The committee plans to observe this trend over the next 6 months (January to June 2024), analyze the usage data during this period, and then reassess the expenditures related to each product.

## **EXECUTIVE SESSION**

The Board entered executive session for the purpose of discussing a personnel matter on a motion made by Ms. Zevin and seconded by Mr. Cartolano that passed unanimously. The Board excused all non-Board members at that time. The Board adjourned the executive session and returned to public session at 8:08 p.m. on a motion made by Ms. Zevin and second by Ms. Tabakman that passed unanimously.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 8:09 p.m. on a motion by Mr. Cartolano and seconded by Ms. Tepper that passed unanimously.

Respectively submitted,

*Kate Meyer*

Kate Meyer  
Recording Secretary

**Item:** Minimum Standards Variance – Irvington Public Library

**Background:** Each year the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards. This information is supplied by the libraries in their Annual Reports. General information about the NYS Minimum Standards follows.

If a library does not meet the Minimum Standards, the payment of the Local Library Services Aid (LLSA) can be withheld from the library, and ultimately their charter can be revoked if no action is taken to come into compliance. Libraries must submit a Variance Request Form to explain their current status and their action plan for compliance.

**Status:** As of 12/31/2022, all WLS member libraries were recorded as following the Minimum Standards, with the following exceptions at the Irvington Public Library:

Minimum Standard	Description
#2	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff.
#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.
#5	Annual prepares and publishes a board-approved, written budget, which enable the library to address the community's needs, as outlined in the library's long-range plan of service.
#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.
#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.

Attached are the Variance Request Forms submitted by the Irvington Public Library.

The Irvington Public Library Board of Trustees approved the library's community-based, written, long-term plan of service (strategic plan) for 2023-2028 at their November 13, 2023, meeting. With the approval of the long-range plan, the library will address the remaining minimum standards within the next calendar year.

The Irvington Public Library Board of Trustees was scheduled to approve the Variance Request Forms at their scheduled January 16, 2024, board meeting which was rescheduled due to inclement weather to January 25, 2024.

**Recommended**

**Action:** Acceptance of the submitted Variance Requests.

January 30, 2024

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

<b>Minimum Standard</b>	<b>Description</b>																
<b>#1</b>	Is governed by written bylaws defining 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.																
<b>#2</b>	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff.																
<b>#3</b>	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.																
<b>#4</b>	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.																
<b>#5</b>	Annual prepares and publishes a board-approved, written budget, which enable the library to address the community's needs, as outlined in the library's long-range plan of service.																
<b>#6</b>	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.																
<b>#7</b>	<p>Is open the following schedule of hours:</p> <table border="1"> <thead> <tr> <th><b>Population</b></th> <th><b>Minimum Weekly Hours Open</b></th> </tr> </thead> <tbody> <tr> <td>Up to 500</td> <td>12</td> </tr> <tr> <td>500 – 2,499</td> <td>20</td> </tr> <tr> <td>2,500 – 4,999</td> <td>25</td> </tr> <tr> <td>5,000 – 14,999</td> <td>35</td> </tr> <tr> <td>15,000 – 24,999</td> <td>40</td> </tr> <tr> <td>25,000 – 99,999</td> <td>55</td> </tr> <tr> <td>100,000 and above</td> <td>60</td> </tr> </tbody> </table>	<b>Population</b>	<b>Minimum Weekly Hours Open</b>	Up to 500	12	500 – 2,499	20	2,500 – 4,999	25	5,000 – 14,999	35	15,000 – 24,999	40	25,000 – 99,999	55	100,000 and above	60
<b>Population</b>	<b>Minimum Weekly Hours Open</b>																
Up to 500	12																
500 – 2,499	20																
2,500 – 4,999	25																
5,000 – 14,999	35																
15,000 – 24,999	40																
25,000 – 99,999	55																
100,000 and above	60																



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#8	Maintains a facility to meet community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom.
#9	Provides programming to address community needs, as outlined in the library's long-range plan of service.
#10	Provides a circulation system that facilitates access to local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information.
#11	Provides access to current library information in print and online, facilitating the understanding of library services, operation and governance; information provided online shall include the standards in paragraphs (1) through (5) of this subdivision.
#12	Employs a paid director in accordance with provision of section 90.8 of the Regulations of the Commissioner of Education.
#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.
#14	Establishes and maintains partnerships with other educational, cultural or community organizations with enable the library to address the community's needs, as outlined in the library's long-range plan of service.

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# WESTCHESTER LIBRARY SYSTEM

## FINANCIAL STATEMENTS WITH NOTES – JANUARY 2024

### SUMMARY

All of the figures in the accompanying notes are approximated to the nearest \$100 or 1%. The figures in the financial statements are rounded to the nearest dollar and percentages are to two decimal places.

Please note that this report contains 2023 financial data. Financial data for FY2023 is unaudited while work continues to close the books for the year. This audit and year-end related work includes allocations and reclassifications, to redistribute revenues and expenses when needed among WLS's various departments, funds, funding sources and reporting categories, and has no impact on the bottom line. Certain year-end activities may impact the figures in this month's report including, but not limited to, recording of eRate as a credit to Internet expenses, updates to the inventory schedule, accrual of payable vacation time, and updates to calculations for post-retirement benefits and lease assets and liabilities, as well as any corrections and updates provided by our auditors. All of this activity will be recorded as of December 31 and the year-end figures may change while the work to close the books for the year continues and the annual audit process begins.

### AUDIT UPDATE

WLS has been working with the team at Dorfman, Abrams, Music to complete the FY2023 audit process. This primarily involves generating reports and providing backup documentation in the form of payment vouchers, invoices, check images, deposits, and bank statements as well as other activities that provide backup for WLS's financial data.

The audit team were on-site at WLS on February 21 to complete their field work which includes, but is not limited to, conducting interviews and confirming physical inventory as well as working with staff.

Following this process, the audit reports will be prepared, as well as WLS's IRS and NYS filings. The WLS Audit Committee will be engaged to schedule a meeting at which the audit team will present their findings.

### PURCHASES OVER \$50,000

The following purchases over \$50,000 were paid in January 2024:

- Amount: \$152,384
  - Vendor: CDW-G
  - Purpose: 3-year support agreement for WLS's virtualized desktop and server infrastructure
- Amount: \$88,700
  - Vendor: Crown Castle
  - Purpose: Internet Service at the member libraries and WLS data center for January through March 2024
- Amount: \$74,340
  - Vendor: NYS Employees Health Insurance Program (NYSHIP)
  - Purpose: Employee health insurance for February 2024
- Amount: \$66,780
  - Vendor: Evelytix
  - Purpose: Support of the online library statistics data dashboard

# BALANCE SHEET – JANUARY 2024

The Balance Sheet shows comparative figures for the period from month-ending (ME) December 2023 thru ME January 2024. The key changes for the period are a decrease in WLS’s *operating cash and cash equivalents*, which is lower by \$178,200 and an increase in *deferred revenue* of \$1,088,100. Details are discussed below.

## ASSETS:

This section indicates the organization’s liquidity by showing what assets WLS holds in cash and what assets will be available in cash in the near future.

The chart to the right illustrates WLS’s assets.



### *Operating Cash & Cash Equivalents* (This shows the cash

in WLS’s operating and payroll bank accounts and petty cash): In the month, WLS’s operating cash decreased by \$178,200. With \$902,700 in receipts, activity included \$831,000 from member libraries for IT services and group purchases, and \$2,500 from the M&T Charitable Foundation to support the Reconnect with Tech program. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries include \$152,400 to CDW-G for a three-year support agreement for WLS’s virtualized desktop and server infrastructure, \$66,800 to Evolytix for support of the online library statistics dashboard, \$45,500 to Tutor.com for a 1-year subscription to their homework help service for library patrons, and \$27,500 to LinkedIn for 2024 access to their LinkedIn Learning platform for patrons.

*Unconditional Promises* (These are promises to give money to WLS without any restrictions attached.): The figure in this line increased by \$568,600 in the period. This is the result of recording \$341,500 in receivable revenue from New York State, Westchester County, and the federal E-Rate program.

## LIABILITIES:

This section shows WLS’s near-term obligations.

*Deferred Revenue* (Funds received which have not yet been earned): This figure increased by \$1,088,100 the result of recording \$1,089,200 in deferred revenues from 6-month and 3-month invoices to member libraries for IT services and group purchases for digital content, and movie licensing against the recognition of \$1,100 in revenues for movie licensing.

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## STATEMENT OF REVENUE AND EXPENDITURES COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE – JANUARY 2024

Net revenue before depreciation was more than budgeted for January by \$32,600. Noteworthy variances are discussed below.

### REVENUES:

Total revenue was \$24,800 short of the budget for January. This was primarily driven by shortfalls in the *County Revenues without Restrictions* and *Other Revenues with Restrictions* revenue lines.

*County Revenues with Restrictions* - The 2024 Westchester County Budget did not fund WLS to the level that was anticipated in the budget process. As a result, the line is \$13,100 short for the month and is expected to fall short by \$157,175 (10% below budget) for the year. However, advocacy to the County does continue in the hope of securing additional revenue.

*Other Revenues with* ended the month below budget mainly due to shortfalls in restricted grants. This is consistent with years past and while the budget assumes that approximately \$14,800 would be earned in this line each month, the monies raised will fluctuate monthly.

### EXPENSES:

Total spending in January was more than revenues by \$14,700 but was \$57,500 less than the monthly budget. Significant positive and negative variances are discussed below.

*Equipment* was underspent by \$18,200 compared to budget. Activity in this line for 2024 primarily consists of purchases of computers for member libraries which generally occurs in one or two large transactions. Therefore, while the line is under budget for the month, activity later in the year will align it closer to the budget.

*Contractual Services* came in \$14,700 under budget primarily due to the timing of invoices from the vendor (STEM Alliance) used for the Reconnect with Tech program. The line is expected to have activity more in-line with the budget as the year progresses.

*Library Materials* came in \$8,400 more than budgeted, which was primarily driven by multiple one-time entries for annual subscriptions (\$5,400) and the quarterly payment to Overdrive for the platform fee (\$3,000). The line is expected to come in-line with the budget next month.

**Westchester Library System**  
**Balance Sheet**  
**As of January 31, 2024**

	Month Ending	Month Ending	Month Ending		Year Ending
	01/31/2024	12/31/2023	01/31/2024		12/31/2023
	Actual	Actual	Period difference	Period variance	Actual
<b>Assets</b>					
<b>Current Assets</b>					
Operating Cash & Cash Equivalents	1,644,845	1,823,004	(178,159)	(9.77) %	1,823,004
Reserve Cash & Cash Equivalents	2,864,052	2,859,669	4,383	0.15 %	2,859,669
Unconditional Promises to Give	694,887	346,714	348,173	100.42 %	346,714
Accounts Receivable	608,883	124,244	484,639	390.06 %	124,244
Prepaid Expenses	1,285,422	972,406	313,016	32.18 %	972,406
<b>Total Current Assets</b>	<b>7,098,089</b>	<b>6,126,038</b>	<b>972,051</b>	<b>15.86 %</b>	<b>6,126,038</b>
<b>Long-Term Assets</b>					
Property & Equipment	444,518	459,776	(15,259)	(3.31) %	459,776
Right Of Use Asset	923,257	923,258	0	0.00 %	923,258
<b>Total Long-Term Assets</b>	<b>1,367,775</b>	<b>1,383,034</b>	<b>(15,259)</b>	<b>(1.10) %</b>	<b>1,383,034</b>
<b>Total Assets</b>	<b>8,465,864</b>	<b>7,509,072</b>	<b>956,792</b>	<b>12.74 %</b>	<b>7,509,072</b>
<b>Liabilities</b>					
<b>Short-Term Liabilities</b>					
Accounts Payable	509,244	610,529	(101,285)	(16.58) %	610,529
Deferred Revenue	1,089,171	1,106	1,088,065	98,415.76 %	1,106
Short-Term Right of Use	288,392	288,392	0	0.00 %	288,392
<b>Total Short-Term Liabilities</b>	<b>1,886,807</b>	<b>900,027</b>	<b>986,780</b>	<b>109.63 %</b>	<b>900,027</b>
<b>Long-Term Liabilities</b>					
Long-Term Right of Use	815,954	815,954	0	0.00 %	815,954
Post-Retirement Benefits Payable	3,856,991	3,856,991	0	0.00 %	3,856,991
<b>Total-Long-Term Liabilities</b>	<b>4,672,945</b>	<b>4,672,945</b>	<b>0</b>	<b>0.00 %</b>	<b>4,672,945</b>
<b>Total Liabilities</b>	<b>6,559,752</b>	<b>5,572,972</b>	<b>986,780</b>	<b>17.70 %</b>	<b>5,572,972</b>
<b>Net Assets</b>					
Net Assets, Beg Bal	1,936,100	1,974,604	(38,504)	(1.94) %	2,043,720
Change in Net Assets	(29,988)	(38,504)	8,516	22.11 %	(107,620)
<b>Total Net Assets</b>	<b>1,906,112</b>	<b>1,936,100</b>	<b>(29,988)</b>	<b>(1.54) %</b>	<b>1,936,100</b>
<b>Total Liabilities and Net Assets</b>	<b>8,465,864</b>	<b>7,509,072</b>	<b>956,792</b>	<b>12.74 %</b>	<b>7,509,072</b>
<b>Net Asset Detail</b>					
Working Capital	5,211,282	5,226,011	(14,729)	(0.28) %	5,226,011
Long-Term Net Assets	(3,305,170)	(3,289,911)	(15,259)	(0.46) %	(3,289,911)
<b>Total Net Asset Detail</b>	<b>1,906,112</b>	<b>1,936,100</b>	<b>(29,988)</b>	<b>(1.54) %</b>	<b>1,936,100</b>

Westchester Library System  
Statement of Revenues and Expenditures  
Comparison to Budget with Previous Years To Date  
As of January 31, 2024

	Month Ending 01/31/2024			Year To Date 01/31/2022	Year To Date 01/31/2023	Year To Date 01/31/2024			Year Ending 12/31/2024
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
<b>Revenue</b>									
State Revenues without Restrictions	206,358	206,367	(9)	188,197	205,910	206,358	206,367	(9)	2,476,400
County Revenues without Restrictions	111,920	125,025	(13,105)	87,550	105,875	111,920	125,025	(13,105)	1,500,300
Federal Revenues without Restrictions	10,830	10,833	(3)	12,825	13,750	10,830	10,833	(3)	130,000
Member Technology Fees	225,687	226,500	(813)	234,433	224,018	225,687	226,500	(813)	2,718,000
Fund Raising & Contributions	0	0	0	147	0	0	0	0	0
Interest	8,502	4,958	3,544	190	6,454	8,502	4,958	3,544	59,500
CCS & Other	2,944	209	2,735	645	588	2,944	209	2,735	2,500
Government Revenues with Restrictions	19,065	19,066	(1)	17,760	18,955	19,065	19,066	(1)	228,800
Other Revenues with Restrictions	1,621	18,792	(17,171)	4,759	7,145	1,621	18,792	(17,171)	225,500
<b>Total Revenue</b>	<b>586,927</b>	<b>611,750</b>	<b>(24,823)</b>	<b>546,506</b>	<b>582,695</b>	<b>586,927</b>	<b>611,750</b>	<b>(24,823)</b>	<b>7,341,000</b>
<b>Expenditures</b>									
Salaries	189,004	191,827	2,823	184,189	185,006	189,004	191,827	2,823	2,301,921
Fringe Benefits	108,139	114,859	6,719	95,326	100,567	108,139	114,859	6,719	1,378,309
Professional Fees	5,103	4,750	(353)	660	833	5,103	4,750	(353)	57,000
Equipment	849	19,000	18,152	10,304	1,341	849	19,000	18,152	228,000
Library Materials	95,013	86,654	(8,359)	65,909	66,904	95,013	86,654	(8,359)	1,039,850
Rent and Utilities	31,020	33,634	2,614	27,552	27,726	31,020	33,634	2,614	403,610
Repairs and Maintenance	61,117	58,175	(2,942)	47,581	60,468	61,117	58,175	(2,942)	698,100
Supplies	326	3,504	3,178	435	305	326	3,504	3,178	42,050
Telephone and Internet	37,938	37,862	(76)	31,885	43,681	37,938	37,862	(76)	454,340
Printing and Postage	2,751	9,746	6,995	690	2,261	2,751	9,746	6,995	116,950
Bibliographic Fees	7,383	7,656	273	6,458	6,862	7,383	7,656	273	91,870
Professional Development	965	6,583	5,618	15	77	965	6,583	5,618	79,000
Travel	828	5,396	4,567	271	3	828	5,396	4,567	64,750
Memberships	2,244	2,375	132	7,816	12,770	2,244	2,375	132	28,500
Contractual Services	17,136	31,854	14,718	63,897	16,454	17,136	31,854	14,718	382,250
Delivery Service	37,410	39,833	2,424	39,213	38,779	37,410	39,833	2,424	478,000
Insurance	3,941	3,334	(608)	2,616	3,479	3,941	3,334	(608)	40,000
Miscellaneous	489	2,083	1,594	954	783	489	2,083	1,594	25,000
<b>Total Expenditures</b>	<b>601,656</b>	<b>659,125</b>	<b>57,469</b>	<b>585,771</b>	<b>568,299</b>	<b>601,656</b>	<b>659,125</b>	<b>57,469</b>	<b>7,909,500</b>
<b>Total Net Revenue Before Depreciation</b>	<b>(14,729)</b>	<b>(47,375)</b>	<b>32,646</b>	<b>(39,265)</b>	<b>14,396</b>	<b>(14,729)</b>	<b>(47,375)</b>	<b>32,646</b>	<b>(568,500)</b>
<b>Non-Cash Activity</b>									
Depreciation	15,259	14,667	(592)	11,220	14,493	15,259	14,667	(592)	176,000
<b>Total Non-Cash Activity</b>	<b>15,259</b>	<b>14,667</b>	<b>(592)</b>	<b>11,220</b>	<b>14,493</b>	<b>15,259</b>	<b>14,667</b>	<b>(592)</b>	<b>176,000</b>
<b>Total Net Revenue</b>	<b>(29,988)</b>	<b>(62,042)</b>	<b>32,054</b>	<b>(50,485)</b>	<b>(97)</b>	<b>(29,988)</b>	<b>(62,042)</b>	<b>32,054</b>	<b>(744,500)</b>

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## Executive Directors Report February 27, 2024

This month we are trying a different approach to provide visual tags to sections of the report that correspond to the WLS strategic initiatives.



Promoting Equity & Access



Expand Community/Member/Partner Engagement



Update & Improve Our Infrastructure

### Cataloging Services

In addition to works in English, WLS Cataloging Services added works in these languages to the catalog: Albanian, Chinese, French, Japanese and Spanish. In addition to books, these materials included Japanese board games and a Japanese DVD. The entire Cataloging Services staff worked on these titles that required original cataloging, with Manager of Cataloging Services Melissa Glazer completing most of the work.

Original cataloging is required in cases where bibliographic records for a particular title are not available from the OCLC WorldCat database, nor from vendors. Without bibliographic records, library holdings would be invisible to patrons and library staff. Here are three examples of items for which Director of Cataloging Services Douglas Wray created original bibliographic records: three jigsaw puzzles (for Rye Free Reading Room); *Connect to Northern Westchester*, a magazine formerly titled *Katonah Connect* (for Lewisboro Library); and a score consisting of transcriptions of the improvised piano solos on Glenn Zaleski's jazz recording titled *Solo. Vol. 2* (for Ossining Public Library).



Mr. Wray functioned as a liaison between member libraries and Brodart when the vendor experienced a cybersecurity issue. They had to make their FTP server temporarily inaccessible while they added layers of security, and this meant that for several days, Mr. Wray and Ms. Glazer were not able to download and process various types of records for the WLS member libraries that are Brodart customers. At this writing, the problem is resolved.



Mr. Wray has continued to communicate with the Equinox Open Library Initiative (EOLI) and WLS IT staff about the development of a software program which would pinpoint vendor-provided brief records in the catalog and harvest full level versions from the OCLC WorldCat database, with a provision for WLS catalogers to inspect them and make necessary edits according to local standards. As imagined, this would improve the WLS catalogers' efficiency and the efficacy of the catalog. Any delay in getting the development started has been due to routine legal details pertaining to OCLC's involvement, and the fact that there are three parties involved – OCLC, EOLI, and WLS. At the present time, EOLI's development of the program will start soon.



### Information Technology (IT)

The IT department has been working with the public libraries in preparation for the online catalog cleanup project that will remove expired library patron records from the catalog. Library cards that were not renewed within 3 years and have been (1) expired for an additional 18 or more months with no fines or open transactions or (2) expired for an additional 24 or more months with fines less than \$25 and no open transactions will be removed from the online catalog. WLS Systems Librarian, Lindsay Stratton, is leading this cleanup project. The patron record cleanup project is one example of WLS' efforts to work with Equinox Open Library Initiative (EOLI) to complete ongoing updates and maintenance to provide a better user experience that is also more secure. The chart below shows the number of expired patrons who are to be removed from the online catalog in the next few weeks.

Range of Expired Dates by Years	Number of Expired Patron Records
1989-2009	20
2010-2019	1,169
2020-2022	253,972
<b>Total:</b>	<b>255,161</b>

The larger number of expired patron records for the 2020-2022 period is due to COVID-19 related factors and a pause on removing expired library cards from the online catalog. During the pandemic, a decision the Public Library Directors Association (PLDA) requested that the automatic renewal of expired patrons occur to allow individuals access to the digital and physical resources available through their libraries during the lockdown periods. WLS will send out email notifications to expired library patrons that have provided an email address in their patron records. These email notifications will state that the library patron's card will be removed from the online catalog unless it is renewed at their local library. WLS provided libraries with lists of



the expired patron records that include additional contact information should the library wish to do additional notifications to their patrons.

Attached to this document is a presentation made to the library directors in early February to discuss the timeline for the cleanup of the expired patron records. Earlier discussions on this issue occurred in PLDA Technology Committee meetings and during the November 2023 PLDA monthly meeting.



### Library Advocacy Day

Library champions from across New York State (NYS) joined together in Albany on Wednesday, February 7 to raise their collective voices for Library Advocacy Day. Staff and administration from several member libraries and WLS arrived by car or on chartered buses, alongside attendees from both the Mid-Hudson (MHLS) and Ramapo Catskill (RCLS) library systems, to meet with every member of the Westchester delegation to monetary and legislative priorities for Westchester libraries. Supporting the New York Library Association's (NYLA) overall agenda, attendees told celebratory and challenging stories from their libraries. This year, attendees' stories shared how the lack of sufficient funds in the proposed statewide operating budget for libraries and the strict and antiquated restrictions of civil service requirements have hampered libraries' efforts to expand collections and hire staff to reflect their more diverse communities.

Another important discussion concerned wording for a proposed bill supporting the protection of access to library materials and the freedom to read. Additional topics included proposed bills like Check out New York which would provide one-pass per public library to every park, historic site, and recreational facility operated by the NYS Office of Parks, Recreation and Historic Preservation and the NYS Department of Environmental Conservation; an association library retirement opt-in bill; and an increase to the NYS Public Library Construction Aid funds. The entire NYS Westchester County delegation has shown their support for libraries and has committed to working towards all the discussed goals.

I extend a thank you to everyone who was able to join us at this year's Library Advocacy Day on February 7th. If you have an opportunity to meet up with your NYS Assemblymember or Senator, please remind them of the importance of supporting NYLA's budget priorities: \$147.1 Million for Library Operating Aid and \$69.4 for Public Library Construction Aid. The NYS 2024-2025 Budget is scheduled for final approval by April 1, 2024. Once the budget is approved, emphasis will be placed on issues such as civil service reform and legislation to curtail book bans and censorship. More information about the NYLA initiatives is on their website at <https://www.nyla.org/2024-legislative-session>. A special thank you to Dana Hysell, Outreach Services Specialist (Youth, Advocacy & Construction), for scheduling our Library Advocacy Day appointment and coordinating the bus routes with our MHLS and RCLS colleagues.



## Public Innovation and Engagement | Outreach Services

### *All on the Same Page*



WLS hosted two workshops in collaboration with the Westchester County Department of Health and the Local Early Intervention Coordination Council. These 3-hour workshops invited member librarians and early intervention professionals from around the county to engage in a dialogue about their respective work and new ways in which we can support each other. Whether this means opening library doors to early intervention service providers to host one on one sessions or ensuring that library program offerings are tailored to be as inclusive as possible, we were working towards any and all solutions. The 60 participants were grouped at tables by both profession and geographic location for a panel discussion, Q&A, and subsequent breakout discussion. Librarian in Training Charlie Loftus joined both sessions as a panelist to talk about their experiences opening a sensory space at the Yonkers Riverfront Library! Amazing feedback is being gathered to start planning a follow up session to dive deeper into ways we can implement the needed partnerships. Resources and contacts from the workshops can be found on [firstfind.org/samepage](https://firstfind.org/samepage).



### *Collaborating with Partners and Member Libraries*

Connect Westchester, a County-funded digital equity program launched in September 2023 through the collaborative efforts of WLS and The STEM Alliance, aligns seamlessly with our strategic goals of promoting equity and access while expanding partner and member library engagement. This initiative not only addresses the critical need for digital inclusion but also supports our commitment to creating an inclusive environment for all.

By providing a 15-hour basic computer skills training and a Chromebook laptop upon completion, Connect Westchester empowers participants to bridge the digital divide. The program further extends its impact by aiding sign up with ACP or providing a hotspot with a one-year subscription, ensuring sustained connectivity.

Libraries will receive a \$350 stipend for their role in fostering collaboration and engagement within the community. Offering classes in both Spanish and English, as well as a dedicated class for seniors, reflects our dedication to meeting the diverse needs of our library communities. Participating libraries, including Port Chester-Rye Brook Public Library, Bedford Hills Free Library, Greenburgh Public Library, Ossining Public Library, Eastchester Public Library, Field Library (Peekskill), White Plains Public Library, & Mt Kisco Public Library, exemplify the widespread reach of this program. With 34 individuals already benefiting from Connect Westchester, and upcoming cohorts



scheduled in various libraries, we are making significant strides in advancing digital literacy and fostering a more inclusive and engaged library community.



### ***Sponsoring Leadership Growth***

Nonprofit Westchester's Emerging Leaders Program (ELP) aligns with WLS' objective of updating and improving our infrastructure by fostering leadership within our organization. As Megan Brown joins this year's cohort, she becomes a part of an 11-month professional development program that focuses on growing nonprofit knowledge and leadership skills.

The program's approach of participants meeting monthly at different nonprofit organizations provides a valuable opportunity for networking and understanding diverse perspectives on the issues addressed by these organizations. This exposure enhances the participants' ability to contribute meaningfully to our library's mission and strategic goals. As alumni of ELP and members of the advisory committee, Krishna Brodigan and Alumni Co-Chair Dana Hysell frequently tap into this growing network of informed and engaged professionals. As one of the original founding organization's behind NPW and a continued sponsor, WLS looks forward to contributing to this program's growth.



### ***National Canned Food Month***

February is National Canned Food Month and WLS & Member libraries are partnering with United Way in its inaugural annual canned food drive. WLS is coordinating with United Way in finding interested member libraries to serve as sites to receive canned donations. The drive will run Saturday to Saturday February 24 - March 2. Donations will be distributed to local food pantries throughout Westchester.



### ***Westchester Children's Museum***

Representatives from WLS visited the Westchester Children's Museum to tour the space and exchange ideas for a potential collaboration. Director Thomas Sullivan, in the process of revitalizing the museum, has made it a priority to collaborate with member libraries to get families out of the house and engaged in learning and play. With a newly available space near the entrance of the museum, our recent visit explored opportunities to build out a WLS-sponsored quiet area and reading nook. The primary goals of this collaboration would be to improve access to free reading materials in a convenient location while simultaneously prompting families to seek out available library services.





Upcoming Events:

*These Trustee Institutes will take place in-person at WLS from 5:30 PM-7:30 PM. These events will provide 2 hours of trustee education credit.*

March 6 – Tools for Transforming Library – Municipality Relationships. Presenter is Stephanie (Cole) Adams, Esq. Register at

<https://westchesterlibraries.evanced.info/admin/signup/EventDetails?EventId=7036>

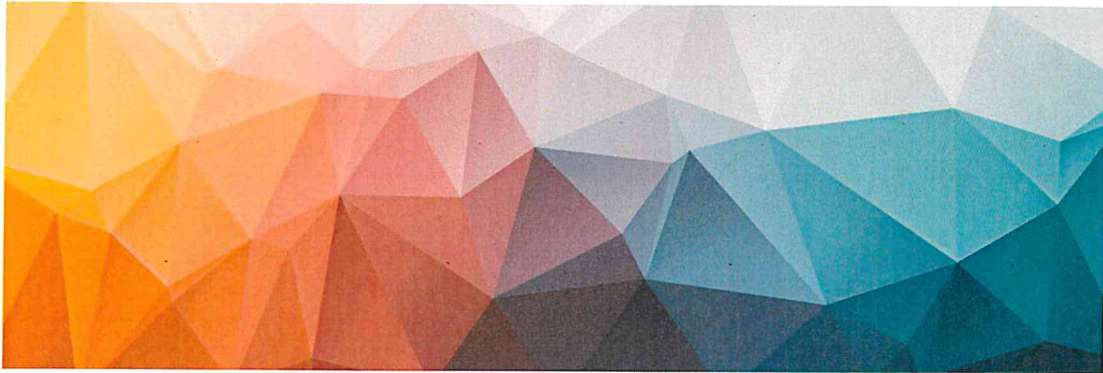
April 11 – Understanding 414 Public Votes. Presenter is Rebekkah Smith Aldrich, Executive Director, Mid-Hudson Library System. Register at

<https://westchesterlibraries.evanced.info/admin/signup/EventDetails?EventId=7123>

Respectfully Submitted,

A handwritten signature in black ink that reads "Terry L. Kirchner". The signature is written in a cursive, flowing style.

Terry L. Kirchner, PhD.  
Executive Director



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# PATRON RECORD PURGE

Discussion and overview February 8, 2024

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## WHAT IS THE PATRON PURGE & WHY DO IT?

What?

- Process to remove old expired accounts from the patron database

Why?

- Maintain accurate counts of active patrons
- Clean up the patron database
- Easier patron search
- Less risk of duplicate patron records

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## NOTES ON ACCOUNT EXPIRATION...

- Most patron accounts must be renewed every 3 years
- Most frequent library users update their accounts before, or shortly after, they expire
- Patrons – with email addresses – receive notification 30 days before their accounts expire
- The 30 Day Account Expiration notice runs daily
- On average ~50 accounts expire per day, ~1500 per month, system wide

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## NOTES ON EXPIRED ACCOUNTS...

**Expired accounts can:**

- Login to the online catalog
- Place holds (patron and staff)
- Renew loans (patron and staff)
- Login to most digital resources (Libby, etc.)\*
- Place holds on digital resources
- Borrow digital resources

**Expired accounts cannot:**

- Checkout new materials

\* Patron access/limits on access to digital resources is configured for each resource

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## PURGE CRITERIA

Completely remove from the database...

- Patron records

In profiles: 'ADULT', 'ADULT NEW', 'CONTRACT1', 'CONTRACT3', 'COURTESY', 'FEE', 'GUEST', 'HOMEBOUND',  
'INTERNET ONLY', 'JUV NEW', 'JUVENILE', 'LIBRARYUSE', 'Online Access', 'PC USE', 'PIE', 'PIE Print Only',  
'SENIOR', 'STAFF', 'TEEN', 'TEEN NEW', 'TEMP'

~ THAT ARE ~

- Expired for **18 months** with no unpaid fines and no open transactions

~ OR ~

- Expired for **24 months** with unpaid fines less than \$25.00 and no open transactions

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## NOTES ON THE DATA...

All counts in this presentation are system wide. Library-specific data is available.

Records counted:

- Are expired 18 months or more as of 2024-02-02
- Have either no fines or fines less than \$25
- Have no open transactions

These figures will be different if new data is collected and when the actual purge is run.

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## RECORDS TO PURGE - SYSTEM WIDE COUNT

Total records	Total expired records to-date	Purgeable records (18mo+)	Purgeable records % of total records	Purgeable records with recent online activity*
549,110	321,255	253,681	46%	14,371

(as of 2024-02-02)

\* Online activity means the user logged into an online resource - like Overdrive, Kanopy, etc. - or logged into the online catalog.

Individual library counts are available.

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## LAST CHANCE NOTIFICATION

We can send a "last chance" email notification to the patrons slated for purging, with a deadline for patrons to update their accounts.

Records with email	% of total	Records no email	% of total
114,865	45%	138,908	55%

(as of 2024-02-02)

We can provide contact lists to libraries of patrons who do not have email addresses.

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## EXAMPLE NOTICE

From:  
 Reply-To:  
 Subject: Courtesy Notice - Expired Library Account Deletion

Dear Firstname Lastname,

Your library account is long expired and will be deleted February 15, 2024.

We hope that you will renew your library account and resume access to the many services online and throughout the libraries. Your interest and participation helps keep our libraries growing and evolving destination places.

Contact your library for more information:

[Library Name]  
 [Library phone number]  
 [Library email]  
 [Street Address]  
 [City], [State]  
 [ZIP code]

Or visit the Westchester Library system Member Libraries map to find your library: <https://www.westchesterlibraries.org/about-wls/member-libraries/>

Thank you!

Sincerely,  
 [Library Name]

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## STEPS AND TIMELINE [WITH UPDATES IN RED]

- February 8-13
  - Libraries get data for review if wanted / ask questions
- **February 22**
  - Coordinate with EOLI to send last chance notifications to users with email addresses
- **February 22-March 12**
  - Time for patrons to respond and update their accounts
- **March 13**
  - Coordinate with EOLI for first purge to remove backlog
  - Establish daily process with EOLI to purge records meeting the purge criteria going forward
- WLS will provide explanatory text for 2024 NYS Annual Report Q 3.2 and 3.3 – Registered Resident and Non-resident Borrowers

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