

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**November 28, 2017 – Approved January 30, 2018**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Cathy Draper, President, at 6:05 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato (late), Dave Donelson, Cathy Draper, LaRuth Gray (late), Norman Jacknis (late), Susan Morduch, Alex Payan, Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Hope Furth, Barbara Hickernell, Julie Mills-Worthey, Sue Neale

Also present from WLS were: Terry Kirchner, Francine Feuerman, Pat Brigham, Elise Burke, Rob Caluori

Public Library Directors Association (PLDA) Representative: Carolyn Reznick, Director, Ruth Keeler Memorial Library (North Salem)

Guest: Chris Shoemaker, Director, Rye Free Reading Room; Jonathan Marshall

**MINUTES**

The minutes of the meeting of October 24, 2017, were accepted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously. [Ms. Amato, Dr. Gray, Dr. Jacknis not present for vote.]

**FINANCIAL REPORTS**

The financial report through October 2017 was presented by Ms. Feuerman and was accepted on a motion by Mr. Donelson and seconded by Ms. Scherer. The motion passed unanimously. [Dr. Gray, Dr. Jacknis not present for vote.]

**PRESENTATION**

***E-Rate & Filtering:*** Rob Caluori, WLS Director of Information Technology (IT), gave an update on the Universal Service Schools and Libraries Program, commonly known as e-Rate that is funded through the Universal Service Fee on people's telephone bill. Libraries and library systems can file for reimbursement on eligible telecommunications and internet access services; however, protection measures for minors in compliance with the Children's Internet Protection Act (CIPA) must be implemented. These include implementation of a filter as well as a public hearing addressing the new safety policy and filter. Due to recent advances made to filtering software (Open DNS) and the onset of better sources for identifying illegal sites (Internet Watch Foundation) along with new Internet browser options (Tor) may now make compliance with CIPA easier to accomplish. These factors, the application process, possible financial ramifications and marketing strategies for new policies were discussed.

The Board approved start of the immediate implementation of e-Rate for school year 2018-2019 using Open DNS filtering with Internet Watch Foundation categories and full implementation of the Tor browser on a motion by Mr. Ryan and seconded by Mr. Donselson. The motion passed with 10 votes in favor and one recusal (Dr. Jacknis).

## **ACTION ITEMS**

**WLS Delivery:** WLS currently contracts with All Island Courier for the delivery of books, DVDs, CDs and other materials to the 38 member libraries. Their service includes 2 routes, 6 days per week, to 44 library sites, and the current contract expires on December 31, 2017. A request for Proposal was developed and sent to 13 prospective vendors; these vendors were invited to an information session and tour of the current delivery operations. WLS staff recommends the continuation of the contract with All Island Courier. Pricing for year one will remain the same as 2017; and in years two and three, the price will increase by 3% each year.

The Board approved the renewal of the delivery contract with All Island Courier on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously.

**Central Library Development Aid:** Chris Shoemaker, Chair of the PLDA Central Library Advisory Committee/e-Content Committee, reviewed the Central Library Development Aid budget. The FY2017-2018 CLDA budget proposal includes the following:

	<b>2017-18</b>	<b>2018-19</b>
Ancestry.com	\$ 30,547	\$ 0
Bookletters	25,180	0
Hoopla	37,077	76,951
Job and Career Accelerator	15,000	15,000
Kanopy	0	30,000
Learning Express	51,502	49,565
Lynda.com	27,500	27,500
Mango Languages	23,000	23,750
Mergent Intellect	0	27,500
Morningstar	30,960	0
NoveList	34,500	50,000
Press Reader	30,000	30,000
Total Boox	45,000	20,000
Training	<u>1,000</u>	<u>1,000</u>
<b>Total Central Library Aid Budget:</b>	<b>\$351,266</b>	<b>\$351,266</b>

The Board approved the Central Library Development Aid budgets for 2017-18 and 2018-19 as submitted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously.

**WLS Fiscal Year 2018 Budget:** Ms. Scherer, WLS Budget Committee Chair, reported that the Budget Committee met several times to review various scenarios for the Fiscal Year 2018 operating budget. The proposed budget was reviewed and discussed.

Overall, the budget reflects a deficit of \$112,800 not including projections for depreciation and provides continued support of most current WLS programs and services and targeted expansion of

some critical activities. The proposed revenue budget is based on conservative projections of flat funding from the State and County. The overall member library fees will increase by 2%. The proposed expenses include a 2% increase for salaries as well as an increase for health benefits and pension costs; and support of reimbursement of libraries participating in the interlibrary loan debit/credit program. All expenses will be closely monitored, and additional revenues will be sought through advocacy and development.

The Board approved the WLS FY2018 operating budget as submitted (see attached) on a motion by Ms. Scherer and seconded by Mr. Ryan. The motion passed unanimously.

**WLS FY2018 Capital Budget:** Mr. Caluori gave an overview of the Capital projects being proposed for FY2018 which include: Additional Server Node / Backup Optimization (\$60,000) and Digitalization Program Equipment / LEADER Lab Equipment (\$11,000).

The Board approved the WLS FY2018 capital budget as submitted (see attached) on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously. Ms. Scherer thanked the Budget Committee and Ms. Feuerman for their hard work.

## **PRESIDENT'S REPORT**

Ms. Draper thanked and applauded Ms. Hickernell and Dr. Jacknis for their many contributions during their terms as WLS Trustees, which spanned 30 and 25 years respectively.

The WLS Annual Meeting on November 17<sup>th</sup> included excellent content from Regent Judith Johnson and State Librarian Bernard Margolis. The Board was reminded of giving Tuesday. Ms. Draper watched a few of the HATS webinars mentioned in this month's Executive Director's Report. They are a good beginning, and perhaps WLS can incorporate them into future trainings.

The Governance Committee will need a new Chair.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner noted that the Federal Communications Commission (FCC) has plans to roll back the 2015 Open Internet Order. Trustees were encouraged to contact their Senator and members of Congress to support net neutrality protections before December 14 when the new draft order is expected to be voted on by the FCC commissioners.

## **PLDA REPRESENTATIVE REPORT**

The November meeting followed the WLS Annual Meeting and the subjects discussed included: the Central Library Advisory/e-Content Committee proposed budget; status of the WLS mobile app; elimination of Library Elf; and the Finance Committee meeting. The following officers were elected for 2018: Brian Kenney, President; Carolyn Reznick, 1<sup>st</sup> Vice President; Karen LaRocca-Fels, 2<sup>nd</sup> Vice-President; Chris Shoemaker, Secretary; and Tracy Wright, Treasurer. Ms. Reznick completed her year as PLDA Representative and thanked the WLS Trustees for their thoughtfulness about and consideration of the issues discussed.


**OTHER**

Dr. Jacknis thanked all who served with him on the WLS Board. WLS has improved dramatically over the years and he encouraged all to keep up the good work. He closed with a quote from Wayne Gretsky: “A good hockey player plays the puck where it is now; a great hockey player plays the puck where it’s going to be.”

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:25 p.m. on a motion by Dr. Gray that was seconded by Ms. Scherer. The motion passed unanimously.

Respectfully submitted,

  
Sean Ryan  
Secretary

Westchester Library System  
Budget Summary 2016-2018 - DRAFT

	2016 Final	2017 Adopted	2017 Projected	2018 Proposed	\$ change over 2017 Projected
<b>REVENUES:</b>					
General Library Aid	1,534,021	1,550,000	1,550,630	1,550,800	170
Supplementary Aid	217,398	206,000	206,134	206,200	66
Local Library Services revenue	279,542	279,600	279,694	279,700	6
Local Library Service pass-thru payments	(279,542)	(279,600)	(279,694)	(279,700)	(6)
Local Services Support Aid	190,875	192,800	192,949	193,000	51
Central Library Aid	281,235	284,200	284,292	284,300	8
Central Library Book Aid	66,209	66,900	66,927	67,000	73
Central Library Book Aid pass-thru payments	(66,209)	(66,900)	(66,927)	0	66,927
Westchester County	1,000,000	1,000,000	1,000,000	1,000,000	0
Erate	2,168	0	300	0	(300)
Member Library Fees	2,699,314	2,695,700	2,699,146	2,803,500	104,354
Enhanced Services to Libraries	28,450	15,000	24,300	22,500	(1,800)
Special Events	14,141	12,000	12,661	12,000	(661)
Investments/Interest Income	6,854	4,800	6,000	6,000	0
WEBS, Non-Resident Cards, Misc	42,634	41,300	37,800	34,800	(3,000)
Coordinated Outreach	154,072	155,700	155,744	155,700	(44)
Correctional Facilities	40,719	41,300	41,296	41,300	4
Westchester Comm Coll pass-thru revenue	2,616	315,000	180,000	180,000	0
Westchester Comm Coll pass-thru payments	(2,616)	(315,000)	(180,000)	(180,000)	0
Other grants	278,209	88,500	110,500	63,500	(47,000)
Contributions/To Be Raised	164,928	107,000	75,000	85,000	10,000
<b>Total Revenues:</b>	<b>6,655,018</b>	<b>6,394,300</b>	<b>6,396,752</b>	<b>6,525,600</b>	<b>128,848</b>
<b>EXPENSES:</b>					
<b>Personnel</b>					
Salaries & Hourly Wages	2,256,245	2,388,300	2,368,600	2,394,600	26,000
Employee Benefits	867,449	905,100	875,300	931,300	56,000
Retiree Health Benefits	246,905	244,000	220,000	244,000	24,000
<b>Subtotal Personnel</b>	<b>3,370,599</b>	<b>3,537,400</b>	<b>3,463,900</b>	<b>3,569,900</b>	<b>106,000</b>
<b>Other Than Personnel</b>					
Professional Fees	28,623	26,100	29,200	28,900	(300)
Equipment	230,411	218,200	204,400	222,400	18,000
Library Materials	655,090	685,050	680,000	768,800	88,800
Rent & Utilities	268,445	335,100	335,500	337,600	2,100
Repairs & Maintenance	356,510	419,700	442,300	477,700	35,400
Supplies	39,126	30,900	30,900	38,100	7,200
Telephone & Internet	294,045	368,800	328,800	374,000	45,200
Printing & Postage	50,539	63,300	56,100	54,600	(1,500)
Bibliographic Fees	73,826	70,000	67,400	70,000	2,600
Professional Development	45,221	53,100	56,900	53,200	(3,700)
Travel, Conferences & Meetings	30,142	38,150	29,300	38,700	9,400
Memberships	12,514	16,900	14,900	15,100	200
Contractual Services	334,822	185,100	183,000	129,200	(53,800)
Delivery Service	371,033	393,500	392,200	393,500	1,300
Special Events	18,059	12,000	13,000	12,000	(1,000)
Insurance	20,437	23,000	22,900	25,000	2,100
Interest expense	445	500	0	500	500
Miscellaneous	7,188	13,900	8,200	29,200	21,000
<b>Subtotal Other Than Personnel</b>	<b>2,836,476</b>	<b>2,953,300</b>	<b>2,895,000</b>	<b>3,068,500</b>	<b>173,500</b>
<b>TOTAL EXPENSES</b>	<b>6,207,075</b>	<b>6,490,700</b>	<b>6,358,900</b>	<b>6,638,400</b>	<b>279,500</b>
<b>Net Revenue before Depreciation</b>	<b>447,943</b>	<b>(96,400)</b>	<b>37,852</b>	<b>(112,800)</b>	
<b>Depreciation</b>	<b>145,477</b>	<b>138,000</b>	<b>195,000</b>		
<b>TOTAL EXPENSES with Depreciation</b>	<b>6,352,552</b>	<b>6,628,700</b>	<b>6,553,900</b>	<b>6,638,400</b>	
<b>Net Revenue</b>	<b>302,466</b>	<b>(234,400)</b>	<b>(157,148)</b>	<b>(112,800)</b>	