



# Financial Statements and Notes

April 2021

Westchester Library System  
Statement of Financial Position - WLS Balance Sheet  
As of 4/30/2021

	<u>4/30/2021</u>	<u>12/31/2020</u>	<u>YTD Change</u>	<u>YTD % Change</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	3,986,494	4,533,682	(547,187)	-12.07%
Unconditional Promises to Give	1,082,771	625,078	457,693	73.22%
Accounts Receivable	272,770	306,783	(34,013)	-11.09%
Prepaid Expenses	620,530	499,685	120,845	24.18%
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Current Assets</b>	<b>5,962,565</b>	<b>5,965,228</b>	<b>(2,662)</b>	<b>-0.04%</b>
<b>Long-term Assets</b>				
Property & Equipment	<u>645,433</u>	<u>708,685</u>	<u>(63,252)</u>	<u>-8.93%</u>
<b>Total Property &amp; Equipment</b>	<b>645,433</b>	<b>708,685</b>	<b>(63,252)</b>	<b>-8.93%</b>
<b>Total Long-term Assets</b>	<b>645,433</b>	<b>708,685</b>	<b>(63,252)</b>	<b>-8.93%</b>
<b>Total Assets</b>	<b><u>6,607,998</u></b>	<b><u>6,673,913</u></b>	<b><u>(65,915)</u></b>	<b><u>-0.99%</u></b>
<b>Liabilities</b>				
<b>Short-term Liabilities</b>				
Accounts Payable	1,054,703	1,388,131	(333,428)	-24.02%
Deferred Revenue	<u>477,627</u>	<u>10,256</u>	<u>467,372</u>	<u>4557.20%</u>
<b>Total Short-term Liabilities</b>	<b>1,532,331</b>	<b>1,398,387</b>	<b>133,944</b>	<b>9.58%</b>
<b>Long-term Liabilities</b>				
Capital Lease Obligations	0	0	0	0.00%
Deferred Rent	261,605	267,665	(6,060)	-2.26%
Post-Retirement Benefits Payable	<u>5,038,065</u>	<u>5,038,065</u>	<u>0</u>	<u>0.00%</u>
<b>Total Long-term Liabilities</b>	<b>5,299,670</b>	<b>5,305,730</b>	<b>(6,060)</b>	<b>-0.11%</b>
<b>Total Liabilities</b>	<b><u>6,832,001</u></b>	<b><u>6,704,117</u></b>	<b><u>127,883</u></b>	<b><u>1.91%</u></b>
<b>Net Assets</b>				
	<u>(258,179)</u>	<u>(30,204)</u>	<u>(227,975)</u>	<u>754.78%</u>
<b>Total Net Assets</b>	<b>(258,179)</b>	<b>(30,204)</b>	<b>(227,975)</b>	<b>754.78%</b>
<b>Total Liabilities and Net Assets</b>	<b><u>6,573,821</u></b>	<b><u>6,673,913</u></b>	<b><u>(100,092)</u></b>	<b><u>-1.50%</u></b>

## **NOTES FOR APRIL 2021 STATEMENT OF FINANCIAL POSITION - WLS BALANCE SHEET**

**Current 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.*

*Cash & Cash Equivalents: This line shows the total cash in WLS's bank accounts, investment accounts and petty cash. – During April, WLS's cash position decreased by \$222,500. Approximately \$446,700 in revenue was received, including \$329,700 in payments from member libraries IT fees and e-content group purchases as well as \$87,500 from NYS, \$15,000 from Westchester County and \$9,800 for Project HOPE. More than \$669,200 in expenses were paid out. Aside from Salaries and Benefits, notable expenses included \$69,500 in equipment from CDW and \$33,500 to STEM Alliance for the Digital Equity project as well as \$24,900 to Universal E-Business Solutions for the Internet filter service.*

*Unconditional Promises to Give: These are promises to give money to WLS without any restrictions attached. – This figure increased by more than \$175,800 during the month of April, the result of recording \$163,900 in State revenue, \$86,400 for 2021 County revenue, and \$12,500 for eRate funding, against the receipt of the above-noted \$87,000 in money from NYS.*

*Accounts Receivable - This figure decreased by more than \$333,500, primarily driven by monies received from member libraries for IT fees and e-content group purchases.*

**Short Term Liabilities:** *This section shows WLS's near-term obligations.*

*Deferred Revenue – This figure decreased by approximately \$244,600 during the month of April, the result of recognition of revenue from member libraries. Please note this figure is typically small at the close of the previous year. It then increases significantly as IT invoices are generated in January and July and is drawn lower each month as IT revenue is recognized.*

Westchester Library System  
Statement of Revenues and Expenditures - Comparison to Budget with 2019 and 2020 YTD  
From 4/1/2021 Through 4/30/2021

	Current Period		Current Period Budget Variance	4/30/2019 YTD	4/30/2020 YTD	4/30/2021 YTD	YTD Budget		Total Budget
	4/30/2021	Budget					YTD Budget	Variance	
<b>Revenue</b>									
State Revenues without Restrictions	151,428	151,011	417	774,670	775,029	605,233	604,043	1,190	1,812,130
County Revenues without Restrictions	86,400	86,458	(58)	338,333	343,200	345,800	345,833	(33)	1,037,500
Federal Revenues without Restrictions	12,500	12,500	0	0	55,000	50,000	50,000	0	150,000
Member Technology Fees	234,794	236,845	(2,051)	949,350	948,729	939,290	947,380	(8,090)	2,842,140
Fund Raising & Contributions	0	917	(917)	13,742	6,937	890	3,667	(2,777)	11,000
Interest	104	1,417	(1,312)	6,062	9,026	907	5,667	(4,760)	17,000
WEBS & Other	890	2,333	(1,443)	9,411	7,530	3,749	9,333	(5,584)	28,000
Government Revenues with Restrictions	33,981	58,365	(24,384)	71,373	71,408	91,521	233,460	(141,939)	700,380
Other Revenues with Restrictions	<u>6,260</u>	<u>10,042</u>	<u>(3,782)</u>	<u>33,642</u>	<u>7,917</u>	<u>168,091</u>	<u>40,167</u>	<u>127,925</u>	<u>120,500</u>
Total Revenue	<u>526,357</u>	<u>559,887</u>	<u>(33,531)</u>	<u>2,196,583</u>	<u>2,224,776</u>	<u>2,205,481</u>	<u>2,239,550</u>	<u>(34,069)</u>	<u>6,718,650</u>
<b>Expenditures</b>									
Salaries	196,538	214,292	17,753	739,081	769,717	747,943	857,167	109,224	2,571,500
Fringe Benefits	91,086	120,083	28,997	381,228	389,782	363,670	480,333	116,664	1,441,000
Professional Fees	6,715	3,242	(3,473)	3,765	18,764	13,665	12,967	(698)	38,900
Equipment	17,590	13,908	(3,682)	28,311	135,359	153,558	55,633	(97,925)	166,900
Library Materials	59,416	62,700	3,284	271,117	287,161	252,711	250,800	(1,910)	752,400
Rent and Utilities	29,200	31,258	2,058	110,209	111,809	111,857	125,033	13,177	375,100
Repairs and Maintenance	33,448	40,542	7,094	155,988	135,746	149,552	162,167	12,615	486,500
Supplies	7,832	4,183	(3,648)	10,326	9,277	21,594	16,733	(4,860)	50,200
Telephone and Internet	32,014	37,200	5,186	125,288	114,632	124,197	148,800	24,603	446,400
Printing and Postage	16,542	6,233	(10,309)	9,200	8,384	23,822	24,933	1,111	74,800
Bibliographic Fees	6,620	6,042	(578)	19,850	24,428	26,880	24,167	(2,713)	72,500
Professional Development	1,365	4,400	3,035	21,699	31,911	3,074	17,600	14,526	52,800
Travel	0	3,383	3,383	4,274	8,502	123	13,533	13,410	40,600
Memberships	0	1,858	1,858	7,142	1,265	9,317	7,433	(1,884)	22,300
Contractual Services	17,469	24,233	6,764	51,322	33,916	96,119	96,933	814	290,800
Delivery Service	33,194	34,833	1,640	150,425	87,428	144,466	139,333	(5,133)	418,000
Special Events	0	833	833	1,600	1,018	0	3,333	3,333	10,000
Insurance	669	2,083	1,414	6,172	9,008	12,401	8,333	(4,068)	25,000
Miscellaneous	<u>869</u>	<u>2,350</u>	<u>1,481</u>	<u>2,422</u>	<u>3,502</u>	<u>1,391</u>	<u>9,400</u>	<u>8,009</u>	<u>28,200</u>
Total Expenditures	<u>550,566</u>	<u>613,658</u>	<u>63,092</u>	<u>2,099,418</u>	<u>2,181,608</u>	<u>2,256,339</u>	<u>2,454,633</u>	<u>198,294</u>	<u>7,363,900</u>
Net Depreciation Before Depreciation	<u>(24,209)</u>	<u>(53,771)</u>	<u>29,562</u>	97,165	<u>43,168</u>	<u>(50,859)</u>	<u>(215,083)</u>	<u>164,225</u>	<u>(645,250)</u>
<b>Non-Cash Activity</b>									
Depreciation	16,610	15,646	(964)	<u>81,146</u>	74,966	63,252	62,583	(669)	187,750
Unrealized Gain/Loss on Investments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(6,571)</u>	<u>(21)</u>	<u>0</u>	<u>21</u>	<u>0</u>
Total Non-Cash Activity	<u>16,610</u>	<u>15,646</u>	<u>(964)</u>	<u>81,146</u>	<u>68,394</u>	<u>63,231</u>	<u>62,583</u>	<u>(648)</u>	<u>187,750</u>
Net Revenue	<u>(40,819)</u>	<u>(69,417)</u>	<u>28,597</u>	16,019	<u>(25,226)</u>	<u>(114,090)</u>	<u>(277,667)</u>	163,577	<u>(833,000)</u>

**NOTES FOR APRIL 2021 (INCOME STATEMENT) STATEMENT OF REVENUE AND EXPENDITURES– COMPARISON TO BUDGET WITH 2019 AND 2020 YTD:**

Net revenue before depreciation was above budget on both a monthly and year-to-date basis. The primary drivers of these positive variances are discussed below.

**Revenues:**

Total revenue was short of the budget by approximately \$33,500 for both April and on a year-to-date basis.

The lower-than-budgeted April revenue was primarily driven by the shortfall in *Government Revenues with Restrictions* for both the month and the year-to-date. This category includes revenues from Project HOPE for which the maximum possible revenue was budgeted when, in fact, WLS only receives reimbursement for what is spent. If there are cost savings in the project budget, WLS records equal reductions in the revenue received. This line will also contain revenues associated with NY CARES, but no revenues have been received yet.

While *Other Revenues with Restrictions* was under budget for April, the line has exceeded the budget YTD by just under \$128,000. This was primarily driven by the recording of a \$158,000 grant from the Westchester Community Foundation supporting the ongoing digital equity programs.

**Expenses:**

Total spending in April came in approximately \$63,000 less than the monthly budget, while spending on a year-to-date basis was approximately \$198,300 less than the year-to-date budget.

*Salaries and Fringe Benefits* – Spending in these lines was approximately \$46,700 under budget for April and \$225,800 for the year-to-date. The monthly variance was primarily driven by the open positions in the IT department, while the year-to-date variance was also driven by the timing of hiring staff for Project HOPE. Also of note, spending in these lines was lower than 2020, as 2020 numbers were inflated by the addition of hourly staff in Outreach to perform certain duties previously performed by independent contractors, as well as additional hourly staff time being used to accommodate the 2020 Census. There were also two positions that retired in the latter half of 2020; one was filled internally, and one was replaced by distributing the duties among existing staff and outside contractors.

*Equipment* – This line was above budget by approximately \$3,600 for the month and \$97,900 year-to-date. The spending in April was primarily driven by the purchase of wireless network equipment. The year-to-date variance was primarily driven by spending of \$87,400 for the purchase of laptops from CDW and \$26,000 for computer equipment from STEM Alliance to support the Digital Equity project. These expenses also drove the significant variance in comparison to 2019.

*Supplies* – This line was above budget by approximately \$3,600 for April and \$4,800 for the year-to-date. The spending in the month was primarily driven by the cost of supplies for the Digital Equity project. While also a factor in spending for the year-to-date, the bi-annual group purchase of barcodes labels for member libraries also contributed to this line. The cost of the labels is reimbursed by the member libraries, however due to timing of the invoice and the processing of the order the reimbursement will appear on the income statement in May. The two factors combined drive the variance compared to 2019 while the shutdown for the COVID pandemic also drove the variance when compared to 2020.

*Printing and Postage* – This line was above budget by \$10,300 for the month, while spending on a year-to-date basis is \$1,100 less than budgeted. The spending in April was driven almost exclusively by the printing of the Job Search Toolkit which was funded, in part, through grants.

*Contractual Services* – While this line was under the monthly budget by \$6,700, spending on a year-to-date basis is essentially within budget. This line has higher spending compared to 2019 due to the shift to the use of contractors to support WEBS programming previously completed by salaried employees. The effects of the COVID shutdown were the primary driver of the variance compared to 2020.

Temporarily Restricted Net Assets  
as of April 30, 2021

Source	Item	Description	Temporarily Restricted Net Assets December 31, 2020	2021 Revenue	20201 Expenses	Temporarily Restricted Net Assets April 30, 2021
70005	Gates	Computer equipment & training	\$5,094	\$0	\$0	\$5,094
70001	Bruni Verges	Children's programs celebrating cultural diversity	\$973	\$0	\$0	\$973
30006	People and Stories	Literacy support program	\$2,096	\$0	\$0	\$2,096
20005	WSPS/WSOS	Health Information for Senior Adults	\$0	\$4,754	\$4,754	\$0
42030	BTOP	Contract with New Rochelle Library to provide tech-related workshops	\$550	\$3,465	\$3,600	\$415
44001	Learning Ambassadors	Youth internships at member libraries	\$0	\$0	\$0	\$0
30004	Central Library	Library materials, svcs & training	\$83,564	\$92,280	\$54,521	\$121,323
70100	Battle of the Books	Book-based trivia tournament for Westchester youth	\$0	\$0	\$0	\$0
70101	Mini-Grants	Competitive grants to member libraries	\$11,581	\$0	\$2,170	\$9,410
70102	TASC - Private contributions	Private monies for adult literacy programs	\$3,113	\$0	\$0	\$3,113
70107	Marketing & Profl. Development/Enenergy	County-wide awareness of WLS programs	\$15,174	\$0	\$15,174	\$0
70108	Early Literacy/Private Contributions	Early literacy activities	\$9,595	\$0	\$577	\$9,019
70109	2020 Census	Census activities	\$0	\$0	\$0	\$0
70110	Xprize	Digital Learning	\$6,575	\$0	\$0	\$6,575
70111	Digital Resources	Educational equity through access to resources & information	\$25,000	\$0	\$0	\$25,000
70112	Vision Labs	Resources for Westchester Residents with Low or Declining Vision	\$14,235	\$0	\$333	\$13,902
70113	HW Wilson/Outreach/Career	Support libraries meeting needs of COVID-19, Outreach to vulnerable pop., Job and Career Counseling	\$34,578	\$0	\$4,840	\$29,739
70114	Digital Equity - RXR and Local Fundraising	Equipment, services and supports to bridge the digital divide. - RXR Realty	\$47,000	\$6,719	\$34,867	\$18,852
70115	Digital Equity - WCF Grant	Equipment, services and supports to bridge the digital divide. West. Community Fdn.	\$0	\$158,500	\$73,119	\$85,381
70116	Adult Literacy for Spanish Speakers	Activities to further literacy for spanish speaking adults	\$0	\$5,000	\$0	\$5,000
80001	M&T/Music & Memory	Music and Memory project	\$1,500	\$0	\$0	\$1,500
80020	P. Rosen Fund for Senior Svcs	Donations made in honor of Phyllis Rosen for Senior Services	\$3,385	\$0	\$0	\$3,385
	<b>TOTALS</b>		<b>\$264,015</b>	<b>\$270,718</b>	<b>\$193,956</b>	<b>\$340,777</b>