

Call to Meeting
March 26, 2024

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, March 26, 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: February 27, 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, April 30, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
February 27, 2024 – Approval Pending

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch at 6:03p.m.

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

Board Members present: Anthony Amiano, Andrea Bober, Robert Cartolano, Karen Kelley, Maureen LeBlanc, Julie Mills-Worthey, Susan Morduch, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Nishat Hydari, Wes Iwanski, Alice Joselow

Also present from WLS were: Wilson Arana, Rob Caluori, Terry Kirchner, Kate Meyer, Allison Midgley

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

MINUTES

The minutes of the January 30, 2024, meeting were approved as submitted on a motion by Ms. Tabakman and seconded by Ms. Bober. The motion passed unanimously.

The President amended the agenda to allow the Nominating Committee to present a candidate to fill a vacancy. Ms. Kelley introduced Patricia Phelan to the Board. Ms. Phelan has agreed to fill the vacancy for District XV [Yonkers]. The Board approved the appointment of Ms. Phelan on a motion by Ms. Kelley and seconded by Mr. Cartolano. The motion passed unanimously.

The Oath of Office, required by New York State, for public library system trustees was administered to the newly appointed trustee, Ms. Phelan and WLS Trustee Maureen LeBlanc who was elected at the annual meeting to serve a second five-year term ending December 31, 2028.

FINANCIAL REPORTS

Mr. Caluori presented the check registers and financial reports for January 2024. Mr. Caluori presented the financial statements, highlighting positive and negative variances. He also noted the report now includes a section for payments over \$50,000 in accordance with the newly revised Board policy. The financial reports for January 2024 were approved on a motion by Ms. LeBlanc and seconded by Mr. Amiano. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Morduch gave an overview of the process used for the annual evaluation of the Executive Director. Ms. Morduch and Ms. Zevin met with Dr. Kirchner to discuss the feedback from the Board. Copies of the evaluation are available to the Board as requested. The results of the review were constructive, positive, and well-received. Ms. Morduch and Ms. Zevin thanked the Board for their contributions to the process and Dr. Kirchner for his continued service to Westchester Library System.

Ms. Morduch also made note of the changes to the Executive Director's report, which now includes symbology for each section indicating its relevance to the WLS strategic plan.

Ms. Morduch discussed upcoming events for trustees including the Trustee Institute on March 6, 2024, at 6:00pm at WLS featuring a discussion led by Stephanie (Cole) Adams on Tools for Transforming Library and Municipality Relationships and a presentation led by Rebekkah Smith Aldrich on Understanding 414 Public Votes. She also made note of the canned food drive led by the United Way of Westchester and Putnam. Donations can be made both in-person at participating libraries and online.

The new online services (Medici.TV, Mango Languages, and The Shelf) were noted as great resources.

COMMITTEE REPORTS

Finance Committee: Ms. LeBlanc, Chair, noted that the Committee is looking for additional members, highlighting the Budget process is especially helpful for new trustees to learn about all that WLS does.

Ms. LeBlanc discussed the outcomes of their most recent meeting, which was held just prior to the Board meeting this evening at 5:00pm. At the meeting the Committee approved amendments to the categorizations of revenue in the Income Statement which will be reflected in the financial statements going forward starting in February 2024.

They also recommended the Governance Committee amend the by-laws to permanently change the name of the Budget Committee to the Budget/Finance Committee. At Mr. Caluori's recommendation, the committee will be meeting with a representative of the New York State Liquid Asset Fund (NYLAF) to discuss alternative investment vehicles that will improve WLS's returns and maintain compliance with state regulations. All trustees are encouraged to attend their next meeting which will be held at 5:00pm prior to the next Board meeting on March 26, 2024.

Nominating & Board Education: Ms. Kelley, Chair, encouraged all trustees to attend the upcoming Trustee Institutes noting they count to fulfil the trustees' annual continuing education requirements.

Governance: Ms. Bober, Chair noted the committee has several policies that are scheduled to be reviewed in 2024. The committee will be meeting to discuss and recommend policies for first reading by the Board at the meeting on April 30, 2024. The Board was reminded that policies are given a first reading and then submitted for approval by the Board at the following meeting.

Audit: Mr. Caluori was asked to provide a report for the Audit committee. He noted that the auditors from Dorfman, Abrams, Music LLC, were on-site at WLS on February 21, 2024, for their field work which included, but was not limited to, inspecting financial records, verifying inventory, and conducting interviews with multiple staff members and that the process has been collaborative and

positive. At this time, it is expected that the committee will meet in early April to receive the audit reports from Dorfman, Abrams, Music LLC and present them to the Board for approval at their April 30, 2024, meeting.

EXECUTIVE DIRECTOR’S REPORT

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

- Dr. Kirchner mentioned the canned food drive ends on March 1. Donations are being accepted at 20 member libraries or orders can be made on Amazon.com and directed to the program at checkout.
- Save the date for the 2024 WLS Battle of the Books, which will take place on October 26, 2024.
- Dr. Kirchner noted that three member libraries have director vacancies presently, noting the challenges of filling these roles including, but not limited to, civil service and providing competitive salaries to attract candidates.
- The libraries in the Town of Bedford (Bedford Hills Free Library, Bedford Free Library and Katonah Village Library) will be meeting to discuss the potential for a chapter 414 vote for public library funding. Jerry Nichols will be working with the group towards this effort.
- Allison Midgely will be working with the member libraries on compiling the annual reports for New York State. It was noted that Allison is working to standardize how data is collected to help simplify the process of completing the reports.
- Wilson Arana discussed the upcoming clean-up of the patron database in the library management system. At this time, it is expected the process will purge approximately 253,000 expired records from the database. WLS and member libraries continue their outreach to patrons.

Mr. Cartolano made a motion to direct WLS to work with the PLDA to implement a universal online tool to simplify library card renewal for patrons. There was no second to the motion. Ms. Coulter agreed to bring this suggestion to the PLDA for further discussion. Mr. Cartolano withdrew the motion.

PUBLIC LIBRARY DIRECTORS’ ASSOCIATION (PLDA) LIASON REPORT

Ms. Coulter reported on the February PLDA meeting where the following was discussed:

- There will be a speaker at the March PLDA meeting: NYS Librarian Lauren Moore
- Directors have been very busy preparing their NYS Annual Reports – many thanks to Allison Midgely for her assistance and support.
- Updates were given for the Committees:
 1. Technology
 2. E-Content
 3. Finance
 4. Civil Service
 5. Bylaws
 6. Mentorship
 7. Roundtables: municipal libraries, Municipal, Association Libraries, Small Libraries, Urban Libraries

- Library Card Auto Purging – Lindsay’s presentation - we are going to lose about 50% of our cardholders, we have been reaching out to via email to those with email on file and via phone for those who do not have email on file.
- Uses for the PLDA Treasury – Ms. Coulter has been collecting information on group rates for professional development. She sent out a survey to all the Directors - the most popular topics are De-Escalation Training, Legal Issues, Management, Trustees and Boards, Censorship and Banned Books, AI in libraries.
- Ms. Coulter noted that there is a PLA Conference April 2 - 5 in Columbus, Ohio

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:33 p.m. on a motion by Mr. Amiano and seconded by Ms. Zevin that passed unanimously.

Respectively submitted,

Anthony Amiano
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – FEBRUARY 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.

AUDIT UPDATE

Please note that this report contains 2023 financial data. While the work to close FY2023 is complete, the financial data is considered unaudited until the Board receives and approves the audit reports.

At the time of this report, the audit process is nearly complete. The audit team at Dorfman, Abrams, and Music is in the process of finalizing the audit reports. Once the draft reports are ready, they will be forwarded to the WLS Audit Committee for review. The Committee will then meet to officially receive and review the reports from the audit firm and, if accepted by the committee, would be brought to the full Board for approval at their April 30, 2024, meeting.

PAYMENTS OVER \$50,000

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

- Amount: \$125,304
 - Vendor: Equinox Open Library Initiative
 - Purpose: 1-year support agreement for WLS's integrated library system (ILS), Evergreen
- Amount: \$72,694
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for March 2024

FRAUD ATTEMPT AVERTED

WLS has multiple levels of protections on its bank accounts to protect WLS from attempted fraud. On March 6, 2024, WLS was made aware that a check (\$125,304 to Equinox Open Library Initiative) was illegally removed from the mail system and not delivered to the addressee. An individual attempted to change the name on the check (known as check washing) and cash the tampered check. The Positive Pay / Positive Payee system in place with TD Bank caught the mismatch between the name on the check from WLS's authorization and the check as presented. TD Bank put the payment on hold as a potential fraud and WLS was immediately notified. WLS staff confirmed to TD Bank that the check was fraudulent, and no funds were lost. WLS also notified the Equinox Open Library Initiative to inform them that payment would be delayed. Payment has since been reissued and received by the vendor. WLS was advised by TD Bank to submit the incident to the Federal Bureau of Investigation, which has been done.

BALANCE SHEET – FEBRUARY 2024

The Balance Sheet shows comparative figures for the period from month-ending (ME) January 2024 thru ME February 2024. The key changes for the period are a decrease in WLS's *operating cash and cash equivalents*, which is lower by \$23,900 and a decreases in *deferred revenue* of \$224,800 and *accounts receivable* of \$188,200. 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.

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 \$23,900. With \$604,800 in receipts, activity included \$260,800 from Westchester County for the 4th quarter of 2023, \$208,800 from member libraries for IT services and group purchases, and \$125,000 from NYS as grants-in-aid which is passed through WLS to the member libraries. The only notable expenditure aside from rent, payroll and benefits, Internet, and delivery to libraries was \$125,300 to Equinox Open Library Initiative for 2024 support of the Evergreen ILS.

Unconditional Promises (These are promises to give money to WLS without any conditions attached): The figure in this line increased by \$87,400 in the period. This is the result of recording \$348,200 in receivable revenue from New York State, Westchester County, and the federal E-Rate program, against the receipt of \$260,800 from Westchester County for the 4th quarter of 2023.

LIABILITIES:

This section shows WLS's near-term obligations.

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$224,800 the result of recognizing revenues from 6-month and 3-month invoices to member libraries for IT services, group purchases for digital content, and movie licensing.

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE –

FEBRUARY 2024

SUMMARY:

Revenues were essentially in-line with expenses before depreciation for the month of February and \$19,300 more than expenses for the year-to-date (YTD); noteworthy variances are discussed below.

RECATORIZATION OF REVENUE:

The Finance Committee, at their January 2024 meeting, approved a recommendation from management to reclassify and rename certain lines of revenue to provide a more appropriate representation of revenue. These changes do not have impact on the total for revenue or the bottom line on the statement. The changes were:

- Rename *Government Revenues with Restrictions* to *State Revenues with Restrictions* as the line does not have revenues from any other sources other than New York State (NYS).
- Reclassify revenue lines related to Central Library from *State Revenues without Restrictions* to *State Revenues with Restrictions* to align with practices on other financial reports.
- Rename *CCS and Other* to *Other Revenues without Restrictions* since the CCS program no longer the primary source of revenue within the line and is mostly composed of other miscellaneous revenue lines such as undirected fund-raising and non-resident library cards.

REVENUES:

Total revenue was \$13,900 short of the budget for February. This was primarily driven by shortfalls in the *County Revenues without Restrictions* and *Other Revenues with Restrictions* revenue lines which were offset by greater than expected earnings in *Interest*.

Interest came in significantly higher than budgeted due to the timing of earnings from WLS's investment in US Treasuries, which brought in \$14,300 in revenues for February.

County Revenues with Restrictions - The 2024 Westchester County Budget did not fund WLS to the level that was anticipated in the budget process and is expected to fall short by \$157,175 (10% below budget) for the year.

Other Revenues with Restrictions 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. The budget also assumed 2 semesters of activity from the LIU Palmer School Program, which will only run for 1 semester this year. Expenses associated with this program will be lower, accordingly.

EXPENSES:

Total spending in February was essentially in-line with revenues and was \$60,700 less than the monthly budget. Significant positive and negative variances are discussed below.

Equipment was underspent by \$15,800 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.

Repairs and Maintenance was overspent by \$4,500 driven primarily by the annual renewal of GoToMyPC, which is a software subscription used by IT. Outside of one-off expenses such as this, the line is primarily composed of prepaid expenses which are charged as an expense as the services are used. Based on the current schedule and barring any unforeseen events, the line is expected to end closer in-line with the budget for March and come in under budget in April.

Printing and Postage had a surplus of \$7,000 for the month. This is primarily because WLS did not move forward on some anticipated marketing efforts due to the shortfall in funding from Westchester County. The line is also \$14,000 under budget for the YTD.

Memberships were over budget by \$2,600 and was driven by the renewal of membership in Nonprofit Westchester. Activity in this line is cyclic and is anticipated to balance out against the budget over the course of the year. However, the line will be monitored closely to ensure that activities continue to meet expectations.

TEMPORARILY RESTRICTED NET ASSETS AS OF FEBRUARY 29, 2024

SUMMARY

Included with this report is a schedule for Temporarily Restricted Net Assets (TRNA). The TRNA schedule lists all grants for which WLS has an obligation to the funder to spend the funds in a specific way or to meet a specific purpose. For each grant or grant category, the report shows any funds that were carried into the current year, revenues earned within the year, expenses incurred that release the restrictions and the current balance to be spent.

RECENT ACTIVITY

In 2023, there were 25 grants either carried into or started within the year. By the end of the year WLS was able to close 6 of those grants, 5 of which were from prior years.

So far in 2024, WLS has closed 1 of the grants brought in from prior years and anticipates that another 8 will be closed within the year.

The five-year history included at the bottom of the report shows that the balance carried over from year-to-year increased significantly between 2019 and 2022. This was driven, in part, by the COVID-19 pandemic and, in part, by the receipt of a large, multi-year grant which has now been fully spent. The balance being carried is now around pre-pandemic levels.

OUTLOOK

Due to the timing and nature of grants, it is likely that WLS will always carry a balance of TRNA, but the ultimate goal is to use all of the funds in a timely manner and drive the balance down as low as possible each year.

Westchester Library System
Balance Sheet
As of February 29, 2024

	Month Ending 02/29/2024 <u>Actual</u>	Month Ending 01/31/2024 <u>Actual</u>	Month Ending 02/29/2024		Year Ending 12/31/2023 <u>Actual</u>
			Period difference	Period variance	
Assets					
Current Assets					
Operating Cash & Cash Equivalents	1,620,926	1,644,845	(23,919)	(1.45) %	1,823,004
Reserve Cash & Cash Equivalents	2,877,415	2,864,052	13,363	0.46 %	2,859,669
Unconditional Promises to Give	782,258	694,887	87,371	12.57 %	346,714
Accounts Receivable	420,671	608,883	(188,213)	(30.91) %	124,244
Prepaid Expenses	1,162,193	1,285,422	(123,228)	(9.58) %	961,146
Total Current Assets	<u>6,863,463</u>	<u>7,098,089</u>	<u>(234,626)</u>	<u>(3.30) %</u>	<u>6,114,778</u>
Long-Term Assets					
Property & Equipment	429,259	444,518	(15,259)	(3.43) %	459,776
Right Of Use Asset	923,257	923,257	0	0.00 %	923,257
Total Long-Term Assets	<u>1,352,516</u>	<u>1,367,775</u>	<u>(15,259)</u>	<u>(1.11) %</u>	<u>1,383,033</u>
Total Assets	<u>8,215,979</u>	<u>8,465,864</u>	<u>(249,885)</u>	<u>(2.95) %</u>	<u>7,497,811</u>
Liabilities					
Short-Term Liabilities					
Accounts Payable	509,262	513,232	(3,970)	(0.77) %	599,269
Deferred Revenue	864,404	1,089,170	(224,767)	(20.63) %	1,105
Short-Term Right of Use	288,392	288,392	0	0.00 %	288,392
Total Short-Term Liabilities	<u>1,662,058</u>	<u>1,890,794</u>	<u>(228,737)</u>	<u>(12.09) %</u>	<u>888,766</u>
Long-Term Liabilities					
Long-Term Right of Use	815,954	815,954	0	0.00 %	815,954
Post-Retirement Benefits Payable	3,983,425	3,983,425	0	0.00 %	3,983,425
Total-Long-Term Liabilities	<u>4,799,379</u>	<u>4,799,379</u>	<u>0</u>	<u>0.00 %</u>	<u>4,799,379</u>
Total Liabilities	<u>6,461,437</u>	<u>6,690,173</u>	<u>(228,737)</u>	<u>(3.41) %</u>	<u>5,688,145</u>
Net Assets					
Net Assets, Beg Bal	1,775,690	1,809,667	(33,975)	(1.87) %	2,043,721
Change in Net Assets	(21,148)	(33,976)	12,827	37.75 %	(234,055)
Total Net Assets	<u>1,754,542</u>	<u>1,775,691</u>	<u>(21,148)</u>	<u>(1.19) %</u>	<u>1,809,666</u>
Total Liabilities and Net Assets	<u>8,215,979</u>	<u>8,465,864</u>	<u>(249,885)</u>	<u>(2.95) %</u>	<u>7,497,811</u>
Net Asset Detail					
Working Capital	5,201,405	5,207,294	(5,890)	(0.11) %	5,226,011
Long-Term Net Assets	(3,446,863)	(3,431,603)	(15,258)	(0.44) %	(3,416,345)
Total Net Asset Detail	<u>1,754,542</u>	<u>1,775,691</u>	<u>(21,148)</u>	<u>(1.19) %</u>	<u>1,809,666</u>

Westchester Library System
Statement of Revenues and Expenditures
Comparison to Budget with Previous Years To Date
As of February 29, 2024

	Month Ending 02/29/2024			Year To Date 02/28/2022	Year To Date 02/28/2023	Year To Date 02/29/2024			Year Ending 12/31/2024
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
Revenue									
State Revenues without Restrictions	175,008	175,008	0	319,960	349,220	350,016	350,017	(1)	2,100,100
County Revenues without Restrictions	111,920	125,025	(13,105)	175,100	211,850	223,840	250,050	(26,210)	1,500,300
Federal Revenues without Restrictions	10,830	10,834	(4)	25,750	27,500	21,660	21,666	(6)	130,000
Member Technology Fees	225,047	226,500	(1,453)	469,733	447,486	450,733	453,000	(2,267)	2,718,000
Fund Raising & Contributions	0	0	0	218	117	0	0	0	0
Interest	21,146	4,958	16,188	464	20,553	29,649	9,917	19,732	59,500
Other Revenues without Restrictions	2,412	209	2,204	1,210	1,968	5,356	416	4,940	2,500
State Revenues with Restrictions	50,415	50,425	(10)	91,810	100,510	100,830	100,850	(20)	605,100
Other Revenues with Restrictions	1,047	18,792	(17,745)	9,179	11,742	2,668	37,583	(34,915)	225,500
Total Revenue	597,825	611,750	(13,925)	1,093,424	1,170,946	1,184,752	1,223,500	(38,748)	7,341,000
Expenditures									
Salaries	176,529	191,827	15,298	362,100	355,668	365,533	383,653	18,121	2,301,921
Fringe Benefits	106,452	114,859	8,407	192,879	212,105	214,591	229,719	15,127	1,378,309
Professional Fees	1,301	4,750	3,448	2,342	6,800	6,549	9,500	2,950	57,000
Equipment	3,176	19,000	15,825	16,098	2,563	4,024	38,000	33,977	228,000
Library Materials	85,790	86,654	864	127,437	135,476	180,804	173,308	(7,496)	1,039,850
Rent and Utilities	31,021	33,634	2,613	55,105	55,452	62,041	67,268	5,227	403,610
Repairs and Maintenance	62,686	58,175	(4,511)	75,760	103,504	124,811	116,350	(8,461)	698,100
Supplies	270	3,504	3,234	1,753	473	596	7,009	6,413	42,050
Telephone and Internet	38,538	37,862	(676)	62,824	80,132	78,052	75,723	(2,329)	454,340
Printing and Postage	2,747	9,746	6,998	6,094	2,261	5,500	19,492	13,992	116,950
Bibliographic Fees	7,167	7,656	490	13,237	13,911	14,549	15,311	763	91,870
Professional Development	302	6,583	6,281	1,015	487	1,519	13,167	11,647	79,000
Travel	6,093	5,396	(697)	326	158	7,927	10,792	2,865	64,750
Memberships	5,000	2,375	(2,625)	7,816	12,972	7,244	4,750	(2,494)	28,500
Contractual Services	29,553	31,854	2,301	90,181	35,925	46,688	63,708	17,020	382,250
Delivery Service	36,034	39,833	3,799	76,783	72,831	73,445	79,667	6,222	478,000
Insurance	3,941	3,334	(608)	9,479	5,253	7,882	6,666	(1,215)	40,000
Miscellaneous	1,827	2,083	257	1,204	1,277	2,316	4,167	1,851	25,000
Total Expenditures	598,427	659,125	60,698	1,102,433	1,097,248	1,204,070	1,318,250	114,180	7,909,500
Total Net Revenue Before Depreciation	(602)	(47,375)	46,773	(9,009)	73,698	(19,318)	(94,750)	75,432	(568,500)
Non-Cash Activity									
Depreciation	15,258	14,667	(592)	22,441	28,986	30,518	29,333	(1,185)	176,000
Unrealized Gain/Loss on Investments	5,288	0	(5,288)	349	1,195	5,288	0	(5,288)	0
Total Non-Cash Activity	20,546	14,667	(5,880)	22,790	30,181	35,806	29,333	(6,473)	176,000
Total Net Revenue	(21,148)	(62,042)	40,893	(31,799)	43,517	(55,124)	(124,083)	68,960	(744,500)

Temporarily Restricted Net Assets
as of February 29, 2024

Code	Asset Title	Asset Description	Temporarily Restricted Net Assets December 31, 2023	2024 Revenue	2024 Expenses	Temporarily Restricted Net Assets February 29, 2024
34000	Central Library	Library materials, services & training	\$96,081	\$62,700	\$40,346	\$118,435
70116	Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$15,544	\$0	\$0	\$15,544
70126	RWT 2024 (Carvel)	2024 Support for Reconnect w/ Tech.	\$15,000	\$0	\$0	\$15,000
70127	Homebound Delivery (FH)	Support for delivery to homebound patrons	\$15,000	\$0	\$0	\$15,000
70119	NYS GIA - Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$12,720	\$0	\$0	\$12,720
80008	Outreach Fundraising	Fundraising to support outreach activities	\$8,993	\$1,723	\$413	\$10,303
70125	RWT 2024 (ConEd)	2024 Support for Reconnect w/ Tech.	\$10,000	\$0	\$0	\$10,000
70108	Early Literacy/Private Contributions	Early literacy activities	\$7,360	\$0	\$0	\$7,360
70102	TASC - Private contributions	Private monies for adult literacy programs	\$3,113	\$0	\$0	\$3,113
70128	RWT / DE 2024 (M&T)	2024 Support for Reconnect w/ Tech. and Digital Equity	\$2,500	\$0	\$0	\$2,500
39001	People and Stories	Literacy support program	\$2,096	\$0	\$0	\$2,096
70117	STEM ConEd	STEM Programming	\$1,895	\$0	\$0	\$1,895
70111	Digital Resources	Educational equity through access to resources & information	\$1,647	\$0	\$0	\$1,647
70123	101 Answers	101 Answers guide (M&T)	\$1,500	\$0	\$0	\$1,500
80007	Music & Memory	Music and Memory project funded by M&T Bank.	\$1,450	\$0	\$0	\$1,450
70100	Battle of the Books	Fundraising to support Battle of the Books (BoB)	\$835	\$0	\$0	\$835
80020	P. Rosen Fund for Senior Svcs	Donations made in honor of Phyllis Rosen for Senior Services	\$30	\$0	\$0	\$30
70103	Bruni Verges	Children's programs celebrating cultural diversity	\$23	\$0	\$0	\$23
70120	Schmidt Innovation	Digital inclusion for reentry populations	\$16,424	\$0	\$16,424	\$0
	TOTALS		\$212,210	\$64,423	\$57,183	\$219,450

History of TRNA balance as of 12/31

2019 - \$239,361
2020 - \$264,015
2021 - \$314,375
2022 - \$423,228
2023 - \$212,210

Executive Directors Report March 26, 2024

These visual tags are used to highlight sections of the report that correspond to the WLS strategic initiatives.



Promoting Equity & Access



Expand Community/Member/Partner Engagement



Update & Improve Our Infrastructure

Career Coaching Services

Seminar - *Managing Your Career in Changing Times*

These virtual seminars meet weekly for ninety-minute sessions over six consecutive weeks during the Winter, Spring, and Fall. The seminars provide participants with relevant information around self-assessment and employer hiring practices. An evening seminar was offered in the January/February timeframe and a morning seminar commenced at the end of February and will run through March. Each met capacity and both had waiting lists in which interested patrons were screened and appropriate recommendations were made to assist with their individual needs.



Seminar Follow-up Session

This past fall, we introduced, for the first time, a follow-up session for individuals who participated in our two fall seminars. The decision to implement this was based upon feedback from past participants who requested that we offer a follow-up session two months after the end of a seminar to update one another on their progress and seek suggestions from the facilitator and other seminar members. Two follow-up sessions took place in February and participants found it to be beneficial and came away with new suggestions and action steps to meet their career goals.



Individual Advisement and Career Coaching

Individual Advisement and Career Coaching continues to be active for patrons who find themselves in between seminar schedules or have specific career needs which can be personally addressed with a professional Career Coach.



Marketing

CCS has explored and engaged with a local employment agency to enhance our marketing outreach as well as providing quality job search referral relationship for our clients.



Professional Association and Government Engagement

To focus on new outlets for promotion of our services and increase awareness of our professional career development programming, CCS will be participating in several career focused events in the spring.



Newsletter

The second edition of the CCS Newsletter was sent to our patrons and member libraries in January 2024. It highlighted our fall programs, website launch, upcoming events and a featured career article by a professional career coach.



Workforce and Business Development

As our initiative to explore the needs of small business growth and strengthen talent pipelines has evolved, we are collecting viable online and local resources to create a website portal to support small businesses and will offer easy access to libraries and patrons.

In this phase of research, we are taking into consideration the tools that are offered through business on-line workforce and small business associations. These resources will benefit and support start-ups, entrepreneurs, and growing existing businesses by connecting them to the

broader range of small business support resources available in Westchester County and beyond.

To support local employers' needs for talent, we recently participated in a webinar addressing ways libraries can help address the severe labor and skills shortage in the construction industry. As a follow-up action, we will be meeting with EBSCO's BlueCareers team regarding its workforce development technology platform that libraries can offer to patrons interested in pursuing a career in construction.



Professional Development

Building on the successful professional development workshops held last year, we are offering another session of the "Effective Interviewing" workshop for library directors and managers in Northern Westchester. The Somers Library will be hosting this in-person workshop on May 14, 2024.



Cataloging Services

Original Cataloging for the Libraries' Collections

WLS catalogers perform original cataloging when a bibliographic record is not available from the OCLC WorldCat database or supplied by vendors. Here are two examples which focus on diversity, equity, and access:

The Wynn Center Toppers: Precious Memories of an African American Drum & Bugle Corps / The WCT's Book Project Collective: Dr. Gerald Shephard (project leader), Richard Dawson, Albert Donnie Holder, Joana Padilla, Aishah Sales, and Percy Savage.

This book tells the story of the Bedford-Stuyvesant-based Toppers Junior Drum & Bugle Corps, the first all-Black junior drum and bugle corps to enter major marching and maneuvering competitions on the East Coast.

(Cataloged by Part-time Cataloger Steven Pisani for the Field Library)

Women Becoming in a New World: [an Oral History Book for Kids] / [by Micaela Waterston]

For this Girl Scout Gold Award project, the author (a New Rochelle resident) interviewed three Westchester women who are all immigrants with diverse backgrounds. "Each woman has a migration story, a tale of resilience, and a narrative of overcoming obstacles that enabled them [sic] to make positive contributions to their communities."

(Cataloged by Director of Cataloging Services Douglas Wray for the New Rochelle Public Library)



Acquisitions/Online Orders by the Libraries

Mr. Wray continued to act as a liaison between member libraries and Brodart (a major supplier of physical materials for the libraries), after that vendor experienced an email hack and needed to temporarily shut down its online services to add new layers of security.



Updating and Maintaining the Online Catalog/ILS

WLS catalogers regularly provide support to member library staff who use the online catalog/ILS. A few of the topics recently addressed were the addition of “local author” subject headings to bibliographic records, the transferring of items from one bibliographic record to another and irregularities with the display of accent marks and other diacritics.

On February 27, Galen Charlton of the Equinox Open Library Initiative notified Mr. Wray that Equinox had received API credentials from OCLC and were now ready to begin looking at adapting the NightShift software program for the needs of WLS. NightShift was created by a librarian at New York Public Library’s BookOps. It improves cataloging efficiency by automatically pinpointing brief bibliographic records in an online catalog, finding full level versions in OCLC’s WorldCat database, and returning those to the catalogers who use them to replace the brief records. Mr. Wray sent Equinox a sample file of records, and, after conferring with Manager of Cataloging Services Melissa Glazer and Mr. Pisani followed up with a list of specifications. Because NYPL and WLS differ in their cataloging practices, the WLS version of NightShift will need to be tested to determine the extent of its effectiveness. Equinox is currently in the development stage.

Mr. Wray initiated a small database cleanup project to remove some obsolete metadata from the catalog. After editing 2,781 bibliographic records, he was aided by Backstage, the company who does regular authority work on the online catalog. Backstage edited an additional 10,300 records. Mr. Wray also updated WLS’s profile with Backstage, to ensure that the type of metadata in question remains absent from the catalog. Maintaining “clean” data allows for faster and more accurate searching of the online catalog.

On February 28, Mr. Wray and Ms. Glazer met at WLS headquarters with Jessica Rathjen, Public Library Services Consultant at OCLC. Ms. Rathjen described various OCLC services, including “Visibility”, which displays “owning” libraries’ names and locations when anyone uses Google to search a title. If “Visibility” were implemented by WLS, this could increase our online presence but would require an annual subscription.

Ms. Rathjen also invited WLS Senior Interlibrary Loan Clerk Molly Tobin to join the meeting, and described a service called “Real-time availability” (RTA). According to OCLC, this is “a smart fulfillment feature that enables your ILL system to check the shelf status of an item automatically using the Z39.50 standard. If an item is checked out or otherwise unavailable, the lending request sent to your library is automatically moved to the next lender by the system.” WLS is investigating this service as it could provide more efficiency and reduce processing time for requests that should be forwarded to other potential providers.



Professional Development Opportunity

On March 14, Mr. Wray attended the 2024 Diversity, Equity & Inclusion Panel Discussion & Luncheon held by 914INC at Harrison Meadows Country Club. The moderator and five panelists from the education, business, and government sectors discussed “accessibility and inclusivity for disabled members of our community.” The panel discussion provided more insight into potential advantages that an organization can experience when there is greater diversity of lived experiences and abilities.



Development

Support for Library Friends and Foundations

During February, the Development department hosted the third workshop in a series of roundtables aimed at supporting member library Friends and Foundations. Held during lunch time, these moderated discussions and educational workshops aim to promote best practices in library fundraising, facilitate the exchange of resources, ideas, and strategies for success. They are open to all member library Friends and Foundations, library boards, fundraising committees, and staff interested in learning more about the operations of library Foundations and Friends, including their fundraising challenges, leadership, and sustainability.

The February workshop centered on how Westchester libraries can participate in the upcoming national Library Giving Day on April 3, 2024. This national online peer-to-peer fundraising strategy is now in its fourth year. The libraries that participated in this discussion were interested in how the Library Giving Day format can apply to libraries in general when it comes to fundraising as well as for Giving Tuesday, a specific event held on the Tuesday after Thanksgiving Day.

Feedback from the participants has been overwhelmingly positive. Many have expressed interest in additional workshops focusing on staff/board relationships, special events, and leadership cultivation for Friends and Foundations. Planning is underway to address these and additional topics at future workshops.

A quarterly newsletter, *Take Note!*, targeted to member library Friends and Foundations was launched earlier this year to help support member library fundraising efforts. The first issue included information on grant opportunities, resources for Library Giving Day on April 3rd, and an invitation to join the March 4th screening of the documentary “Uncharitable” at the Jacob Burns Film Center. The documentary challenges the status quo of philanthropy and exposes problems and solutions inherent in the charity sector. The film strives to persuade and inspire viewers to rethink and reimagine the process of giving and soliciting charitable donations. Along with the launch of the newsletter, a website portal is in development. This website portal will provide libraries with easy access to current fundraising resources, best practices, and additional informational resources.



Expanding Awareness and Interest in Library Services and Resources



Director of Development Pat Brigham represented WLS on the planning committee for the Westchester Women’s Summit held on March 15, 2024. This event focused on the well-being and growth of women on a personal and professional level throughout the lifespan. WLS’s sponsorship of this event was recognized from the podium in front of a sold-out crowd of over four hundred individuals. WLS provided each recipient with the book, *Our Otherness is Our Strength*, by the featured keynote speaker, Andrea Navedo. WLS Outreach Initiatives Coordinator Elena Falcone led a Westchester Breathes information and practice workshop, and the Outreach and Career Coaching Services staff hosted a vendor table to promote WLS resources

and services. Advertising in an upcoming issue of the *Westfair Business Journal* will feature the newly added digital and streaming products *Mango Languages* (language learning), *medici.tv* (streaming cultural programming) and *The Shelf* (Spanish language streaming, e-books, and games). An additional bonus was meeting up with WLS Trustee Julie Mills-Worthey, District 13 (Mount Vernon), at the event!



Information Technology (IT)

Maintaining and Updating Evergreen – the Online Catalog/Integrated Library System (ILS)

To reduce cybersecurity risks and to create a more accurate and responsive database of current library card users, expired library card accounts were removed from the online catalog's patron database earlier this month. Communication and information sessions were held for library staff to describe and clarify the purpose and timing of this process. While the process proceeded smoothly overall, a minor issue with the Libby app arose and was promptly resolved upon detection.

The patron accounts removed from the online catalog were transitioned to a deletion status within the system which allows WLS to maintain the removed records in a separate file for 30 days should a patron record need to be reviewed or returned to active status. After 30 days, the patron records with a deletion status will be permanently erased from the system. Going forward, the library patron database will conduct daily removals of expired library cards, with a delay of 30 days before the accounts are permanently erased from the patron database.



Updating the Mobile App

The Capira mobile app currently used to provide access to the online catalog has struggled to adapt to the rapidly changing mobile environment. Despite repeated requests for updates from the vendor, the product updates are slow to occur and are not consistently resolved across the Android and iOS mobile platforms. Consequently, WLS IT staff are actively exploring alternative vendors to deliver an enhanced patron experience via a mobile app. At a minimum, the next mobile app needs to consistently support features such as third-party vendor integration, push notifications, and more user-friendly administration options for the public and staff.



Outreach Services / Public Innovation & Engagement (PIE)

Exploring Partnerships with the Carver Center

WLS Outreach paid a visit to the Carver Center after Amy Gonzalez (WLS College Helpdesk) identified them as a potential partner for their work assisting Spanish-speaking families with college financial aid applications. Located in Port Chester, this local community center has worked with WLS in the past to host Resilience screenings and Community Conversations.

A connection from Nonprofit Westchester's (NPW) Emerging Leaders program helped us set up a comprehensive tour of the facility and many of the services they provide to newly immigrated families and longtime Westchester residents alike: Head Start preschools, food pantries, free

communal dining, citizenship and job search assistance, afterschool programs, athletics, and so much more.

Since our visit, Amy has been receiving clients from Carver Center and has even set up onsite to assist with the heavy volume of college inquiries. Our discussions have opened opportunities for WLS to provide newer English and Spanish reading materials and information on electronic resources to supplement the (mostly donated) teen book nook. The Carver Center staff is also more aware of library services like [tutor.com/Westchester](https://www.tutor.com/Westchester) which they can use to supplement their homework help program. We are also exploring opportunities for collaborative programming with surrounding libraries.

Though this is just one example of the community partnerships we try to foster, it reflects a strategy we follow to encourage mutually beneficial promotion and integration of library services across Westchester County.



Innovation Grant for Reconnect with Tech (RWT) Comes to a Conclusion



The RWT program concluded its final cohort under the Innovation Grant in February. This initiative aimed to provide the digital skills and equipment participants would need to get a step up in finding stability while pursuing steady employment and housing. The Chromebook provided to participants was instrumental, offering avenues for continuing education, job applications, housing searches, and technological proficiency. Access to a computer and the knowledge of how to use it is often overlooked, yet for formally incarcerated men and women, it serves as a crucial lifeline. To date, the program has

equipped 98 justice-impacted individuals with devices and education. Currently, we are in the process of developing the next iteration of RWT, slated to begin in late Spring.



Summer Reading Meetup



On Wednesday, March 13th, Dana Hysell collaborated with representatives from 14 other NYS library systems to host the Teen Summer Reading Program Collaborative Workshop from 9:30 AM to 12:30 PM. With over 300 registered attendees,

participants engaged in 12 presentations delivered by their peers in the library community. Topics spanned from creative writing programs to robotics, live Mario

Kart competitions to sensory adventures featuring a blind taste test, and from self-care and wellness initiatives to a jigsaw puzzle tournament. Attendees exchanged insights on supplies, budgets, timelines, partnership opportunities, and more. A time-stamped recording of the event will be distributed to each system's youth services group, accompanied by slideshows and contact information from each presentation.



Upcoming Event:

This Trustee Institute will take place in-person at WLS from 5:30 PM-7:30 PM. This event will provide 2 hours of trustee education or public librarian certification credit.

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,

Terry L. Kirchner, PhD.
Executive Director