

Call to Meeting
January 28, 2025

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, January 28, 2025, at 6:00 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523.

Organization Meeting Agenda

Report of Nominating Committee - Chair

Formal Action Items

Action Item #1: Election of WLS Officers

Constitutional Oath and Signatures for Newly Elected Trustees

Adjournment

Regular Meeting Agenda

Minutes: November 19, 2024

Finances

President's Report

WLS Committee Reports

Executive Director's Report

PLDA Report – Erik Carlson, Director, Dobbs Ferry Public Library

NEXT MEETING: The next Regular Meeting will be held on Tuesday, February 25, 2025, at 6:00 p.m.

Item: Election of WLS Officers

Background: According to the Bylaws of the Westchester Library System, a slate of officers – President, Vice President, and Secretary – must be presented annually to the Board of Trustees.

Status: The following slate of officers for 2025 will be presented at the January 28, 2025, Organizational Meeting:

President – Nishat Hydari

Vice President – Anthony Amiano

Secretary – Diane Tabakman

The term of office of all elected officers shall be one year and no member of the Board may serve as President for more than two consecutive years. Article III of the WLS Bylaws contains the Duties of Officers.

The office of Treasurer is appointed, and Maureen LeBlanc has agreed to serve as Treasurer.

Recommended

Action: The election of the proposed slate of officers and the appointment of Maureen LeBlanc as Treasurer for the 2025 term.

January 28, 2025

WESTCHESTER LIBRARY SYSTEM
Annual & Trustee Meeting
November 19, 2024 – Pending Approval

ANNUAL MEETING

The Annual Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:02 p.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, Anthony Amiano, Maureen LeBlanc, Susan Morduch, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Alice Joselow, Julie Mills-Worthey, Patricia Phelan

Also present from WLS were: Terry Kirchner, Rob Caluori, Patricia Brigham, Kate Meyer, Allison Midgley

Public Library Directors Association (PLDA) Representative: Kathryn Feeley, Director, North Castle Public Library

Dr. Kirchner welcomed all who attended. He noted that throughout the year, WLS staff and the Board continue to move forward on its strategic initiatives. As an organization, WLS is in a better position to support the public libraries and the communities in Westchester County in the coming year. Through its strategic work, WLS has garnered strong relationships and partnerships with other organizations throughout the year, which has raised the status of WLS. In 2025, Dr Kirchner will serve as chair of Westchester County's 211 service, and was elected President of New York State Library Public Library System Directors Organization (PULISDO).

The business portion of the Annual Meeting was called to order at 6:12 p.m. by Ms. Morduch, who introduced each of the WLS Trustees and the Districts they represent.

ELECTION OF NEW TRUSTEES: Karen Kelly, Chair of the WLS Nominating & Board Development Committee, presented the following slate of trustees who were nominated by their represented libraries and are willing to serve:

District VII: [Harrison, Purchase]
Wes Iwanski (To a full term ending December 31, 2029)

District XI: [White Plains]
Diane Tabakman (To a full term ending December 31, 2029)

District XV: [Yonkers]
Patricia Phelan (To a full term ending December 31, 2029)

There being no nominations from the floor, the above Trustees were elected to the WLS Board of Trustees on a motion by Ms. Kelley and seconded by Ms. Zevin. The motion passed unanimously.

Having completed its agenda, the Board adjourned the business portion of the meeting at 6:15 p.m. on a motion by Mr. Amiano and seconded by Ms. LeBlanc. The motion passed unanimously.

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:17 p.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, Anthony Amiano, Maureen LeBlanc, Susan Morduch, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Alice Joselow, Julie Mills-Worthey, Patricia Phelan

Also present from WLS were: Terry Kirchner, Rob Caluori, Patricia Brigham, Kate Meyer, Allison Midgley

Public Library Directors Association (PLDA) Representative: Kathryn Feeley, Director, North Castle Public Library (Armonk)

MINUTES

The minutes of the October 29, 2024 meeting were approved as submitted on a motion by Ms. Kelley and seconded by Ms. Bober. The motion passed unanimously.

FINANCIAL REPORTS

The financial report through October 2024 was presented by Mr. Caluori and reviewed by the Board in detail. Payment registers for October 2024 were also distributed. The Board accepted the October 2024 finances on a motion by Ms. Morduch and seconded by Ms. Zevin. The motion passed unanimously.

ACTION ITEMS

WLS 2025 Operating Budget: The Proposed WLS 2025 Operating Budget was approved by the board as submitted (see attached) on a motion by Ms. Bober and seconded by Mr. Cartolano. The budget was presented and discussed at the October 2024 Board meeting as well as to the Budget and Finance Committee over three meetings in September and October 2024. Mr. Caluori noted that no additional questions had been raised since the presentation to the Board and no questions were raised prior to the vote on the motion. The motion passed unanimously.

Public Computer Replacement: The 2024 Operating Budget included funding (\$120,000) to replace a portion of the public computers installed at member libraries. The budget also included funding (\$25,000) to upgrade Microsoft Office Suite to the most recent version. The proposed action item requests approval for an additional \$190,000 for Dell PCs and Monitors and an additional \$11,000 for Microsoft Office. The additional funding is needed for the PC replacement project necessitated by the technology audits and accelerated due to anticipated hardware price increases in 2025. Mr. Arana noted that the original Information Item from June included Microsoft Office 2021 and is asking for an additional \$25,000 for Microsoft Office 2024. This work is expected to be completed by the 1st quarter

of 2025 and the cost will be recovered through the Member Library fees over the next 3 years. The proposed Action Item passed on a vote of 10-1-1, with Mr. Cartolano voting no and Mr. Iwanski abstaining.

PRESIDENT’S REPORT

Ms. Morduch noted that there will be appointment of executive officers at the January 2025 meeting and the following individuals are expected to be voted into their new positions for a one-year term; Nishat Hydari – President; Anthony Amiano – Vice President; Diane Tabakman – Secretary; and Mareen LeBlanc – Treasurer.

Ms. Morduch acknowledged Jennifer Coulter for her service as PLDA Representative to the Board.

COMMITTEE REPORTS

Nominating Committee: Ms. Kelley noted that there will be another Trustee Handbook meeting in January. She also reminded the Board that Advocacy Day is February 5, 2025.

Finance Committee: Ms. LeBlanc noted that the Finance Committee is due to meet in January and will have an update at the January Board Meeting.

EXECUTIVE DIRECTOR’S REPORT

Dr. Kirchner reported that he met with the Bedford Free Library, The Bedford Hills Free Library and the Katonah Village Library and discussed chapter 414 vote for public library funding for 2025, and that they would like to move ahead. Their Town Supervisors and Town Boards agree and are looking to hire someone from their towns to be a campaign coordinator.

Dr. Kirchner stated that Amazon Prime is offering an opportunity for all public libraries in Westchester to join Prime at no cost to them. This includes a 25% discount on computer – related supplies and an undisclosed discount on office supplies.

Dr. Kirchner welcomed Allison Midgley who spoke about Data Walk, an interactive forum for Member Library staff to share insights about the data each library generates, and insights to develop new resources that support libraries with leveraging data for reporting, development, strategic decisions, planning, and more.

Ms. Brigham thanked all the Board members for their contributions to WLS. She announced the launch of a new website which will help libraries, friends groups and trustees with grants. She noted that in January there will be two workshops entitled Preparing for #LibraryGivingDay on April 1, 2025.

PLDA LIASON’S REPORT

Ms. Feeley reported on the October PLDA meeting where the following was discussed:

- The consideration of Patron Point for online library card renewals has been discussed throughout the past few months. The priority being security and how to manage data retention. PLDA will be meeting again on Thursday, November 21, 2024.

ADJOURNMENT

Having completed its agenda, the Board Adjourned its meeting at 7:44 p.m. on a motion by Mr. Amiano and seconded by Mr. Iwanski that passed unanimously. The January 28th WLS Board Meeting will take place in person at the WLS Headquarters at 6 p.m.

Respectfully submitted,

Anthony Amiano
Secretary

Item: WLS 2025 Operating Budget

Background: The Budget and Finance Committee of the Board of Trustees met three times through September and October to review a number of options in order to arrive at a budget proposal for the 2025 fiscal year. Each of the committee's meetings focused on the following:

- September 24
 - Budget process and overview
 - Employee compensation
 - Information Technology department
- October 8
 - Career Coaching Service department
 - Outreach department
 - Delivery department
 - Cataloging department
- October 15
 - Administration department
 - Consolidation of Training department into Administration
 - Fund-Raising department
 - Executive Summary

Status: Attached is the Executive Summary for the proposed FY 2025 operating budget along with detailed spreadsheets and backup information.

In addition to the work of the Committee, input was also sought from the WLS managers and staff.

The budget was presented to the Board of Trustees at their October 29, 2024 meeting.

Recommended

Action: The Budget and Finance Committee recommends the adoption of the FY2025 budget as presented.

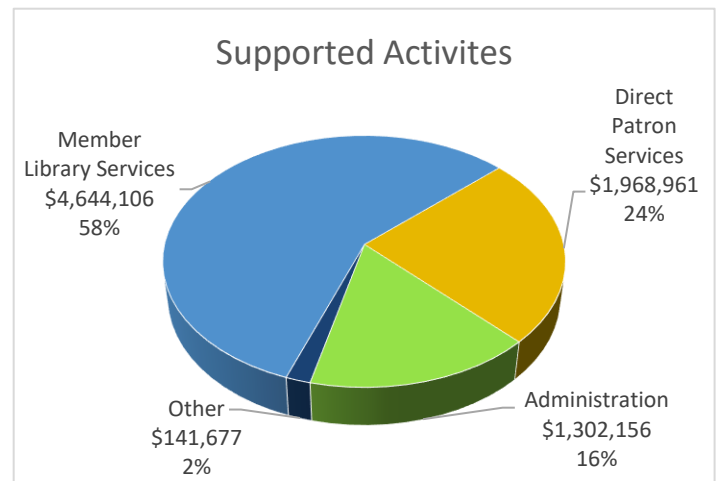
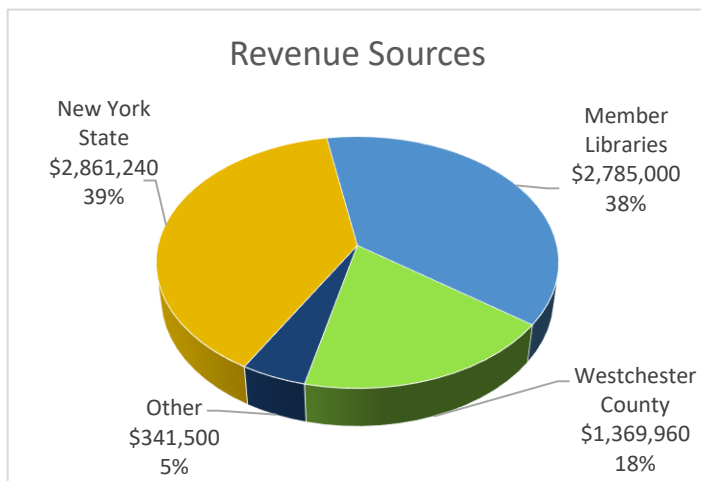
Westchester Library System 2025 Proposed Operating Budget

Executive Summary

This budget has been developed to support the Westchester Library System (WLS) mission to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries. The proposed 2025 budget is based on the following significant assumptions:

- a 2% increase in funding from New York State and Westchester County over 2024 actual aid,
- a 2% increase in Technology and Digital Content fees over 2024 actual fees,
- a 58% reduction in grant revenues versus 2024 budget (in line with 2024 actual figures),
- a 4% increase in salaries versus 2024

The charts below provide an overview of the breakdown of WLS' revenue sources and the activities they support.



The budget was designed to help WLS achieve its Strategic Goals:

Promote equity and access

Expand community / member library / partner engagement

Update and improve infrastructure

It allows for the continuation of current programs and services whose focus is to support WLS Strategic Goals through community engagement and outreach by alignment with member libraries, governmental agencies, service organizations, community members and Westchester County.

Specific WLS priorities supported by this budget include the following:

- ✓ Engagement with unserved and underserved populations including youth, seniors, and low-literacy adults and justice-impacted individuals.
- ✓ Assisting incarcerated persons residing in New York State and Westchester County in accessing library services.
- ✓ Promoting discovery, access and resource sharing through Cataloging, Interlibrary Loan and Delivery.
- ✓ Providing Career Coaching Services for unemployed and underemployed adults.
- ✓ Engaging in advocacy for and outreach to new entrepreneurs and small business startups.
- ✓ Providing and supporting technology infrastructure that maintains and improves member library technology services.

The budget was developed and presented to the Budget Committee over the course of three meetings, each with a deeper focus on department-level data. The committee examined the previous year's actual figures, the current year's budget and the 2025 proposed budget at the department level and aggregate levels.

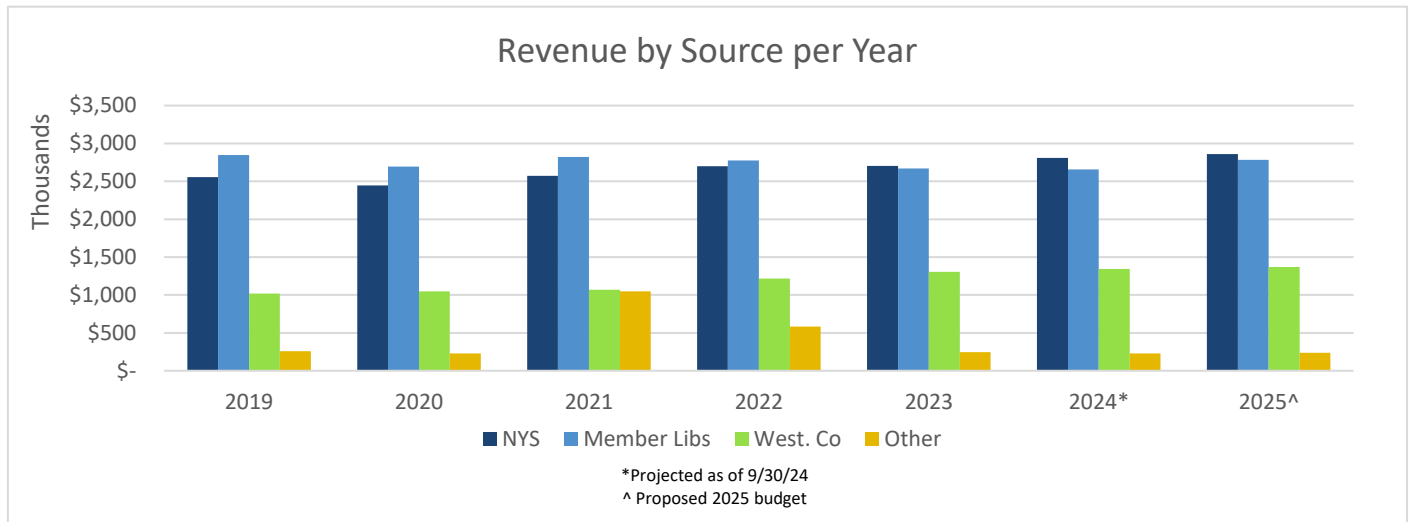
Considerations were made to the purpose of programs as they pertained to administration, services to member libraries, and direct services to the public.

The budget documents include: (1) a top-level summary outlining 2023 actual figures, 2024 adopted budget and projected figures and the 2025 proposed budget; (2) department-level budget details for 2025; (3) line-by-line budget notes; and (4) an analysis of changes to staff allocations by department.

Included in this summary are the key points of and significant changes to the budget.

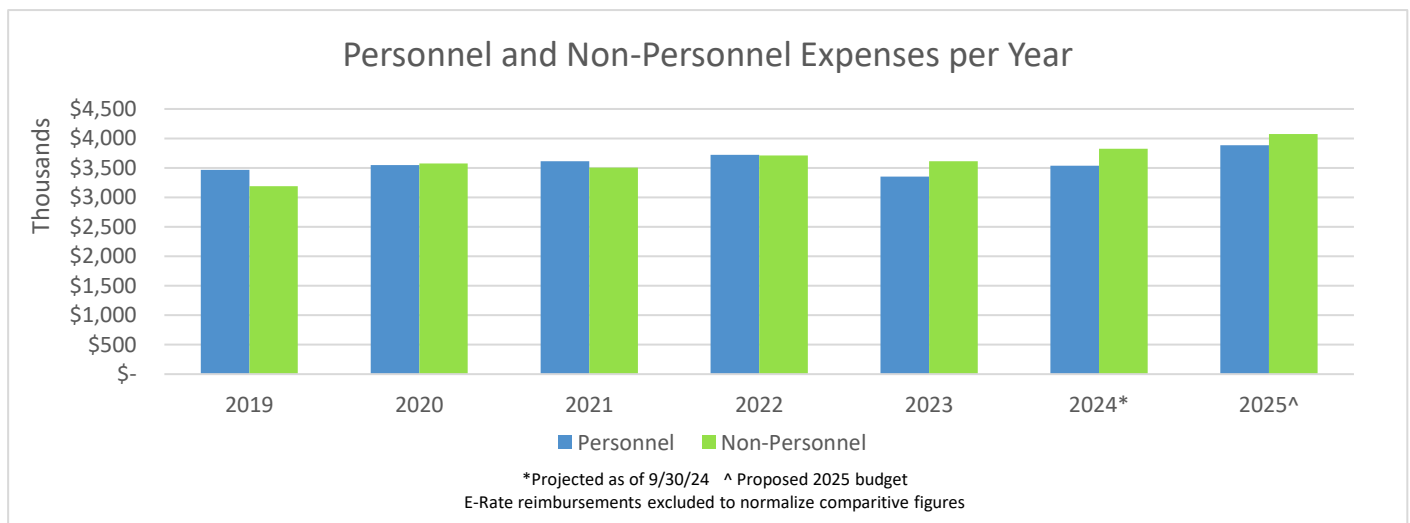
2025 Budget Highlights

Revenue Highlights



- ✓ Budgeted revenues are projected to total \$7.39 million from all sources, \$50,500 (0.7%) over the 2024 budget and \$156,000 (2%) over 2024 projected.
- ✓ Allocations from Westchester County and New York State are projected to increase by 2% over 2024.
- ✓ Member Library fees are projected to be 2.5% above 2024 budget (4.8% over 2024 projected figures).
- ✓ eRate funding is projected to decline due to reduced costs on eligible services.
- ✓ Grant awards budgeted to be \$95,000, 58% lower than the 2024 budget (in-line with 2024 actual figures).

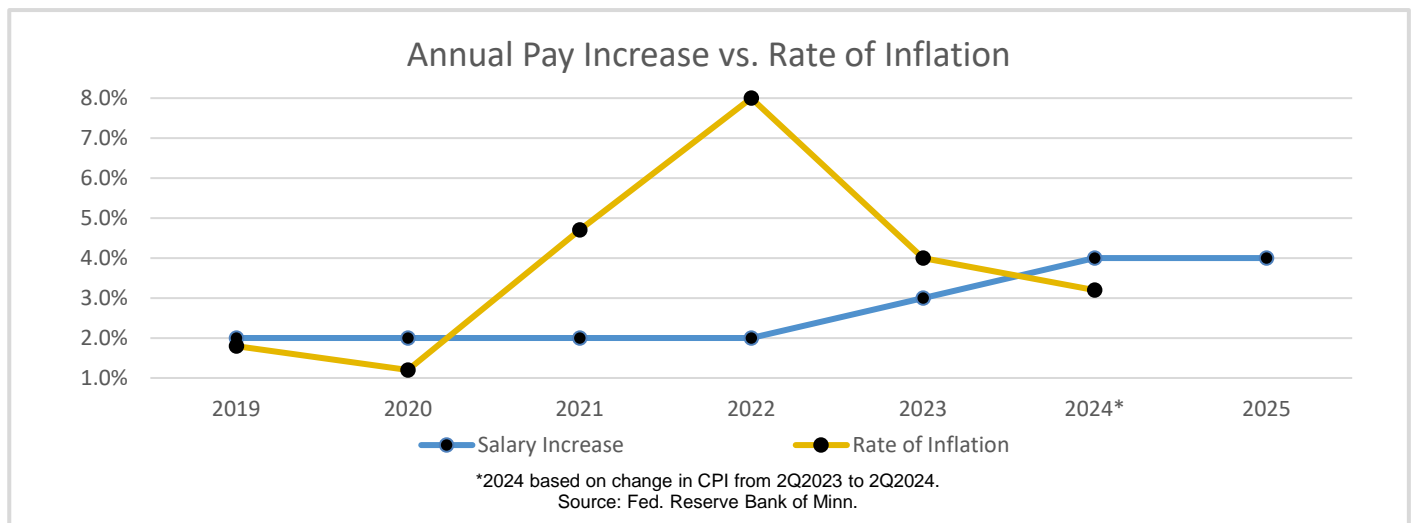
Expense Highlights



- ✓ Total expenses are budgeted to remain virtually flat in 2025 at \$7.96 million, as compared to \$7.91 million in 2024 budget.
- ✓ Payroll costs are projected to rise by 5.7% or \$131,000 to \$2.4 million.

2025 Budget Highlights (continued)

- ✓ The annual wage increase is budgeted at 4% for all staff, except those that received mid-year salary adjustments to meet changes in roles and responsibilities.
 - This follows increases of 4% (2024), 3% (2023), 2% (2019, 2020, 2021 and 2022)
 - The chart below shows salary increases versus the rate of inflation over the last several years:



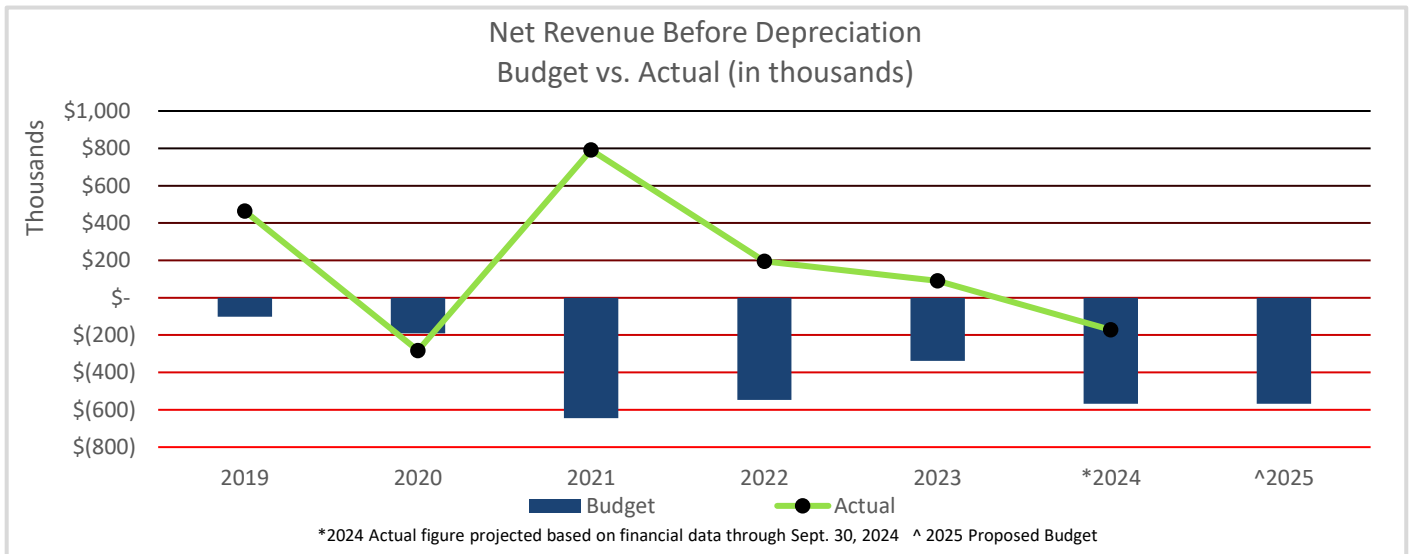
- ✓ Employee benefits are budgeted to rise by 6.1% to \$1.17 million.
 - Health insurance is projected to increase by 15%, with employees continuing to contribute 15% to individual health insurance plans and 20% to family plans.
 - Pension costs are estimated to be approximately 15.5% of 2025 salary and hourly pay.
- ✓ Library Materials are budgeted to rise by 9.4% or \$97,500 over 2024 budget to \$1,137,300.
 - Addresses the current year projected overage caused by increased patron activity on pay-per-use services.
 - Also continues to include services added in 2024 as follows:
 - The Shelf – A cost-effective solution to provide interactive and popular Spanish-language content that originates from South America, Mexico and Spain.
 - Mango languages – Driven by member library requests from the PLDA eContent Committee; this service provides language learning programs in more than 70 languages, including English as a second language.
 - Legacy services from Overdrive, Hoopla, Kanopy, Proquest, LinkedIn Learning, ComicsPlus, University of Fashion, Medici, Tumblebooks and Tutor.com will also continue.
 - These digital content subscriptions and purchases support WLS strategic goal to hold equity and access as core values and advance those values within WLS.
- ✓ Repairs and Maintenance is budgeted to decline by \$77,400 from the 2024 budget to \$620,700.
 - These expenses support WLS strategic goal to continuously update and improve the WLS operational and technological infrastructure.
- ✓ Delivery Service expenses are budgeted to remain unchanged at \$478,000, reflecting the fact that the contractual increase is projected to be offset by a reduction in fuel surcharges.
- ✓ Telephone and internet expenses are budgeted to remain essentially unchanged.

2025 Budget Highlights (continued)

- ✓ Continued work to support workforce development for new entrepreneurs and small business startups
 - Expenses for these activities are included in *Personnel* and *Printing and Postage* lines
- ✓ Addition of Blue Careers database
 - Provides in-depth information on more than 100 skilled trades, connects individuals with hundreds of trade schools and training to build trade knowledge and experience.

Net Revenue:

- ✓ In 2025, expenses before depreciation are budgeted to exceed revenues by \$567,400 (compared to \$568,500 budgeted for 2024).
- ✓ Restricted assets (grants) earned in prior years will be spent in 2025 and cover a portion of this deficit.
- ✓ The Budget Committee recommends that WLS appropriate unrestricted assets to cover the remaining budget deficit. (WLS currently holds over \$2.9 million in Reserve Cash and Cash Equivalents.)
- ✓ Depreciation is projected at \$145,000 and is included in the Operating budget.
- ✓ The chart below shows WLS budgeted net revenue versus actual net revenue for the last six years.



Banking Services

As part of the budget process, the Budget Committee recommends approval of continuing to use TD Bank, TD Wealth and the New York State Liquid Asset Fund (NYLAF) serviced through PMA for the purpose of Designation of Depositories, per WLS Policy #12 – Investment of Funds.

WLS will continue to use TD Bank for all commercial bank business and TD Wealth for investment banking business. NYLAF will be used to hold a portion reserve and operating funds to maximize interest earning potential.

About Supported Activities Charts

The Supported Activities chart on page one identifies expenses as a function of either Member Library Services, Direct Patron Service, Administration, or Other.

Member Library Services are the services that directly impact the member libraries. This includes information technology, cataloging, interlibrary loan, training, support for NYS annual reports and construction and, fundraising and grant writing support, movie licensing coordination and group purchasing of electronic content for patrons with monies from member libraries.

Direct patron services are services where WLS directly serves library patrons, potential patrons and works to drive new library users to the member libraries. This encompasses all outreach services to unserved and underserved populations including, but not limited to seniors, youth, low-literacy populations, justice impacted individuals, and those seeking high-school equivalency (HSE) certification. It also includes career coaching services, and electronic content purchased with funds other than from member libraries such as grants, Central Library, and other NYS funds.

Conclusion

In 2025, WLS will continue to work to maximize investment and resource allocation to support both its ongoing operations and strategic initiatives. At the same time, WLS will support the needs of the libraries, people and businesses in Westchester by providing services that support the member libraries' efforts to engage with their communities and provide inclusive services and programs for all residents.

Spending will be monitored against the budget on an ongoing basis both through regular reports to the Board and in-depth discussions with the WLS Board Budget & Finance Committee. Management will continue to explore cost savings opportunities and additional sources of revenue throughout the year.

Westchester Library System
2025 Proposed Budget - Summary 2023-2025

Generated 10/23/2024

Item #		2023 Final	2024 Adopted	2024 Projected	2025 Proposed	% change over 2024 Adopted
	REVENUES:					
R-1	General Library Aid	1,672,710	1,672,700	1,738,313	1,773,050	6.0%
R-2	Supplemental Aid	220,341	220,300	228,983	233,540	6.0%
R-3	Local Library Services revenue	269,967	299,900	311,728	317,950	6.0%
R-4	Local Library Services pass-thru payments	(269,967)	(299,900)	(311,728)	(317,950)	6.0%
R-5	Local Services Support Aid	207,111	207,100	215,234	219,500	6.0%
R-6	Grants in Aid	7,111	0	129,721	0	
R-7	Grants in Aid pass-thru payments	(7,111)	0	(129,721)	0	
R-8	Central Library Services Aid	376,382	376,300	391,143	398,950	6.0%
R-9	Westchester County	1,304,005	1,500,300	1,343,125	1,369,960	-8.7%
R-10	Federal Aid	131,043	130,000	149,963	140,000	7.7%
R-11	Member Library Fees	2,669,588	2,718,000	2,657,234	2,785,000	2.5%
R-12	Contributions (Unrestricted)	249	0	1,286	0	
R-13	Investments/Interest Income	131,012	59,500	152,112	65,000	9.2%
R-14	CCS, Non-Resident Cards, Misc	9,670	2,500	32,942	16,500	560.0%
R-15	Coordinated Outreach	188,302	188,300	195,687	195,700	3.9%
R-16	Correctional Facilities	40,581	40,500	41,521	40,500	0.0%
R-18	Other revenues with Restrictions	105,733	225,500	43,605	153,800	-31.8%
	Total Revenues:	7,056,727	7,341,000	7,191,148	7,391,500	0.7%
	EXPENSES:					
	Personnel					
E-1	Salaries & Hourly Wages	2,180,202	2,301,920	2,220,825	2,432,900	5.7%
E-2	Employee Benefits	809,682	1,102,310	952,806	1,169,900	6.1%
E-3	Retiree Health Benefits	361,014	276,000	362,353	280,700	1.7%
	Subtotal Personnel	3,350,898	3,680,230	3,535,984	3,883,500	5.5%
	Other Than Personnel					
E-4	Professional Fees	48,984	57,000	55,366	52,000	-8.8%
E-5	Equipment	106,917	228,000	184,582	160,000	-29.8%
E-6	Library Materials	861,172	1,039,850	1,097,433	1,137,300	9.4%
E-7	Rent & Utilities	354,486	403,610	376,946	417,900	3.5%
E-8	Repairs & Maintenance	617,287	698,100	656,858	620,700	-11.1%
E-9	Supplies	8,045	42,050	13,201	40,000	-4.9%
E-10	Telephone & Internet	479,637	454,340	448,191	455,600	0.3%
E-11	Printing & Postage	62,871	116,950	43,427	65,200	-44.2%
E-12	Bibliographic Fees	86,175	91,870	88,284	91,900	0.0%
E-13	Professional Development	50,755	79,000	60,120	113,600	43.8%
E-14	Travel, Conferences & Meetings	46,799	64,750	43,001	65,800	1.6%
E-15	Memberships	18,361	28,500	16,575	28,000	-1.8%
E-16	Contractual Services	388,514	382,250	231,564	268,400	-29.8%
E-17	Delivery Service	444,813	478,000	463,279	485,000	1.5%
E-18	Insurance	33,207	40,000	34,314	40,000	0.0%
E-19	Miscellaneous	6,755	25,000	13,461	34,000	36.0%
	Subtotal Other Than Personnel	3,614,778	4,229,270	3,826,602	4,075,400	-3.6%
	TOTAL EXPENSES	6,965,676	7,909,500	7,362,586	7,958,900	0.6%
	Net Revenue before Depreciation	91,051	(568,500)	(171,438)	(567,400)	
	From Temp. Restd. Assets		128,700		100,000	
	From Reserves		439,800		467,400	6.3%
	Depreciation & Non-Cash Activity	325,107	176,000	171,519	145,000	-17.6%
	TOTAL EXPENSES with Depreciation	7,290,783	8,085,500	7,534,105	8,103,900	
	Net Revenue	(234,056)	(176,000)	(342,957)	(145,000)	

2025 PROPOSED BUDGET BY DEPARTMENT								
Revenues	Admin	Fund Raising	Cataloging	Delivery	Outreach	CCS	Information Technology	TOTAL
General Library Aid	1,468,200	160,000	101,100	0	43,750	0	0	1,773,050
Supplemental Aid	4,750	0	187,570	40,170	1,050	0	0	233,540
Local Library Services revenue	317,950	0	0	0	0	0	0	317,950
Local Library Services payments	(317,950)	0	0	0	0	0	0	(317,950)
Local Services Support Aid	98,400	0	112,700	8,400	0	0	0	219,500
Central Library Services Aid	398,950	0	0	0	0	0	0	398,950
Westchester County	150,650	0	0	475,000	478,810	265,500	0	1,369,960
Federal Aid	0	0	0	0	0	0	140,000	140,000
Member Library Fees	300,000	0	0	0	0	0	2,485,000	2,785,000
Contributions (unrestricted)	0	0	0	0	0	0	0	0
Investments/Interest Income	60,000	0	0	0	0	0	5,000	65,000
WEBS, Non-Resident Cards, Misc	4,000	0	0	0	12,500	0	0	16,500
Coordinated Outreach	0	0	0	0	195,700	0	0	195,700
Correctional Facilities	0	0	0	0	40,500	0	0	40,500
Other revenues with Restrictions	83,800	30,000	0	0	40,000	0	0	153,800
Total Revenues:	2,568,750	190,000	401,370	523,570	812,310	265,500	2,630,000	7,391,500
Expenses								
Personnel:	5.55 FTE	1 FTE	3.5 FTE	0.15 FTE	6 FTE	1.5 FTE	9.5 FTE	TOTAL
Salaries	614,500	113,600	230,900	34,800	329,200	95,500	821,200	2,239,700
Hourly Wages	0	0	30,100	0	91,400	30,100	41,600	193,200
Employee Benefits	332,700	48,100	118,000	14,900	172,200	49,000	435,000	1,169,900
Retiree Health Benefits	280,700	0	0	0	0	0	0	280,700
Subtotal Personnel	1,227,900	161,700	379,000	49,700	592,800	174,600	1,297,800	3,883,500
Other Than Personnel Services (OTPS)								
Professional Fees	32,500	0	0	0	500	0	19,000	52,000
Equipment	16,500	2,000	2,000	0	25,000	0	114,500	160,000
Library Materials	1,056,100	0	0	0	51,200	30,000	0	1,137,300
Rent & Utilities	120,150	11,450	29,700	18,750	65,500	19,100	153,250	417,900
Repairs & Maintenance	64,600	1,000	0	0	4,500	0	550,600	620,700
Supplies	13,000	300	700	3,000	11,500	2,500	9,000	40,000
Telephone & Internet	7,100	1,250	3,890	0	8,800	3,400	431,160	455,600
Printing & Postage	16,900	1,000	0	0	43,600	1,200	2,500	65,200
Bibliographic Fees	0	0	58,400	0	33,500	0	0	91,900
Professional Development	89,100	0	0	0	13,000	500	11,000	113,600
Travel, Conferences & Meetings	20,000	1,000	4,000	0	15,000	3,000	22,800	65,800
Memberships	17,500	750	500	0	7,850	400	1,000	28,000
Contractual Services	59,000	0	1,000	0	28,400	61,000	119,000	268,400
Delivery Service	0	0	0	485,000	0	0	0	485,000
Insurance	23,000	0	0	0	0	0	17,000	40,000
Miscellaneous	11,500	0	0	0	0	0	22,500	34,000
Subtotal OTPS:	1,546,950	18,750	100,190	506,750	308,350	121,100	1,473,310	4,075,400
TOTAL EXPENSES	2,774,850	180,450	479,190	556,450	901,150	295,700	2,771,110	7,958,900
<i>% of overall budget (before depreciation)</i>	34.9%	2.3%	6.0%	7.0%	11.3%	3.7%	34.8%	100.0%
NET REVENUE before Depreciation	(206,100)	9,550	(77,820)	(32,880)	(88,840)	(30,200)	(141,110)	(567,400)
From Temp. Restd. Assets	100,000	0	0	0	0	0	0	100,000
From Reserves	106,100	(9,550)	77,820	32,880	88,840	30,200	141,110	467,400
Depreciation	15,000	0	0	0	0	0	130,000	145,000
TOTAL EXPENSES with Depreciation	2,789,850	180,450	479,190	556,450	901,150	295,700	2,901,110	8,103,900
Net Revenue	(15,000)	0	0	0	0	0	(130,000)	(145,000)

REVENUE

#	Budget Item	GENERAL NOTES	2025 BUDGET NOTES
R-1	General Library Aid	Formula aid provided by NYS to WLS in support of services provided to member libraries	Unrestricted monies which may be budgeted for any services provided by WLS. Assumes a 2% increase in NYS funding over 2024 actual allocations. All State aid figures do not reconcile with audited financial statements and are structured for budgetary comparison.
R-2	Supplemental Aid	Same as General Library Aid	Same as General Library Aid.
R-3	Local Library Services Aid	Direct formula aid to assist individual public libraries in the system	Monies are sent to WLS for distribution to the individual libraries Assumes a 2% increase in NYS funding over 2024 actual allocations.
R-4	Local Library Services payments	Formula aid distributed to member libraries	Monies sent to WLS are passed through to individual libraries. Allocations are set by the NYS Division of Library Development.
R-5	Local Services Support Aid	Same as General Library Aid	Same as General Library Aid.
R-6	Grants in Aid	Additional aid from NYS to WLS and Member Libraries	Funding in this category could be for both WLS and as pass-through to member libraries. While there is always a possibility of additional aid, the 2025 budget assumes that none will be received.
R-7			
R-8	Central Library Services Aid	Funding to support expenditures for adult non-fiction and foreign language materials	Budget is based on recommendations from the PLDA Central Library/eResources committee. Assumes 2% increase in NYS funding over 2024 actual allocations.
R-9	Westchester County Aid	Allocation from Westchester County for programs and services, based on a Statement of Work submitted by WLS	Aid is used to provide career & educational counseling services for adults, consumer education on health and related services for those who are 60+ years of age, general outreach services, cataloging and interlibrary loan, delivery service and electronic content.
R-10	Federal Aid	Any grants or aid received from the Federal Government or subawards of Federal funding. Includes eRate, IMLS or legislative funding.	WLS currently receives reimbursement on 56% of eligible expenses for eRate.
R-11	Member Library Fees	The figure in this line represents revenue in two departments, IT and Administration. Revenue in IT is driven by services agreed to in the IT Service Level Agreements. Revenue in Administration is to support group purchases of e-content.	Revenue is projected to be 2.5% more than budgeted in 2024. These figures are driven by the selections of services in the IT Service Level Agreements. The amount collected for group purchases of e-content (\$300,000) is assumed to be \$2,000 over the 2024 budget.
R-12	Contributions (unrestricted)	Monies raised by Development which may be used for any WLS services	
R-13	Investments/Interest income	Monies earned on as interest from bank accounts and returns on investments.	Despite healthy returns in 2024, this figure is being budgeted conservatively as the volatility in the market could cause dramatic fluctuations in future periods.
R-14	CCS, Non-resident Cards, Misc.	Monies raised for Career Counseling Services, purchase of WLS library cards from non-residents, miscellaneous income	
R-15	Coordinated Outreach	Aid provided to library systems to provide services directly and through member libraries to New Yorkers who are most in need and who often are not regular library users	Family literacy, adult literacy, re-entry services for formerly incarcerated individuals, Vision Labs accessibility services, Senior Law Day (legal & financial workshops for older adults and caregivers) Assumes a 2% increase in NYS funding over 2024 actual allocations.
R-16	Correctional Facilities	Aid to support libraries for offenders residing in NYS and Westchester County correctional facilities	Support for library services at correctional facilities including interlibrary loan, and purchase of library materials. Assumes a 2% increase in NYS funding over 2024 actual allocations.

R-18 Other Revenues with Restrictions Monies raised by Development for specific WLS programs

EXPENSES

#	Budget Item	GENERAL NOTES	2025 BUDGET NOTES
E-1	Salaries & Hourly Wages	Salaries and hourly wages paid to WLS-employed individuals	See separate illustration of FTE comparison 2024 vs 2025
E-2	Benefits	(For Active Staff): Social Security & Medicare (employer portion) health insurance, worker's compensation, disability, life insurance, vision insurance, dental insurance, pension	15% increase in health insurance, 3% increase in dental and vision insurance, 5% increase in life insurance. Pension costs are estimated based on employee salaries, tiers and rates from most recent pension invoice.
E-3	Retiree Health Benefits	Health insurance for retirees	
E-4	Professional Fees	Audit & Legal fees; Payroll Processing Fees, Recruitment Fees	
E-5	Equipment	Furniture, computer equipment, equipment rental, copier lease, network hardware	This line includes computer and network equipment to support the member libraries.
E-6	Library Materials	Books, audio books, e-format materials, periodicals, DVDs/videos, databases	Budget is primarily for audio books, e-format materials and databases.
E-7	Rent & Utilities	Rent, utilities, real estate taxes, office cleaning, maintenance	
E-8	Repairs & Maintenance	Computer maintenance, equipment maintenance, software & software maintenance	Maintenance support for Evergreen, ASPEN, mobile printing, PC reservations help desk, thin client management, VMware (virtualization software), help desk software, back-up system, security software, Windows 10/Office 365, and business software
E-9	Supplies	Office & computer supplies, WLS-identified clothing	
E-10	Telephone & Internet	Telephones & internet connections	Internet circuits for all libraries, phone lines and cellular telephones and service.
E-11	Printing & Postage	Postage, express mail, printing, publicity	
E-12	Bibliographic Fees	Fees to Online Computer Library Center (OCLC), the bibliographic utility that provides shared cataloging records and an automated system for requesting interlibrary loans from participating libraries world-wide	
E-13	Professional development	Training & professional development, trustee activities	
E-14	Travel, Conferences & Meetings	Travel, registration and related expenses for staff representation at professional conferences and meetings	ALA, PLA, NYLA, technology and other professional conferences
E-15	Memberships	Institutional membership in professional organizations	Includes memberships in Metro (RRR), Empire Library Delivery to support ILL shipping and receiving with outside institutions, ALA, NYLA, WCA and professional organization memberships for staff.
E-16	Contractual Services	Services rendered under a formal contract/letter of agreement by outside persons, consultants or contractors	Network admin, co-location, WEBS counselors New Rochelle Library's Broadband Technology project
E-17	Delivery Service	Transportation of library materials to & from member libraries	Includes pricing for year 3 of the delivery service contract that began in 2023
E-18	Insurance	Liability and automobile insurance, Directors & Officers insurance	
E-19	Miscellaneous	Automotive Supplies, maintenance & repairs; Miscellaneous expenses; Bank Fees; Contingency	

Westchester Library System
2025 Proposed Budget - Headcount: 2024 vs 2025

Generated : 10/23/2024

Department	2025 Budget	2024 Budget	NOTES for 2025 personnel
Administration	5.55	4.20	0.1 FTE moved from eliminated Training Dept. 0.75 moved from CCS 0.5 FTE added for administrative support
Fund Raising	1.00	1.00	No changes
Cataloging	3.50	3.50	0.5 FTE correction from 2023 total
Delivery	0.15	0.15	Admin time from Exec. Dir.
Outreach	6.00	7.00	1 FTE eliminated - restructured PTs following retirement
Training	0.00	0.10	Time from Exec. Dir. Moved to Admin, Dept. eliminated
Career Coaching Services	1.50	2.25	0.75 FTE moved to Admin, program now under ED
Information Technology	9.50	9.80	Adjusted for recalculation of PT hours
TOTALS	27.20	28.00	

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – DECEMBER 2024

REPORT NOTES

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 presented to two decimal places.

This month's report includes the following financial statements:

- Balance Sheet
- Statement of Revenues and Expenditures with Comparison to Budget
- Schedule of Temporary Restricted Net Assets

Please note that while this report contains financial statements for the month-end of December 2024, work continues to close the books for the year. This work includes allocations and reclassifications, which redistributes revenues and expenses among WLS's various departments, funds, funding sources and reporting categories, and has no impact on the bottom line. However, this work also includes certain year-end activities that may impact these figures 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 resulting from work with 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.

PAYMENTS OVER \$50,000

The WLS Purchasing Policy (Policy #13) requires that purchases exceeding \$50,000 without prior budget approval be formally reported to the Board at the next regularly scheduled meeting. To meet and exceed the policy directive, all payments over \$50,000 in the months of November and December 2024 are listed below:

- Amount: \$289,218
 - Vendor: New York State and Local Retirement System
 - Purpose: 2024 Pension Contribution
- Amount: \$78,110
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for December 2024
- Amount: \$77,481
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for January 2025
- Amount: \$70,119
 - Vendor: Evolytix
 - Purpose: 2025 Maintenance for Library Data Dashboard
- Amount: \$53,611
 - Vendor: Midwest Tape (Hoopla)
 - Purpose: November 2024 Patron Pay-Per-Use Digital Content
- Amount: \$51,554
 - Vendor: Midwest Tape (Hoopla)
 - Purpose: October 2024 Patron Pay-Per-Use Digital Content

BALANCE SHEET – DECEMBER 2024

The Balance Sheet shows comparative figures for the period from month-ending (ME) October 2024 through ME December 2024. The key changes are a decrease in WLS's *Operating Cash and Cash Equivalents*, which is lower by \$1,229,600, and a decrease in *Deferred Revenue* of \$957,700. While there were decreases in both, reductions in liabilities outpaced those in assets increasing Net Assets by 1.9% (\$29,500). 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 net result for the period is an overall decrease in assets driven primarily by an anticipated reduction in *Operating Cash*.

Operating Cash & Cash Equivalents (This shows the cash in WLS's operating and payroll bank accounts and petty cash): WLS's operating cash decreased by \$1,229,600. With \$266,200 in receipts, activity included \$194,200 from New York State for pass-through special aid for member libraries allocated by the State Senate and Assembly, \$11,500 from member libraries for IT services and group purchases, and \$7,500 from Consolidated Edison for a grant to support Reconnect With Tech in 2025. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$105,200 to Midwest Tape (Hoopla) for pay-per-use digital content for patrons in October and November, \$70,100 to Evolytix for support and hosting of the Library Data Dashboard in 2025, and \$23,000 to Dell for 22 laptops and accessories to be deployed in member libraries.

Unconditional Promises (These are promises to give money to WLS without any conditions attached): The figure in this line increased by \$253,800 in the period. This is the result of recording \$223,900 in receivable revenue from Westchester County and \$29,900 from New York State in receivable Local Services Support Aid.

LIABILITIES:

This section shows WLS's near-term obligations. The net result for the period is an overall reduction in liabilities primarily driven by the recognition of *Deferred Revenue*. Details are discussed below:

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$956,989, the result of recognizing revenues from NYS, ERate, as well as 6-month and 3-month invoices to member libraries for IT services, group purchases for digital content, and movie.

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE –

DECEMBER 2024

SUMMARY:

Net Revenue Before Depreciation was essentially flat for the month of December and represents a significant positive variance from the budget which had called for a \$47,400 deficit. Expenses outpaced Revenues by \$25,900 for the year which was \$542,600 better than the budget for the year.

REVENUES:

Total revenue was essentially in-line with the budget for December, but with notable variances within specific revenue lines. Of note were shortfalls in the *County Revenues without Restrictions* and *Other Revenues with Restrictions* revenue lines which were offset by greater than expected earnings in *Interest* and *State Revenues without Restrictions*.

County Revenues with Restrictions - The 2024 Westchester County Budget did not fund WLS to the level that was anticipated in the budget process and fell short by \$157,200 (10% below budget) for the year. The funding that did not materialize in this line was planned for a special project, which was restructured to minimize the impact of the shortfall.

State Revenues without Restrictions and *State Revenues with Restrictions* together came in higher than the budget by \$17,700 for the month and \$105,700 for the year. The 2024 budget called for flat funding from NYS over the 2023 actual figures while the final NYS budget provided a 3.9% increase.

Interest revenues came in \$4,300 greater than the budget for December and \$102,200 greater than the budget for the year due to higher than anticipated earnings in bank interest and returns on investment in Treasury Bills.

Other Revenues without Restrictions ended the month in-line with the budget, but with noteworthy activity. \$6,400 of the \$7,700 total revenue resulted from recording receipt of abandoned property recovered from New York State. The State does not provide much information about the nature of the money, but it was determined to be at least 20 years old based on the address it was originally sent, as reported to the State.

Other Revenues with Restrictions ended the month and the year in deficit falling \$8,600 short for the month and \$157,700 short for the year. This was mainly driven by shortfalls in fundraising which came in \$154,900 short for the year.

EXPENSES:

Total spending was essentially in line with revenues for the month of December and the year. Expenses came in under budget by \$39,400 for the monthly budget and \$609,700 for the year. Lines with significant variances and/or noteworthy activity are discussed below:

Equipment shows minimal activity in the line for December, despite significant spending totaling \$263,250 for equipment in following the approval of an action item to acquire PCs for the libraries. Most of the purchased equipment was not able to be deployed in 2024 and was therefore classified as an asset on the Balance Sheet rather than an expense in 2024. The cost of the PCs will be applied as an expense when the computer inventory is updated again at the end of 2025. The line closes the year with a \$151,500 surplus and the 2025 budget includes \$105,000 for new PCs. While the year-end expenses for 2024 and 2025 will not align with the annual budgets, the two-year impact of this project is a \$6,750 overspend of the combined budgets.

Fringe Benefits is underspent by \$33,284 for December and ended the year with a \$90,800 surplus. This was primarily driven by savings in Health Insurance which were driven by two key factors: (1) The New York State Health Insurance Program (NYSHIP) from which WLS obtains employee and retiree health insurance did not raise premiums as much as budgeted and (2) some employees did not elect health insurance at the levels anticipated in the budget.

Salaries ended the month with a \$16,100 (8%) deficit which was driven by two key factors: (1) there were three payrolls in December and (2) the payout of the sick leave incentive which allows employees to receive one day's pay for every three days of unused sick time during the period of the incentive program, which runs from December of the previous year through November of the current year. Notwithstanding the overage for the month, the line is \$49,400 underspent for the year.

Library Materials expenses were more than the budget by \$9,100 (11%) for December and \$49,700 (5%) for the year. The overages were driven by greater than anticipated pay-per-use electronic content for patrons. While there is overspending for the year, this will be covered by Central Library Services Aid carried over from previous years.

Rent and Utilities ended the year with a \$26,000 surplus. The surplus was driven by (1) lower-than-anticipated cleaning and maintenance costs and (2) receiving credit for common area maintenance from the landlord.

Professional Fees was overspent by \$4,400 for December due to accruals for the 2024 financial audit. The line ended the year with a surplus of \$10,800 due to costs for legal counsel and job recruitment being lower than anticipated in the budget.

Contractual Services came in less than the budget by \$6,100 for December and \$118,900 for the year. A significant portion of the underspending was driven by the reduced use of outside contractors for the Reconnect With Tech program.

YEAR-END OVERVIEW:

Overall, revenues fell short of the budget by \$67,100. The key factors driving this were:

- (1) Lower than anticipated funding from Westchester County: (\$157,200).
- (2) Lower than expected fundraising in the *Other Revenues with Restrictions* line: (\$154,900).
- (3) Greater than-anticipated revenues from NYS, which were 3.9% above budget: \$105,700.
- (4) Greater than anticipated *Interest* which was 172% above the budget: \$102,200.
 - a. *Interest* includes bank interest and returns on investments

Overall, expenses came in at \$609,700 less than the budget. The key factors driving this were:

- (1) Restructure of the special project not fully funded by Westchester County and the Reconnect With Tech program:
 - a. Savings reflected in *Printing and Postage* (\$60,600) and *Contractual Services* (\$118,900).
- (2) Savings in *Fringe Benefits* (\$90,800) driven by:
 - a. Lower than anticipated premium increases.
 - b. Less costly plans selected by staff.
- (3) Equipment (\$151,500) which was purchased but not deployed before the end of the year.
- (4) Smaller savings in several other expense categories.

Westchester Library System
Balance Sheet
As of December 31, 2024

	Month Ending 12/31/2024	Month Ending 10/31/2024	Month Ending 12/31/2024		Year Ending 12/31/2023
	Actual	Actual	Period difference	Period variance	Actual
Assets					
Current Assets					
Operating Cash & Cash Equivalents	1,885,918	3,115,478	(1,229,560)	(39.46) %	1,823,004
Reserve Cash & Cash Equivalents	2,968,992	2,947,775	21,217	0.71 %	2,859,669
Unconditional Promises to Give	365,676	111,857	253,819	226.91 %	346,714
Accounts Receivable	93,558	99,518	(5,960)	(5.98) %	124,245
Prepaid Expenses	723,121	736,493	(13,372)	(1.81) %	961,146
Total Current Assets	6,037,265	7,011,121	(973,856)	(13.89) %	6,114,778
Long-Term Assets					
Property & Equipment	574,690	335,764	238,926	71.15 %	459,776
Right Of Use Asset	923,257	923,258	0	0.00 %	923,257
Total Long-Term Assets	1,497,947	1,259,022	238,926	18.97 %	1,383,033
Total Assets	7,535,212	8,270,143	(734,930)	(8.88) %	7,497,811
Liabilities					
Short-Term Liabilities					
Accounts Payable	825,136	630,445	194,691	30.88 %	599,269
Deferred Revenue	584	957,668	(957,084)	(99.93) %	1,105
Short-Term Right of Use	286,328	288,392	(2,064)	(0.71) %	288,392
Total Short-Term Liabilities	1,112,048	1,876,505	(764,457)	(40.73) %	888,766
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	4,799,379	4,799,379	0	0.00 %	4,799,379
Total Liabilities	5,911,427	6,675,884	(764,457)	(11.45) %	5,688,145
Net Assets					
Net Assets, Beg Bal	1,631,194	1,649,825	(18,631)	(1.12) %	2,043,721
Change in Net Assets	(7,409)	(55,566)	48,158	86.66 %	(234,055)
Total Net Assets	1,623,785	1,594,259	29,527	1.85 %	1,809,666
Total Liabilities and Net Assets	7,535,212	8,270,143	(734,930)	(8.88) %	7,497,811
Net Asset Detail					
Working Capital	4,925,217	5,134,616	(209,399)	(4.07) %	5,226,011
Long-Term Net Assets	(3,301,432)	(3,540,357)	238,925	6.74 %	(3,416,345)
Total Net Asset Detail	1,623,785	1,594,259	29,526	1.85 %	1,809,666

*Unaudited, subject to change

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

	Month Ending 12/31/2024			Year To Date 12/31/2022	Year To Date 12/31/2023	Year To Date 12/31/2024			Year Ending 12/31/2024
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
Revenue									
State Revenues without Restrictions	188,759	175,008	13,751	2,095,544	2,100,163	2,182,531	2,100,100	82,431	2,100,100
County Revenues without Restrictions	112,005	125,025	(13,020)	1,218,696	1,304,005	1,343,125	1,500,300	(157,175)	1,500,300
Federal Revenues without Restrictions	14,164	10,834	3,330	199,250	0	149,964	130,000	19,964	130,000
Member Technology Fees	222,259	226,500	(4,241)	2,776,739	2,669,588	2,702,196	2,718,000	(15,804)	2,718,000
Fund Raising & Contributions	500	0	500	1,114	249	1,746	0	1,746	0
Interest	9,259	4,958	4,301	20,746	131,012	161,727	59,500	102,227	59,500
Other Revenues without Restrictions	8,376	208	8,168	26,832	9,670	36,443	2,500	33,943	2,500
State Revenues with Restrictions	54,416	50,425	3,991	603,309	605,265	628,351	605,100	23,251	605,100
Other Revenues with Restrictions	10,163	18,792	(8,629)	335,043	105,733	67,806	225,500	(157,694)	225,500
Total Revenue	619,901	611,750	8,151	7,277,273	6,925,685	7,273,889	7,341,000	(67,111)	7,341,000
Expenditures									
Salaries	207,897	191,827	(16,071)	2,395,596	2,180,202	2,252,496	2,301,921	49,425	2,301,921
Fringe Benefits	81,575	114,859	33,285	1,328,460	1,170,696	1,287,509	1,378,309	90,800	1,378,309
Professional Fees	9,140	4,750	(4,391)	42,837	48,984	46,245	57,000	10,755	57,000
Equipment	407	19,000	18,594	190,999	106,917	76,485	228,000	151,515	228,000
Library Materials	95,758	86,654	(9,104)	702,857	861,172	1,089,595	1,039,850	(49,745)	1,039,850
Rent and Utilities	31,692	33,634	1,943	356,969	354,486	377,633	403,610	25,977	403,610
Repairs and Maintenance	72,016	58,175	(13,842)	474,448	617,287	666,243	698,100	31,857	698,100
Supplies	1,818	3,505	1,687	21,381	8,045	14,304	42,050	27,746	42,050
Telephone and Internet	38,173	37,861	(312)	307,116	348,594	451,424	454,340	2,916	454,340
Printing and Postage	4,337	9,746	5,409	103,227	62,871	56,337	116,950	60,613	116,950
Bibliographic Fees	7,469	7,656	187	80,898	86,175	88,193	91,870	3,677	91,870
Professional Development	2,543	6,583	4,040	50,906	50,755	58,287	79,000	20,713	79,000
Travel	1,292	5,396	4,104	37,383	46,799	36,732	64,750	28,018	64,750
Memberships	547	2,375	1,828	19,746	18,361	25,492	28,500	3,008	28,500
Contractual Services	25,788	31,854	6,066	459,445	388,514	263,316	382,250	118,935	382,250
Delivery Service	34,970	39,834	4,864	484,359	444,813	459,264	478,000	18,735	478,000
Insurance	3,262	3,333	71	29,317	33,207	35,521	40,000	4,479	40,000
Miscellaneous	1,069	2,083	1,014	(5,972)	6,755	14,717	25,000	10,283	25,000
Intangible Assets	0	0	0	2,000	0	0	0	0	0
Total Expenditures	619,753	659,125	39,372	7,081,972	6,834,633	7,299,793	7,909,500	609,707	7,909,500
Total Net Revenue Before Depreciation	148	(47,375)	47,523	195,301	91,052	(25,904)	(568,500)	542,596	(568,500)
Non-Cash Activity									
Depreciation	12,480	14,667	2,188	172,410	183,808	159,942	176,000	16,058	176,000
Gain/Loss on Post-Retirement Benefits	0	0	0	(1,211,813)	146,484	0	0	0	0
Unrealized Gain/Loss on Investments	(4,924)	0	4,923	(8,658)	(5,185)	35	0	(35)	0
Total Non-Cash Activity	7,556	14,667	7,111	(1,048,061)	325,107	159,977	176,000	16,023	176,000
Total Net Revenue	(7,408)	(62,042)	54,634	1,243,362	(234,055)	(185,881)	(744,500)	558,619	(744,500)

*Unaudited, subject to change

Temporarily Restricted Net Assets
as of December 31, 2024

Code	Asset Title	Asset Description	Temporarily Restricted Net Assets December 31, 2023	2024 Revenue	2024 Expenses	Temporarily Restricted Net Assets December 31, 2024
70116	Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$15,544	\$0	\$30	\$15,514
70127	Homebound Delivery (FH)	Support for delivery to homebound patrons	\$15,000	\$0	\$1,868	\$13,132
80008	Outreach Fundraising	Fundraising to support outreach activities	\$8,993	\$4,988	\$874	\$13,107
70130	RWT 2025 (ConEd)	2025 Support for Reconnect w/ Tech.	\$0	\$7,500	\$0	\$7,500
70102	TASC - Private contributions	Private monies for adult literacy programs	\$3,113	\$0	\$450	\$2,663
34000	Central Library	Library materials, services & training	\$96,081	\$391,143	\$487,224	\$0
80224	LIU Certificate Program 2024	LIU Certificate Program 2024	\$0	\$29,150	\$29,150	\$0
70120	Schmidt Innovation	Digital inclusion for reentry populations	\$16,424	\$0	\$16,424	\$0
70126	RWT 2024 (Carvel)	2024 Support for Reconnect w/ Tech.	\$15,000	\$0	\$15,000	\$0
70119	NYS GIA - Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$12,720	\$0	\$12,720	\$0
70125	RWT 2024 (ConEd)	2024 Support for Reconnect w/ Tech.	\$10,000	\$0	\$10,000	\$0
70108	Early Literacy/Private Contributions	Early literacy activities	\$7,360	\$0	\$7,360	\$0
70129	United Way - CI 2024	Community Impact grant to support outreach activities	\$0	\$5,000	\$5,000	\$0
70131	Apple Bank (Outreach)	2024 Support for Outreach Activities	\$0	\$5,000	\$5,000	\$0
70128	RWT / DE 2024 (M&T)	2024 Support for Reconnect w/ Tech. and Digital Equity	\$2,500	\$0	\$2,500	\$0
39001	People and Stories	Literacy support program	\$2,096	\$0	\$2,096	\$0
70117	STEM ConEd	STEM Programming	\$1,895	\$0	\$1,895	\$0
70111	Digital Resources	Educational equity through access to resources & information	\$1,647	\$0	\$1,647	\$0
70123	101 Answers	101 Answers guide (M&T)	\$1,500	\$0	\$1,500	\$0
80007	Music & Memory	Music and Memory project funded by M&T Bank.	\$1,450	\$0	\$1,450	\$0
70100	Battle of the Books	Fundraising to support Battle of the Books (BoB)	\$835	\$0	\$835	\$0
80009	BBM Fundraising	Fundraising to support Breath, Body, Mind programming	\$0	\$54	\$54	\$0
80020	P. Rosen Fund for Senior Svcs	Donations made in honor of Phyllis Rosen for Senior Services	\$30	\$0	\$30	\$0
70103	Bruni Verges	Children's programs celebrating cultural diversity	\$23	\$0	\$23	\$0
	TOTALS		\$212,210	\$442,835	\$603,129	\$51,916

History of TRNA balance as of 12/31

2019 - \$239,361
2020 - \$264,015
2021 - \$314,375
2022 - \$423,228
2023 - \$212,210
2024 - 51,916

*Unaudited, subject to change

WLS Executive Director Report January 28, 2025

WLS Strategic Initiatives



Promoting equity and access



Expand Community/Member Library/Partner Engagement



Update and Improve Our Infrastructure

Library Advocacy Day in Albany, NY – Wednesday, February 5, 2025

New York State Governor Kathy Hochul released her proposed 2025 Executive Budget on Tuesday, January 21, 2025. Overall, the funding proposals related to libraries put us in a better position than in past years, but there is still a strong need for ongoing advocacy to support libraries.

Governor Hochul's proposed funding included:

- State Aid for Libraries (Operating Aid): \$104.6M (a \$750,000 increase from last year's enacted allocation of \$103.8M)
- State Aid for Library Construction (Public Library Construction Aid): \$34M (this is \$10M less than last year's enacted allocation of \$44M)
- NOVELny: \$3M (flat funding from last year's enacted allocation of \$3M)

Library Advocacy Day is on Wednesday, February 5th and I hope you can join us to express how critical our legislators' support is in providing quality local library service to the public.

WLS is working in conjunction with the Ramapo-Catskill Library System (RCLS) and the Mid-Hudson Library System (MHLS) to coordinate chartered buses to transport library advocates up to Albany for Library Advocacy Day on Wednesday, February 5th. This opportunity is open to all staff, trustees, and friends of the libraries.

To register for this advocacy event, go to: <https://westchesterlibraries.libcal.com/event/13591410>

Max Prime, the New York Library Association's (NYLA) Director of Government Relations and Advocacy, will host a virtual prep session on January 29th to help you prepare for effective advocacy on Advocacy Day and beyond.

Wednesday, January 29, 2025, 1:00 PM-2:00 PM

[Click on this link to connect to the session](#)

NYLA has several budgetary and policy/legislative initiatives for this year's Library Advocacy Day:

Budgetary Initiatives

NYS Library Operating Aid: \$176.8 million

NYS Library Construction Aid: \$175M

Library Materials Aid: \$11.33/pupil

NOVELny: \$3.1M

Policy/Legislative Initiatives

Freedom to Read Act: [S.6350-B](#) / [A.6873-B](#)

Protection in Public Libraries: [S.7677-A](#) / [A.7843-B](#)

eBooks Licensing Reform: [S.6868-A](#) / [A.10544](#)

Media Literacy in New York State: not a sponsored bill currently

As WLS representatives, we also want to prioritize the importance of updating and enhancing civil service procedures and processes to help libraries attract, develop, and retain employees; and the ability for school registration process to automatically include library card signup for students.

More information about the NYLA budgetary and policy/legislative initiatives can be found on the NYLA website at <https://www.nyla.org/2025-legislative-initiatives>.



Cataloging Services

Cataloging adding and updating bibliographic records

In 2024, WLS Cataloging Services added works in many world languages to the WLS catalog: Albanian, Arabic, Chinese, French, German, Gujarati, Hebrew, Hindu, Italian, Japanese, Korean, Portuguese, Punjabi, Russian and Spanish. This type of cataloging requires special skill,

and most of it was done by Manager of Cataloging Services Melissa Glazer, with some assistance from Part-time Cataloger Steven Pisani.

Original cataloging (“from scratch”) needs to be done in cases where bibliographic records for a particular title are not available from the OCLC WorldCat database, nor from vendors. In 2024, several examples of these works which particularly reflected the diversity of the Westchester community were: a history of the Bedford Stuyvesant-based Toppers Drum & Bugle Corps, the first all-Black junior drum and bugle corps to enter major competitions on the East Coast ; a New Rochelle resident’s Girl Scout Gold Award project which consists of interviews with women immigrants in Westchester; a book of memories related by children and grandchildren of Holocaust survivors; and a children’s board book which is intended to be inspirational for young African Americans, as it features words such as “determination”, “dignity” and “strength” and includes portraits of people such as Dr. Martin Luther King, Jr., Muhammad Ali, Marion Anderson, James Baldwin and Alvin Ailey.

To serve their communities in imaginative and practical ways, the WLS member libraries collect non-traditional items, known in the library world as the “library of things,” and WLS Cataloging Services adds them to the catalog. In 2024, these items included, among many other things: musical instruments; air quality monitors; a walking stick; a ring light; a portable Blu-ray player; a mobile hot spot; a portable induction cooktop; and a dry eraser kit. All the examples required original cataloging.

WLS Cataloging Services worked on several special collections in 2024. Director of Cataloging Services Douglas Wray finished cataloging about half of the 469-part Spoken Arts Collection owned by Greenburgh Public Library. These are mid-20th century audiobooks originally published on vinyl discs by an industry pioneer, New Rochelle’s Spoken Arts. They were digitized onto CDs in the mid-2000s at Yale University. In many cases the authors read their own works. They all require original cataloging. Mr. Wray continued to catalog New Rochelle Public Library’s Joseph Albanese Collection of music CDs but is currently pausing while the library buys additional shelving. Mr. Wray completed the cataloging of a donation of 730 music CDs to Pound Ridge Library.

In November, Cataloger Jenna Caccavale celebrated one year at WLS. She is a great addition to the team, diligently fulfilling member libraries’ requests and working collegially with her fellow catalogers.

In 2022, the WLS catalogers officially completed cataloging the collection of Peekskill’s National Maritime Historical Society in Peekskill, providing wide discovery and access to them for the first time. The collection numbered about 4,200 titles. However, WLS Cataloging Services still occasionally receives small shipments of additional books from this collection. Mr. Pisani handled most of them in 2024.

The WLS member libraries acquire most of their materials from vendors, and the two parties often need assistance with communication. Mr. Wray helps them with details about ordering, with creating pathways for importing MARC records and with solving occasional technical issues. In 2024, the John C. Hart Memorial Library began to use a new vendor, Mackin Educational Resources. Brodart shut down temporarily due to a cybersecurity crisis. Several libraries expressed an interest in Ingram. Mr. Wray served as a consultant in these cases. To their customers, the vendors provide bibliographic records which represent physical items in the catalog. These are edited and imported into the catalog daily by Mr. Wray and Ms. Glazer.

There were some emerging trends which gathered momentum in 2024. One of these was the increasing number of DVDs which have dubious origins and might be pirated. WLS is currently researching the legal implications of purchasing these and considering the creation of a “best practices” statement. CD-Rs (writable CDs) are also proliferating. These pose a problem if a borrower erases the content or overwrites it with something inappropriate. The proliferation of self-published books (so-called “vanity press” works) increases the risk of an overly casual approach to intellectual property and the integrity of the contents. An amusing example of the latter was a Spanish translation of Tolstoy’s *War and Peace* which was an exceedingly slim volume. It was very obviously an abridged version, but it bore no statement attesting to that fact. The translator was uncredited, and even the publisher was unidentified. Ms. Glazer has been a leader in noticing these trends and suggesting ways to handle them. They will necessitate an increasing level of communication between WLS Cataloging Services and the member libraries.

Mr. Wray worked with OCLC to implement OCLC’s Real Time Availability (RTA) interlibrary loan tool. RTA helps the WLS ILL staff by automating the task of checking the availability of titles which have been requested from outside WLS. Integrated Library System Administrator/Systems Librarian Lindsay Stratton helped significantly. With additional help from Ms. Stratton, Mr. Wray is pursuing a change to data mapping in Evergreen which would enhance users’ discovery rate when searching by title.

Mr. Wray approached the Equinox Open Library Initiative with an idea intended to increase the efficiency of upgrading bibliographic records which require enhancements. It went into effect in September. Equinox delivers to Mr. Wray a daily batch of all the bibliographic records which had been added to the catalog the previous day (or over the weekend). Using a free software program, Mr. Wray edits the records and reimports them into the catalog. Evergreen has always correctly filtered out incoming records by using criteria to detect that they already exist in the catalog. This prevents clogging the catalog with duplicate entries. Because of various importing scenarios required by Evergreen, the catalogers had been editing small groups of records before importing them for the first time, meaning that they were required to spend time and effort editing some records which would inevitably be rejected as duplicates by Evergreen upon importation. By ensuring that only “new” records will be candidates for editing, the procedure has increased the level of efficiency as hoped.



Information Technology (IT) Services



The IT department has been focused on acquiring the new computers for the member libraries. The hardware has been delivered, and the department is currently in the process of configuring, testing, and scheduling the replacement of all the public computers in the libraries. Part of the process will be the deployment of Office 2024 on these machines.

The IT department has also been conducting the annual process of updating system services and account verification with all the member libraries. The IT staff confirmed that all service level agreement (SLA) services were correctly in place for member libraries with the start of the new year.



Integrated Library System (ILS) & Discovery

ILS Discovery Specialist Allison Pryor has absorbed the Evergreen functions previously done by Manager of Strategic Data Analysis and Member Library Support Allison Midgley, with increased focus on Help Desk Tickets pertaining to the ILS (Evergreen, Aspen the ILS discovery layer), Syndetics [provider of cover art for titles], Capira [original app hosted by OCLC], LiDa [new app hosted by Bywater]). She continues to manage the Aspen online catalog and has been working with ByWater [host for the Aspen discovery layer and the LiDa app] to configure and implement the Aspen LiDA app and provide Evergreen and Aspen related training.

2024 Quarter 4 Aspen activities include 8 new library staff members were assigned Aspen Administration privileges and 4 Aspen Admin training sessions were provided. With the help of Special Projects Coordinator Federica Sburlati, Spanish translations were completed. Library staff administrator permissions were expanded to include access to Aspen statistical Dashboards, allowing libraries to see how patrons are interacting with their local catalog instances. Integrated Library System Administrator / Systems Librarian Lindsay Stratton and Ms. Pryor are currently working on implementing and testing LiDA app self-check functionality. We greatly appreciate library staff who have tested the app and provided feedback!

2024 Quarter 4 Evergreen ILS activities include 3 Evergreen related training and visits at different library locations facilitated by Ms. Pryor, with Ms. Midgley participating in a regional training hosted by Yonkers Will Library. Ms. Pryor and Ms. Stratton facilitated their first Circulation Committee meeting, which included a discussion of patron renewal practices and a proposal to form an interest group for technical services staff. Ms. Stratton has been working with Ms. Midgley to configure Patron Point and Evergreen integration in support of the Hoopla Engage/airport project and to compile ILS statistics for the 2024 Annual Report. Ms. Stratton has also been working with the Rye Free Reading Room to set up the Acquisitions module for materials ordering and tracking.



Outreach Services

This is shaping up to be a big year for the Outreach team! As with every year following an election, new policies, and funding priorities at the federal, state, and county levels will bring with them new opportunities to serve different populations in need. With our community/partner-

oriented approach to outreach, here are a few of the priorities we are planning for the coming year.

New Inroads in Reentry

This year started off strong with a series of meetings with representatives from the County's Reentry Task Force, Department of Corrections, and Department of Probation. As a result, we have been invited to join some recurring meetings where we will be able to promote library services to corrections employees and justice-impacted individuals. These meetings will also serve as listening sessions to see how libraries can better support people in reentry.

Integrating Career Coaching Services (CCS) with Existing Outreach Audiences

Our outreach team will be taking full advantage of the resources the CCS team has been producing, with particular focus on Small Business Resources and the new eResource, BlueCareer. The audiences we serve through our adult education and reentry services can benefit from these resources. We will be including CCS' work in our outreach presentations, tabling, and workshops.

Revisiting Senior Service Referrals

This year we are fully launching our Library By Mail pilot program and revisiting the VisionLabs program, to strengthen avenues for providing senior benefit and service information to a hard-to-reach population. We are aiming to host a few workshops for library staff to learn more about the senior service environment in Westchester. As the cost of living continues to rise, we anticipate a rise in information requests across all our libraries.

Updating our Static Outreach Resources

Every few years it behooves us to update our static outreach resources, which includes our websites, publications, and printed promotional materials. We are prioritizing an update of our Connections (Reentry) website and printed Connections guide, which we distribute to correctional facilities across the state- in preparation for released inmates who will be returning to Westchester County. We will also be revising our FirstFind.org content for families with young children to align with County initiatives, like the Disconnect to Reconnect campaign. Printed materials are the lifeblood of our outreach, and our library resource brochures and flyers are frequently used by member libraries.

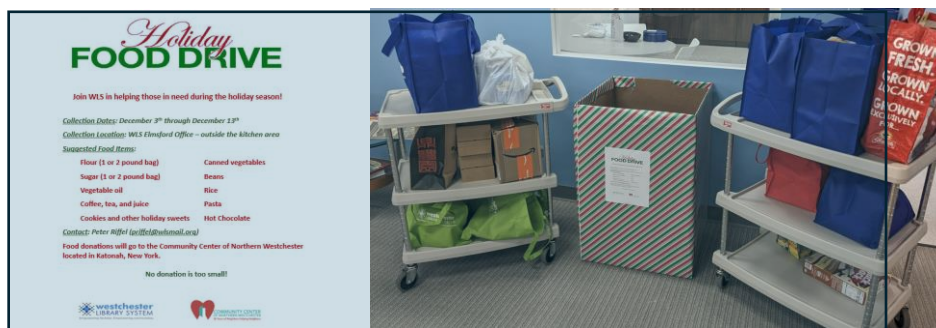


Small Business and Workforce Development

WLS Small Business and Workforce Development networked with local support organizations to understand community needs and raise awareness on how the library can support small businesses and pathways into the workforce. In December, WLS attended a Building and Realty Institute of Westchester (BRI) event which provided an opportunity to understand the skilled trades challenges facing BRI's members. In early January, WLS visited with the Community Studio staff of the Community Center of Northern Westchester (CCNW) (seamstress/clothing makers training support) to update them on our new WLS small businesses website and skilled trades career exploration on-line tool (BlueCareer). CCNW expressed interest in exploring ways to use WLS' small business website and on-line skilled trades tool with its makers and patrons.

A brief discussion with a chamber of commerce in northern Westchester resulted in a January meeting to explore ways WLS can assist them in connecting its chamber members to small business-related resources.

During the recent holiday season, WLS held a staff food drive. The food drive for CCNW yielded a donation of over 200 pounds of food for families in need over the holiday season. CCNW extended its appreciation to the WLS staff for their generosity!



Strategic Data Analysis and Member Library Support

Manager of Strategic Data Analysis and Member Library Support Allison Midgley worked with Executive Director Terry Kirchner and Integrated Library System Administrator / Systems Librarian Lindsay Stratton to provide data to the libraries for their 2024 Annual Reports. Ms. Midgley held two workshops for library staff to share information about key changes. More than half of the libraries have begun their reports, and Ms. Midgley is optimistic that libraries will meet submission deadlines in February and March.

OverDrive representatives, led by our Account Manager Kristin Preyss, held two workshops in December. A primary message from both workshops was that WLS patrons appear to wait a long time for their holds to be filled because there are holds on materials that are not available anymore. As a result, WLS worked with OverDrive staff to remove old holds that are unlikely to be filled. Already the average hold wait time has dropped by over 42%. WLS is also working with OverDrive to hide (weed) older titles so that patrons cannot put holds on them; patrons will be able to suggest titles to libraries through a different mechanism. Ms. Midgley will work with libraries to set up their Marketplace administrative accounts on the OverDrive purchasing platform so that holdings stay current in the future.

WLS staff will meet with AEQUA Strategies for a Mid-Project Check-in on January 30th. This check-in will provide an opportunity to review Project Milestones that were achieved in the fall: data catalog development, an Expanding on Minimum Standards workshop, a Readiness Assessment with WLS staff, and a Data Walk that was attended by 21 library representatives who provided input about what Member Library Data may be most helpful in the development of an interactive dashboard. The WLS staff in attendance will also preview and offer feedback about the process for key partner involvement going forward and changes to the Member Library Statistics report.



Trustee Handbook Book Club / Trustee Education Opportunities

This year's Trustee Handbook Book Club sessions have been announced. These sessions, as well as previously recorded sessions, count towards the required 2-hours/year of trustee education.

January 22, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club: Advocacy

April 30, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Board Development: Recruitment, Orientation, Education and Evaluation

July 15, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club: Recruiting & Retaining Quality Staff

November 18, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Next Level Trusteeship: Building an Effective and Impactful Board Culture

To register for and to learn more information about each of the 2025 sessions, go to the Trustee Handbook Book Club website at <https://midhudson.org/trusteebookclub/>. Archived recordings of earlier sessions are available on the Trustee Handbook Book Club Archive at <https://midhudson.org/trustee-handbook-book-club-archive/>.

WLS Trustees are also invited to join the Know Your Rights (KYR) webinar hosted by Neighbors Link. This KYR webinar, **An Immigration Update for Library Staff and Trustees**, will be held online, Tuesday, February 11, 2025, from 1:00 PM-2:00 PM. This webinar will help library staff and trustees better understand what migrant families are facing with the new federal administration and how libraries can help answer questions that may arise by staff or the public. This includes information on working with Immigration and Customs Enforcement (ICE) policies and officers, policies and procedures related to expedited removal, library and community safety plans and local community resources to use and share.

This session will not be recorded. A summary of the discussion will be shared after the session for those not able to attend. Register for this event at https://us02web.zoom.us/webinar/register/WN_8eqyK4q9TIKDC_c7TSYqeQ.

As per Education Law, trustee education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. The Division of Library Development hosts a website with more information about the trustee education requirements. This website can be accessed at <https://www.nysl.nysed.gov/libdev/trustees/education.htm>.

