

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
October 26, 2021 – Approved November 30, 2021

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:05 p.m. via a virtual meeting. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Cathy Draper, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Jonathan Marshall, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Denise Matthews-Serra

Also present from WLS were: Terry Kirchner, Patricia Brigham, Rob Caluori, Elise Burke, Elena Falcone, Megan Brown, Joe Maurantonio

Public Library Directors Association (PLDA) Representative: Greg Wirszyła, Director, Bronxville Public Library

MINUTES

The following sentence within the Executive Director's Report on the last paragraph on Page 5 was corrected as follows:

Back in 2014 the library had its first public vote for its budget and election of trustees as a ~~municipal library~~ ~~library~~ small city school district. In the past, the ~~trustees~~ **budget** was determined by the City Council.

The minutes of the meeting of September 28, 2021, were approved as revised on a motion by Mr. Puglia and seconded by Ms. Zevin. The motion was approved with one abstention. [Ms. Mills-Worthey not present for vote.]

FINANCIAL REPORTS

The financial report through September 2021 was presented by Mr. Caluori and reviewed by the board in detail, and the Board approved the September 2021 finances on a motion by Ms. Scherer and seconded by Ms. Draper. The motion passed unanimously.

INFORMATION ITEMS

WLS 2022 Operating Budget: The WLS Budget Committee met on September 8th, September 21st, and October 12th to review a number of options in order to arrive at a budget proposal for the 2022 fiscal year. Mr. Caluori and Dr. Kirchner were thanked for their contributions to rethinking the presentation of the budget, and all comments received were given serious consideration.

Mr. Caluori reviewed the budget, which was developed to support WLS's 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.

Revenues from all sources include approximately \$6.6 million, which is a decrease of roughly \$92,000 over 2021. These revenues include no increase in funding from New York State and Westchester County; a reduction in IT fees of approximately 3.4% less than 2021 based on the new Service Level Agreements and the full implementation of the restructuring of IT member fees in 2022; and a modest increase in eRate funding.

Expenses exceed revenues by \$547,900 before depreciation, compared to \$645,250 in 2021. The budget allows for the continuation of current programs and services and allow for operational changes intended to increase value to support all member library services, not just IT, direct patron services, administration and other development and training. The Budget Committee recommends that WLS appropriate unrestricted assets to meet its projected deficit for 2022. A projection of depreciation for \$144,250 is included in the budget.

The proposed budget will be brought to the Board for approval at the November meeting, and all were asked to send any questions to Mr. Caluori.

PRESIDENT'S REPORT

Dr. Morduch thanked all who served on the Budget Committee for their work and looks forward to the continuing this work through the activities of the Finance Committee, Budget Committee and Audit Committee. Individual trustees are encouraged to serve on these committees. Dr. Morduch would also like to include in the WLS Trustee Manual job descriptions for each Committee so that trustees can know what is expected and the commitment level involved. It was proposed including the number of meetings to be held per year for each committee--and scheduling tentative timeframe with dates for 2022.

Dr. Morduch noted that Mr. Seiler (WLS District 3 Representative for Bedford Hills, Chappaqua, Katonah, Mount Kisco) will be moving to Florida and will be stepping down when his term ends 12/31/2021. He was thanked for his years of service, and a candidate for his replacement will be sought. This year's WLS Annual Meeting will not be held as a separate event but will be held at the start of the November 30th Board Meeting at 6 p.m., followed by the regular meeting. A slate of officers will be presented by the Nominating & Board Development Committee.

The Executive Director evaluation will be distributed to the WLS Trustees for completion.

COMMITTEE REPORTS

Nominating & Board Development: Ms. Zevin noted that a potential candidate for WLS District 3 has been received. The two other trustees whose term is ending—Ms. Zevin representing WLS District 1 (Croton, Montrose, Yorktown) and Dr. Morduch representing WLS District 6 (Ardsley, Dobbs Ferry, Greenburgh, Hastings, Irvington) have agreed to renew their terms. A candidate is also being sought for the vacancy in WLS District 5 (Armonk, Bedford Village, Mount Pleasant, Pound Ridge); however, no one has been found. Finding good candidates has proven difficult for the WLS trustees, who have relied on Dr. Kirchner and the member libraries for suggestions. This Committee is looking to have a more active role in the on-boarding of new trustees and educating the board on improving communications with the member libraries versus identifying candidates to fill trustee positions.

Governance: Ms. Draper noted that a recent change was made to the Open Meetings Law that any documents to be discussed at a public meeting must be uploaded to the organization's website 24

hours prior to the meeting. WLS already complies with this requirement; however, other things are being discussed and the Committee will assess if any other changes are needed to current WLS policies.

Strategy: Mr. Okelo noted that the first phase of this Committee’s charge to revise the WLS mission, vision and overview of services. Their next meeting is scheduled for November 8th to discuss future trends libraries will be likely to face and how they can be prepared for future eventualities. Dr. Kirchner is preparing a working document to be shared with the Committee.

Budget: Ms. Scherer reported that there has been no further activity.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that the WLS Plan of Service 2022-2026 and Free Direct Access Plan was approved by NYS Library Division of Library Development (DLD).

Thirty-seven executed SLAs have been received. WLS is in discussion with Yonkers Public Library regarding their equipment requirements.

WLS is also working with the Director of the Mount Vernon Public Library regarding the Registration process and the 2020 Annual Report, which is currently in the hands of DLD.

PLDA LIAISON’S REPORT

Mr. Wirszyla reported that some libraries are going fine free and some cannot go fine free as they have lost financial support from their municipalities. Dr. Kirchner noted that the driving force for the recent discussions about going fine free are the various study findings that indicate fines often create a barrier for many populations to go to or use the library. This is why many libraries have started off by eliminating children’s fees.

The initial use of fines was to promote prompt return of materials and help maintain collections over time; however, they were not designed to become a revenue line to support library service. There has been no correlation established to show that charging late fees help get back materials any faster. Libraries may also continue to charge fees for lost materials. The challenge for WLS is how to make the ILS more responsive to each library’s situation so that the user is not confused and it is easier for staff to explain.

OTHER

Ms. Zevin complimented this month’s Director Report, especially that of the Public Innovation & Engagement (PIE) Department. It highlighted many of the WLS services available to meet patron needs, and WLS trustees were encouraged to share the information with their represented library board members.

Ms. Brigham noted that a grant was received from Con Edison for STEM (Science Technology Engineering and Math) projects that could be held outside of schools. The WLS Leader Lab has a number of kits for library use in this area, and 10 libraries will be selected to participate. An

extension of the mini-grant program, this project will help member libraries receive funds to engage in programs that they do not typically have.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:15 p.m. on a motion by Ms. Zevin and seconded by Ms. Scherer that passed unanimously. [Mr. Seiler not present for vote.]

Respectfully submitted,

/s/ Bernie Seiler

Bernie Seiler
Secretary

Westchester Library System
2022 Proposed Budget - Summary 2020-2022

Oct-2021

Item #		2020 Final	2021 Adopted	2021 Projected	2022 Proposed	% change over 2021 Adopted
	REVENUES:					
R-1	General Library Aid	1,526,612	1,221,280	1,526,392	1,526,390	25.0%
R-2	Supplemental Aid	202,941	162,300	202,912	202,950	25.0%
R-3	Local Library Services revenue	275,324	220,300	275,284	275,300	25.0%
R-4	Local Library Services pass-thru payments	(275,324)	(220,300)	(275,284)	(275,300)	25.0%
R-5	Local Services Support Aid	189,944	151,950	189,917	189,900	25.0%
R-6	Grants in Aid	0	0	0	0	
R-7	Grants in Aid pass-thru payments	0	0	0	0	
R-8	Central Library Aid/Book Aid	345,779	276,600	345,729	345,760	25.0%
R-9	Westchester County	1,030,000	1,037,500	1,050,600	1,050,600	1.3%
R-10	Federal Aid	159,066	662,860	938,844	155,000	-76.6%
R-11	Member Library Fees	2,694,635	2,860,640	2,830,073	2,763,500	-3.4%
R-12	Special Events	0	10,000	0	10,000	0.0%
R-13	Contributions (Unrestricted)	13,921	1,000	1,238	1,000	0.0%
R-14	Investments/Interest Income	21,879	17,000	2,401	4,000	-76.5%
R-15	WEBS, Non-Resident Cards, Misc	12,502	28,000	6,986	7,900	-71.8%
R-16	Coordinated Outreach	153,331	125,920	153,309	153,300	21.7%
R-17	Correctional Facilities	38,438	30,750	38,433	38,400	24.9%
R-18	Adult Literacy	8,294	6,650	8,293	8,300	24.8%
R-19	Family Literacy	12,902	10,300	12,900	12,900	25.2%
R-20	Westchester Seniors Out Speaking	17,460	13,900	17,460	17,000	22.3%
R-21	Other revenues with Restrictions	181,212	120,500	263,065	158,500	31.5%
	Total Revenues:	6,608,916	6,737,150	7,588,552	6,645,400	-1.4%
	EXPENSES:					
	Personnel					
E-1	Salaries & Hourly Wages	2,258,569	2,571,500	2,297,798	2,481,119	-3.5%
E-2	Employee Benefits	875,383	1,164,000	880,314	1,079,781	-7.2%
E-3	Retiree Health Benefits	413,341	277,000	251,533	260,000	-6.1%
	Subtotal Personnel	3,547,293	4,012,500	3,429,645	3,820,900	-4.8%
	Other Than Personnel					
E-4	Professional Fees	149,891	38,900	50,896	49,650	27.6%
E-5	Equipment	323,936	166,900	251,756	138,000	-17.3%
E-6	Library Materials	954,012	752,400	741,683	691,450	-8.1%
E-7	Rent & Utilities	345,937	375,100	345,773	361,200	-3.7%
E-8	Repairs & Maintenance	401,674	505,000	432,528	511,500	1.3%
E-9	Supplies	25,222	50,200	24,388	41,850	-16.6%
E-10	Telephone & Internet	325,364	446,400	380,899	438,000	-1.9%
E-11	Printing & Postage	19,209	74,800	75,669	59,500	-20.5%
E-12	Bibliographic Fees	77,629	72,500	79,244	80,500	11.0%
E-13	Professional Development	53,417	52,800	29,445	92,610	75.4%
E-14	Travel, Conferences & Meetings	13,313	40,600	1,369	34,440	-15.2%
E-15	Memberships	8,671	22,300	15,871	21,700	-2.7%
E-16	Contractual Services	281,604	290,800	288,952	356,800	22.7%
E-17	Delivery Service	336,226	418,000	427,433	429,000	2.6%
E-18	Special Events	0	10,000	0	10,000	0.0%
E-19	Insurance	21,089	25,000	32,600	32,000	28.0%
E-20	Miscellaneous	7,186	28,200	9,537	24,200	-14.2%
	Subtotal Other Than Personnel	3,344,380	3,369,900	3,188,043	3,372,400	0.1%
	TOTAL EXPENSES	6,891,673	7,382,401	6,617,688	7,193,300	-2.6%
	Net Revenue before Depreciation	(282,757)	(645,251)	970,864	(547,900)	
	Prv. Yr. Temp. Restd. Assets to be released		42,650		6,500	
	From Reserves		602,600		541,400	
	Depreciation & Non-Cash Activity	225,940	187,750	190,008	144,250	
	TOTAL EXPENSES with Depreciation	7,117,613	7,570,151	6,807,696	7,337,550	
	Net Revenue	(508,697)	(230,401)	780,856	(150,750)	