



# Financial Statements and Notes

May 2021

Westchester Library System  
Statement of Financial Position - WLS Balance Sheet  
As of 5/31/2021

	<u>5/31/2021</u>	<u>12/31/2020</u>	<u>YTD Change</u>	<u>YTD % Change</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	3,877,173	4,533,682	(656,509)	-14.48%
Unconditional Promises to Give	1,084,611	625,078	459,533	73.52%
Accounts Receivable	280,578	306,783	(26,206)	-8.54%
Prepaid Expenses	572,927	499,685	73,242	14.66%
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Current Assets	5,815,289	5,965,228	(149,939)	-2.51%
<b>Long-term Assets</b>				
Property & Equipment	<u>629,620</u>	<u>708,685</u>	<u>(79,065)</u>	<u>-11.16%</u>
Total Property & Equipment	<u>629,620</u>	<u>708,685</u>	<u>(79,065)</u>	<u>-11.16%</u>
Total Long-term Assets	<u>629,620</u>	<u>708,685</u>	<u>(79,065)</u>	<u>-11.16%</u>
Total Assets	<u>6,444,909</u>	<u>6,673,913</u>	<u>(229,005)</u>	<u>-3.43%</u>
<b>Liabilities</b>				
<b>Short-term Liabilities</b>				
Accounts Payable	1,081,083	1,388,131	(307,048)	-22.12%
Deferred Revenue	<u>289,763</u>	<u>10,256</u>	<u>279,508</u>	<u>2725.39%</u>
Total Short-term Liabilities	1,370,846	1,398,387	(27,541)	-1.97%
<b>Long-term Liabilities</b>				
Capital Lease Obligations	0	0	0	0.00%
Deferred Rent	260,090	267,665	(7,575)	-2.83%
Post-Retirement Benefits Payable	<u>5,038,065</u>	<u>5,038,065</u>	<u>0</u>	<u>0.00%</u>
Total Long-term Liabilities	<u>5,298,155</u>	<u>5,305,730</u>	<u>(7,575)</u>	<u>-0.14%</u>
Total Liabilities	<u>6,669,001</u>	<u>6,704,117</u>	<u>(35,116)</u>	<u>-0.52%</u>
<b>Net Assets</b>				
	<u>(299,979)</u>	<u>(30,204)</u>	<u>(269,775)</u>	<u>893.17%</u>
Total Net Assets	<u>(299,979)</u>	<u>(30,204)</u>	<u>(269,775)</u>	<u>893.17%</u>
Total Liabilities and Net Assets	<u>6,369,022</u>	<u>6,673,913</u>	<u>(304,891)</u>	<u>-4.57%</u>

## **NOTES FOR MAY 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 May, WLS's cash position decreased by \$109,300. Approximately \$360,200 in revenue was received, including \$44,100 in payments from member libraries IT fees and e-content group purchases as well as \$262,600 from Westchester County for the first quarter of 2021 and \$46,500 from NYS. More than \$469,500 in expenses were paid out. Aside from Salaries and Benefits, notable expenses included \$21,400 in wireless network equipment from GovConnection and \$5,000 to Dorfman, Abrams, Music toward the 2020 financial audit.*

*Unconditional Promises to Give: These are promises to give money to WLS without any restrictions attached. – This figure increased by approximately \$1,800 during the month of May, the result of recording \$163,900 in State revenue, \$88,000 for 2021 County revenue, and \$12,500 for eRate funding, against the receipt of the above-noted \$262,600 in money from Westchester County.*

*Accounts Receivable: This figure increased by approximately \$7,800. While payments of \$44,100 from member libraries and \$5,000 from TD Bank for a grant recorded in April were received, \$56,900 in new receivables were recorded. Notable receivables included \$41,700 from NY CARES funding, \$7,800 in reimbursements from members libraries for barcode labels and software purchases and \$5,000 in a grant from the Max and Victoria Dreyfus Foundation.*

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

*Deferred Revenue: This figure decreased by approximately \$187,800 during the month of May, the result of recognition of revenue from member libraries against the recording of \$46,500 in monies received from NYS. 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 reduced each month as IT revenue is recognized.*

Westchester Library System  
Statement of Revenues and Expenditures - Comparison to Budget with 2019 and 2020 YTD  
From 5/1/2021 Through 5/31/2021

	Current Period		Budget	5/31/2019 YTD	5/31/2020 YTD	5/31/2021 YTD	YTD Budget		Total Budget
	5/31/2021	Budget	Variance				YTD Budget	Variance	
<b>Revenue</b>									
State Revenues without Restrictions	150,925	151,011	(86)	968,336	968,762	756,158	755,054	1,104	1,812,130
County Revenues without Restrictions	88,055	86,458	1,597	422,917	429,000	433,855	432,292	1,563	1,037,500
Federal Revenues without Restrictions	12,500	12,500	0	0	68,750	62,500	62,500	0	150,000
Member Technology Fees	235,050	236,845	(1,795)	1,187,054	1,185,879	1,174,339	1,184,225	(9,886)	2,842,140
Fund Raising & Contributions	65	917	(852)	13,875	13,113	955	4,583	(3,628)	11,000
Interest	259	1,417	(1,158)	7,048	9,277	1,166	7,083	(5,918)	17,000
WEBS & Other	1,002	2,333	(1,331)	11,811	10,110	4,751	11,667	(6,916)	28,000
Government Revenues with Restrictions	55,869	58,365	(2,496)	89,214	89,257	147,390	291,825	(144,435)	700,380
Other Revenues with Restrictions	6,260	10,042	(3,782)	62,888	13,258	174,351	50,208	124,143	120,500
<b>Total Revenue</b>	<b>549,985</b>	<b>559,887</b>	<b>(9,903)</b>	<b>2,763,143</b>	<b>2,787,407</b>	<b>2,755,465</b>	<b>2,799,437</b>	<b>(43,972)</b>	<b>6,718,650</b>
<b>Expenditures</b>									
Salaries	190,157	214,292	24,135	939,374	951,437	938,099	1,071,458	133,359	2,571,500
Fringe Benefits	93,023	120,083	27,060	474,061	480,858	456,693	600,417	143,724	1,441,000
Professional Fees	1,066	3,242	2,176	4,880	58,819	14,731	16,208	1,477	38,900
Equipment	9,264	13,908	4,645	32,178	138,640	162,822	69,542	(93,280)	166,900
Library Materials	58,594	62,700	4,106	335,240	371,816	311,305	313,500	2,195	752,400
Rent and Utilities	27,552	31,258	3,706	137,761	139,361	139,409	156,292	16,883	375,100
Repairs and Maintenance	32,050	40,542	8,492	174,338	161,113	181,602	202,708	21,106	486,500
Supplies	(4,638)	4,183	8,821	15,039	9,680	16,956	20,917	3,961	50,200
Telephone and Internet	32,202	37,200	4,998	153,855	143,973	156,399	186,000	29,601	446,400
Printing and Postage	7,833	6,233	(1,600)	17,493	8,384	31,656	31,167	(489)	74,800
Bibliographic Fees	6,410	6,042	(369)	26,157	31,533	33,290	30,208	(3,082)	72,500
Professional Development	300	4,400	4,100	22,692	28,667	3,374	22,000	18,626	52,800
Travel	29	3,383	3,354	5,730	9,077	152	16,917	16,764	40,600
Memberships	425	1,858	1,433	8,142	2,918	9,742	9,292	(450)	22,300
Contractual Services	36,588	24,233	(12,355)	66,611	74,042	132,707	121,167	(11,541)	290,800
Delivery Service	41,192	34,833	(6,359)	182,457	87,428	185,658	174,167	(11,491)	418,000
Special Events	0	833	833	3,835	1,018	0	4,167	4,167	10,000
Insurance	1,594	2,083	489	7,887	9,973	13,995	10,417	(3,578)	25,000
Miscellaneous	526	2,350	1,824	2,840	3,622	1,917	11,750	9,833	28,200
<b>Total Expenditures</b>	<b>534,167</b>	<b>613,658</b>	<b>79,491</b>	<b>2,610,569</b>	<b>2,712,357</b>	<b>2,790,507</b>	<b>3,068,292</b>	<b>277,785</b>	<b>7,363,900</b>
<b>Net Revenue Before Depreciation</b>	<b>15,817</b>	<b>(53,771)</b>	<b>69,588</b>	<b>152,574</b>	<b>75,050</b>	<b>(35,041)</b>	<b>(268,854)</b>	<b>233,813</b>	<b>(645,250)</b>
<b>Non-Cash Activity</b>									
Depreciation	15,813	15,646	(167)	101,432	93,707	79,065	78,229	(836)	187,750
Unrealized Gain/Loss on Investments	95	0	(95)		(6,508)	74	0	(74)	0
<b>Total Non-Cash Activity</b>	<b>15,908</b>	<b>15,646</b>	<b>(262)</b>	<b>101,432</b>	<b>87,199</b>	<b>79,139</b>	<b>78,229</b>	<b>(910)</b>	<b>187,750</b>
<b>Net Revenue</b>	<b>(90)</b>	<b>(69,417)</b>	<b>69,326</b>	<b>51,142</b>	<b>(12,149)</b>	<b>(114,180)</b>	<b>(347,083)</b>	<b>232,903</b>	<b>(833,000)</b>

**NOTES FOR MAY 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 (\$69,500) and year-to-date (\$233,800) basis. The primary drivers of these positive variances are discussed below.

**Revenues:**

Total revenue was short of the budget by approximately \$9,900 for May and \$43,900 on a year-to-date basis.

The lower-than-budgeted May revenue was driven by the sum of shortfalls in nearly all revenue categories. The exception, *County Revenues without Restrictions*, was approximately \$1,500 more than budgeted and is expected to end the year approximately \$13,000 more than budgeted due to an increase in the appropriation from Westchester County that occurred after the WLS budget was finalized.

While *Other Revenues with Restrictions* was under budget for May, the line exceeded the budget YTD by slightly more than \$124,000. Activity in this line for May included the recording of a \$5,000 contribution from the Max and Victoria Dreyfus Foundation to support services to Spanish speaking adults. The YTD surplus in this line 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 May came in approximately \$79,500 less than the monthly budget, while spending on a year-to-date basis was approximately \$277,700 less than the budget.

*Salaries and Fringe Benefits* – Spending in these lines was approximately \$24,100 and \$27,000 under budget, respectively, for May and a combined \$277,000 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. 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* – While this line was \$4,600 under budget for May, it is more than \$93,000 over budget for the year-to-date. 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.

*Printing and Postage* – This line was above budget by approximately \$1,600 for the month but is essentially within the budget for the year-to-date. The spending in May was primarily driven by the design and printing of a postcard to support the digital equity program and was funded by NY CARES.

*Contractual Services* – This line was over budget by approximately \$12,300 for May and \$11,500 for the year-to-date. This overage is driven by multiple factors which include but are not limited to \$5,600 to translate the Job Search Toolkit to Spanish, \$7,800 for technology delivery and setup support and the timing of invoices from Counselors for the WEBS program. This line has higher spending compared to 2019 due to the shift to the use of contractors to support WEBS programming previous completed by salaried employees. The effects of the COVID shutdown were the primary driver of the variance compared to 2020.

*Professional Development and Travel* – In May, these lines were under budget by approximately \$4,100 and \$3,300, respectively. These lines were also each significantly under budget for the year-to-date. The surpluses are related to the reduced travel and off-site training opportunities available because of the COVID-19 pandemic.

*Delivery* – This line was over budget by \$6,300 for May and \$11,400 for the year-to-date. The overage in May was driven by the timing of invoices for the County-wide delivery service. Overspending in this line for the year-to-date also includes expenses to support delivery for the digital equity program.