

**Call to Meeting**  
**September 24, 2024**

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, September 24, 2024, at 6:30 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523.

***Regular Meeting Agenda***

**Minutes:** June 25, 2024

**Finances**

**Action Items**

Action Item #1: State Aid for Public Library Construction \$44 Million Program FY2024-2025

Action Item #2: Strategic Data Planning and Repository Design

**President's Report**

**WLS Committee Reports**

**Executive Director's Report**

**PLDA Report** – Jennifer Coulter, Director, Pound Ridge Library

**NEXT MEETING:** The next Regular Meeting will be held on Tuesday, October 29, at 6:00 p.m.

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**June 25, 2024 – Pending Approval**

**REGULAR MEETING**

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

Board members present: Anthony Amiano, Andrea Bober, Robert Cartolano, Nishat Hydari, Karen Kelley, Maureen LeBlanc, David Mener, Susan Morduch, Patricia Phelan, Diane Tabakman, Karen Zevin

Board Members absent: Wes Iwanski, Alice Joselow, Julie Mills-Worthey, Barbara Tepper

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

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

**MINUTES**

The minutes of the May 28, 2024, Board Meeting were approved as submitted on a motion by Mr. Cartolano and seconded by Ms. Zevin. The minutes were accepted unanimously. [Ms. Bober was not present for the vote.]

**FINANCIAL REPORTS**

Mr. Caluori presented the financial reports noting significant balances and activity. He spoke to the cash flow challenges faced by the system due to multiple factors, including delays in payments from Westchester County due to new reporting protocols, late payments from member libraries combined with the expected outflow of cash this time of year. Mr. Caluori noted that he will remain in contact with the Board Treasurer and transfer cash from reserves as necessary to maintain operating cash while these contributing factors are managed. He also reviewed the schedule of Temporarily Restricted Net Assets and spoke to plans to spend out remaining grant funds and how these funds are managed. The Board accepted the financial report for June on a motion by Ms. LeBlanc and seconded by Ms. Kelley. The motion passed unanimously.

**INFORMATION ITEMS**

**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, which has been requested by member libraries' staff and patrons.

Following discussions with Dell, there is a significant price increase on devices and the trend is that prices will continue to increase sharply in the coming year. While the original intention was to replace all 400 PCs over the course of the 2024 through 2026 budget cycles, it may be more cost effective to complete the project within 2024. To complete the project, additional equipment to provision the PCs will also need to be

purchased. There is no action required at this time. This Information Item is pending a needs assessment with member libraries, which will be reviewed at a future meeting.

## **ACTION ITEMS**

***Policy Updates:*** The WLS Governance Committee met on May 21, 2024, to review and update four policies: #1 Equal Employment Opportunity; #6 Progressive Discipline; #10 Internet Safety and Use; Employee Handbook. The Board approved the Policy Updates on a motion by Ms. Bober and seconded by Mr. Amiano. The motion was approved unanimously.

***Extend for One Year Current Borrowing Facility:*** WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The facility allows WLS to borrow up to \$500,000 unsecured for a period of one year. There are neither facility fees nor covenants for this loan agreement. If borrowed against, the interest rate would be based on WSJ (Wall Street Journal) Prime + 50 bps (base percentage points), with a Floor of 3.75%. The only restriction consists of the submission of audited financial statements on the part of WLS. Board members would be notified if the Line of Credit is needed. The Board approved the Extend for One Year Current Borrowing Facility on a motion by Mr. Amiano and seconded by Ms. Bober. The motion was approved unanimously.

***Resolution to Authorize Opening of NYLAF Account:*** At its April 30, 2024 meeting, the Westchester Library System (WLS) Board of Trustees authorized management to move forward with opening an account with the New York State Liquid Asset Fund (NYLAF), designating it as an approved depository. NYLAF, which is an investment cooperative exclusive to schools, libraries and municipalities within New York, offers investment vehicles that make competitive interest rates available to these eligible groups while also providing FDIC and collateralization to protect their deposits as required under General Municipal Law. Opening the account requires a resolution to be adopted by the Board of Trustees. No funds are being allocated at this time. The Board approved the Resolution to Authorize Opening of NYLAF Account on a motion by Ms. LeBlanc and seconded by Ms. Kelley. The motion was approved unanimously.

## **PRESIDENT'S REPORT**

Ms. Morduch complimented Dr. Kirchner for his participation at The Ossining Public Library's Annual Meeting, serving as the keynote speaker. Ms. Morduch also reminded the Board that Dr. Kirchner will receive an award at this year's Non-Profit Westchester's Keep Westchester Thriving Awards & Annual Meeting on December 4, 2024, and if they would like to attend, please RSVP soon.

Ms. Morduch reminded the Board that advocacy and publicity of WLS is important, and to be proactive and sign up for events and meetings. She also reminded the Board to please try to show up and be on time for Board Meetings. The September 24, 2024 meeting will begin at 5:30 pm so the Board can have a small dinner with WLS staff.

## **COMMITTEE REPORTS**

***Finance Committee:*** Ms. LeBlanc, Chair of the Finance Committee, introduced Pat Brigham, Director of Development for WLS, who provided an overview of the major efforts underway in the department. In particular, she noted that the work funded by the Schmidt Innovation Grant is winding down and that she expects to produce a final project report in January 2025. In addition, while she has applied for several other major grants this year, a few of these applications were not approved and several remain outstanding. Following COVID, there was a considerable amount of "digital equity" funding available,

which WLS was able to access; however, much of this funding has now dried up. Ms. Brigham continues to build strategic relationships with community organizations, support the fundraising efforts of member libraries and train library staff on how to apply for grants, as well as participate in various roundtables.

### **EXECUTIVE DIRECTOR’S REPORT**

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

Dr. Kirchner discussed his recent presentation as keynote speaker for the Ossining Public Library’s Annual Meeting. His presentation was entitled “Moving from Challenges to Opportunities” where the following challenges and trends were discussed in terms of current and future library services:

- Challenges of libraries that invite fear and mistrust
- Acknowledgement of mental illness
- Polarization and self-awareness
- Aid for municipalities – if funding is flat how to operate with rising costs
- How to manage and live in a forever changing technological environment
- Growth mindset as an organization/individual

### **PLDA LIASON’S REPORT**

Ms. Coulter reported on the June 2024 PLDA meeting where the following was discussed:

- Dana Hysell from WLS spoke about the first two of four legislative breakfasts with local legislators and their success.
- The Mentorship Committee matched four directors with mentors. They are hoping more will join.
- The association roundtable met and discussed FOIL and paid leave to care for newborns.
- The PLDA retreat is set for July 31<sup>st</sup> and will feature Dr. Steve Albrecht from Library 2.0.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:45 p.m. on a motion by Ms. Zevin and seconded by Ms. Bober that passed unanimously.

Respectively submitted,

Anthony Amiano  
Secretary

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# WESTCHESTER LIBRARY SYSTEM

## FINANCIAL STATEMENTS WITH NOTES – AUGUST 2024

### SUMMARY

All of the figures in the accompanying notes are approximated to the nearest \$100 or 1%. The figures in the financial statements are rounded to the nearest dollar and percentages are presented to two decimal places.

### SYSTEM IMPROVEMENTS - ACCOUNTS PAYABLE AUTOMATION

Last year, WLS transitioned to a new ledger system (Intacct) as the previous system (MIP), which was in use for more than 16 years, was approaching the end of support. The transition went according to plan and has provided several efficiencies in the day-to-day activities of the financial operations of the library system including more robust reporting, paperless approval of journal entries, automation of prepaid expense amortization and fixed asset depreciation. The transition to Intacct also affords WLS the opportunity to further automate and increase efficiency by decreasing WLS's dependence on paper-based processes, integrating with other systems and, support electronic transactions.

With this new ability, WLS began the implementation of Bill.com this summer. The first completed phase saw the automation of the Accounts Payable process. This change moved the paper payment voucher process, which required a physical paper package to move from approver to approver, then to the Operations Manager for payment, and to the Treasurer for review to an all-electronic process. As a result, WLS is now able to send electronic payments to vendors, which is both cheaper and faster than cutting checks locally. When checks are required, they are processed through Bill.com rather than from the Operating Account, which reduces our banking costs and limits WLS's exposure for check fraud. This change also integrated the Treasurer into the approval process earlier so they have insight into each transaction before payment is made.

Future phases which will take place over the next 6 to 8 months will include similar changes for the Accounts Receivable and credit card processes. The changes to the Accounts Receivable process will move WLS to a paperless invoicing system and the ability to offer entities that need to pay WLS a range of electronic payment options. The changes to the credit card process will create a more efficient receipt collection method, tighter controls and additional fraud protections. Updates will be provided to the Board as those phases progress.

### TEMPORARILY RESTRICTED NET ASSETS

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

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

### INCOME STATEMENT WITH PROJECTIONS

An Income Statement with Projections is included with the financial reports. This report currently projects that the year will end with expenses before depreciation outpacing revenues by \$186,100, but \$382,400 less than budgeted. This is a significant positive variance from the original budget which called for a \$568,500 deficit. However, it is important to note that this is an early projection based on activity through August and will likely fluctuate as the year continues to progress.

## 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 period June through August 2024 are listed below:

- Amount: \$83,609
  - Vendor: Crown Castle Fiber LLC
  - Purpose: Member Library Internet
- Amount: \$79,664
  - Vendor: NYS Employees Health Insurance Program (NYSHIP)
  - Purpose: Employee health insurance for August 2024
- Amount: \$73,792
  - Vendor: NYS Employees Health Insurance Program (NYSHIP)
  - Purpose: Employee health insurance for July 2024
- Amount: \$58,760
  - Vendor: Yonkers Public Library
  - Purpose: 2024-2025 NYS Local Library Service Aid (90%)

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## BALANCE SHEET – AUGUST 2024

The Balance Sheet shows comparative figures for the period from month-ending (ME) May 2024 thru ME August 2024. The key changes for the period are sharp increase in WLS's *operating cash and cash equivalents*, which is higher by \$2,756,500 and corresponds with a decrease in *Unconditional Promises to Give* (\$1,126,700) and an increase in *Deferred Revenue* (\$1,414,300). Details are discussed below.

### ASSETS:

This section indicates the organization's liquidity by showing what assets WLS holds in cash and what assets will be available in cash in the near future.

*Operating Cash & Cash Equivalents* (This shows the cash in WLS's operating and payroll bank accounts and petty cash): In the June through August period, WLS's operating cash increased by \$2,756,500. With \$4,576,700 in receipts, activity included \$2,475,000 from New York State (NYS) for 2024-2025 Basic and Supplemental Aid and pass-through aid to member libraries, \$1,247,200 from member libraries for IT services and group purchases, \$671,600 from Westchester County for the first half of 2024 and, \$150,000 from the ERate program. Notable expenditure aside from rent, payroll and benefits, Internet, and delivery to libraries included \$293,800 to the member libraries in pass-through aid from NYS, \$142,800 to Hoopla for three months of pay-per-use digital content for library patrons and \$33,600 to Envisionware for PC Reservation and Print Management software for public computers in libraries.

*Unconditional Promises* (These are promises to give money to WLS without any conditions attached): The figure in this line decreased by \$1,126,700 in the period. This is the result of recording \$897,900 in receivable revenue from NYS (\$523,000), Westchester County (\$335,800), and the federal ERate program (\$39,100) against the receipt of \$2,024,600 from NYS (\$1,259,800) for 2024-2025 Basic and Supplemental Aid and the final 5% of 2023-2024 Local Service Support Aid, Westchester County (\$671,500) for the first half of 2024 and ERate (\$93,300).

### LIABILITIES:

This section shows WLS's near-term obligations.

*Deferred Revenue* (Funds received which have not yet been earned): This figure increased by \$1,414,300 the result of recognizing \$639,300 in revenues from NYS, ERate and, 6-month and 3-month invoices to member libraries for IT services, group purchases for digital content, and movie licensing against the recording of \$2,053,600 in revenue recorded which has not yet been earned.

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# STATEMENT OF REVENUE AND EXPENDITURES

## COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE –

### AUGUST 2024

#### SUMMARY:

Revenues were essentially in line with expenses for August and less than expenses by 1% (\$47,000) for the year-to-date (YTD); noteworthy variances are discussed below.

#### REVENUES:

Total revenue was \$12,800 more than the budget for August. This was primarily driven by shortfalls in the *County Revenues without Restrictions* and *Other Revenues with Restrictions* revenue lines which were offset by greater than expected earnings in *Interest* 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 is expected to fall short by \$157,175 (10% below budget) for the year. The funding that did not materialize in this line was planned for a special project. The project has since been restructured to minimize the impact of the shortfall.

*Other Revenues with Restrictions* ended the month below budget mainly due to shortfalls in restricted grants. WLS has raised approximately \$10,300 in restricted contributions, to date. The budget also assumed \$28,000 in revenue from 2 semesters of activity from the LIU Palmer School Program when, in fact, the program will only run for 1 semester this year. Expenses associated with this program will be lower, accordingly.

#### EXPENSES:

Total spending was 3% (\$20,900) less than revenues for the month of August and \$47,000 more than revenues for the YTD. Expenses came in under budget by \$55,500 for the monthly budget and \$449,300 for the YTD. Lines with significant variances and/or noteworthy activity are discussed below:

*Library Materials* was over budget by \$20,100 for the month of August. The overage was driven by pay-per-use electronic content for patrons and is consistent with previous years' activity which typically sees increased activity in the summer months. The line is over budget for the YTD by \$41,900.

*Equipment* was underspent by \$18,100 compared to budget. Activity in this line for 2024 primarily consists of purchases of computers for member libraries which generally occurs in larger, less frequent transactions.

*Repairs and Maintenance* came in underbudget by \$11,900 for month and \$32,200 for the YTD. This line includes maintenance and support costs for computers and other equipment as well as software subscriptions. The activity in this line can vary month-to-month and barring any unanticipated events is expected to end the year in-line with the budget.

*Rent and Utilities* came in \$1,600 more than the budget for the month but is \$16,100 under budget for the YTD. The overage for August was driven by an expense for office painting (\$3,600) which is part of WLS-directed office maintenance included in the budget for the line. WLS also budgets for Common Area Maintenance (CAM), which is charged by the landlord annually based on a reconciliation of expenses which are shared by the tenants. This year, the reconciliation fell in WLS's favor and a small credit was issued rather than a charge which is the primary factor for the surplus for the YTD and ultimately will drive a surplus in the line for the year.



Westchester Library System  
Balance Sheet  
As of August 31, 2024

	Month Ending 08/31/2024 <u>Actual</u>	Month Ending 05/31/2024 <u>Actual</u>	Month Ending 08/31/2024		Year Ending 12/31/2023 <u>Actual</u>
			Period difference	Period variance	
<b>Assets</b>					
<b>Current Assets</b>					
Operating Cash & Cash Equivalents	3,119,182	362,721	2,756,461	759.93 %	1,823,004
Reserve Cash & Cash Equivalents	2,933,352	2,904,928	28,424	0.97 %	2,859,669
Unconditional Promises to Give	634,866	1,761,577	(1,126,711)	(63.96) %	346,714
Accounts Receivable	208,107	138,092	70,015	50.70 %	124,245
Prepaid Expenses	776,232	973,036	(196,804)	(20.22) %	961,146
<b>Total Current Assets</b>	<u>7,671,739</u>	<u>6,140,354</u>	<u>1,531,385</u>	<u>24.93 %</u>	<u>6,114,778</u>
<b>Long-Term Assets</b>					
Property & Equipment	349,571	387,382	(37,812)	(9.76) %	459,776
Right Of Use Asset	923,257	923,258	0	0.00 %	923,257
<b>Total Long-Term Assets</b>	<u>1,272,828</u>	<u>1,310,640</u>	<u>(37,812)</u>	<u>(2.88) %</u>	<u>1,383,033</u>
<b>Total Assets</b>	<u>8,944,567</u>	<u>7,450,994</u>	<u>1,493,573</u>	<u>20.04 %</u>	<u>7,497,811</u>
<b>Liabilities</b>					
<b>Short-Term Liabilities</b>					
Accounts Payable	562,671	435,060	127,610	29.33 %	599,269
Deferred Revenue	1,646,640	232,358	1,414,284	608.66 %	1,105
Short-Term Right of Use	287,592	288,392	(800)	(0.27) %	288,392
<b>Total Short-Term Liabilities</b>	<u>2,496,903</u>	<u>955,810</u>	<u>1,541,094</u>	<u>161.23 %</u>	<u>888,766</u>
<b>Long-Term Liabilities</b>					
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
<b>Total-Long-Term Liabilities</b>	<u>4,799,379</u>	<u>4,799,379</u>	<u>0</u>	<u>0.00 %</u>	<u>4,799,379</u>
<b>Total Liabilities</b>	<u>7,296,282</u>	<u>5,755,189</u>	<u>1,541,094</u>	<u>26.77 %</u>	<u>5,688,145</u>
<b>Net Assets</b>					
Net Assets, Beg Bal	1,643,478	1,715,813	(72,336)	(4.21) %	2,043,721
Change in Net Assets	4,807	(20,008)	24,815	124.02 %	(234,055)
<b>Total Net Assets</b>	<u>1,648,285</u>	<u>1,695,805</u>	<u>(47,521)</u>	<u>(2.80) %</u>	<u>1,809,666</u>
<b>Total Liabilities and Net Assets</b>	<u>8,944,567</u>	<u>7,450,994</u>	<u>1,493,573</u>	<u>20.04 %</u>	<u>7,497,811</u>
<b>Net Asset Detail</b>					
Working Capital	5,174,836	5,184,544	(9,708)	(0.18) %	5,226,011
Long-Term Net Assets	(3,526,552)	(3,488,739)	(37,812)	(1.08) %	(3,416,345)
<b>Total Net Asset Detail</b>	<u>1,648,284</u>	<u>1,695,805</u>	<u>(47,520)</u>	<u>(2.80) %</u>	<u>1,809,666</u>

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

	Month Ending 08/31/2024			Year To Date 08/31/2022	Year To Date 08/31/2023	Year To Date 08/31/2024			Year Ending 12/31/2024
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
<b>Revenue</b>									
State Revenues without Restrictions	188,745	175,008	13,737	1,338,252	1,398,431	1,427,537	1,400,067	27,470	2,100,100
County Revenues without Restrictions	111,920	125,025	(13,105)	784,456	865,400	895,360	1,000,200	(104,840)	1,500,300
Federal Revenues without Restrictions	14,164	10,834	3,330	303,155	110,000	93,308	86,666	6,642	130,000
Member Technology Fees	225,009	226,500	(1,490)	1,867,822	1,782,857	1,800,357	1,812,000	(11,643)	2,718,000
Fund Raising & Contributions	20	0	19	1,006	249	960	0	959	0
Interest	24,049	4,958	19,091	3,407	77,819	101,701	39,667	62,035	59,500
Other Revenues without Restrictions	1,197	208	988	6,375	(124)	25,315	1,667	23,648	2,500
State Revenues with Restrictions	54,289	50,425	3,864	384,693	402,820	411,068	403,400	7,668	605,100
Other Revenues with Restrictions	5,111	18,792	(13,680)	288,813	38,719	21,070	150,333	(129,263)	225,500
<b>Total Revenue</b>	<b>624,504</b>	<b>611,750</b>	<b>12,754</b>	<b>4,977,979</b>	<b>4,676,171</b>	<b>4,776,676</b>	<b>4,894,000</b>	<b>(117,324)</b>	<b>7,341,000</b>
<b>Expenditures</b>									
Salaries	188,922	191,827	2,905	1,570,201	1,440,933	1,484,987	1,534,614	49,627	2,301,921
Fringe Benefits	109,232	114,859	5,627	807,407	783,134	877,792	918,873	41,081	1,378,309
Professional Fees	935	4,750	3,815	9,178	14,486	34,638	38,000	3,362	57,000
Equipment	890	19,000	18,110	372,368	96,665	43,361	152,000	108,638	228,000
Library Materials	106,796	86,654	(20,142)	470,543	557,176	735,149	693,233	(41,915)	1,039,850
Rent and Utilities	35,190	33,634	(1,556)	244,035	265,830	252,945	269,073	16,129	403,610
Repairs and Maintenance	46,255	58,175	11,920	331,243	441,376	433,190	465,400	32,209	698,100
Supplies	534	3,504	2,970	18,542	3,160	8,572	28,033	19,461	42,050
Telephone and Internet	33,865	37,862	3,997	288,076	324,099	298,234	302,894	4,660	454,340
Printing and Postage	2,889	9,746	6,856	65,716	41,543	30,740	77,966	47,227	116,950
Bibliographic Fees	7,313	7,656	344	53,516	57,141	58,924	61,247	2,322	91,870
Professional Development	639	6,583	5,944	28,089	28,750	13,053	52,667	39,613	79,000
Travel	2,172	5,396	3,224	16,637	35,993	29,143	43,166	14,025	64,750
Memberships	6,859	2,375	(4,485)	15,601	16,398	18,747	19,000	253	28,500
Contractual Services	15,556	31,854	16,299	295,825	259,770	164,943	254,834	89,890	382,250
Delivery Service	40,890	39,833	(1,057)	326,524	293,605	308,243	318,666	10,423	478,000
Insurance	3,165	3,334	169	21,562	21,925	22,473	26,667	4,194	40,000
Miscellaneous	1,514	2,083	569	4,715	4,522	8,578	16,667	8,089	25,000
<b>Total Expenditures</b>	<b>603,616</b>	<b>659,125</b>	<b>55,509</b>	<b>4,939,778</b>	<b>4,686,506</b>	<b>4,823,712</b>	<b>5,273,000</b>	<b>449,288</b>	<b>7,909,500</b>
<b>Total Net Revenue Before Depreciation</b>	<b>20,888</b>	<b>(47,375)</b>	<b>68,263</b>	<b>38,201</b>	<b>(10,335)</b>	<b>(47,036)</b>	<b>(379,000)</b>	<b>331,964</b>	<b>(568,500)</b>
<b>Non-Cash Activity</b>									
Depreciation	12,297	14,667	2,370	89,765	115,945	110,206	117,333	7,127	176,000
Unrealized Gain/Loss on Investments	3,784	0	(3,784)	(600)	813	4,140	0	(4,140)	0
<b>Total Non-Cash Activity</b>	<b>16,081</b>	<b>14,667</b>	<b>(1,414)</b>	<b>89,165</b>	<b>116,758</b>	<b>114,346</b>	<b>117,333</b>	<b>2,987</b>	<b>176,000</b>
<b>Total Net Revenue</b>	<b>4,807</b>	<b>(62,042)</b>	<b>66,849</b>	<b>(50,964)</b>	<b>(127,093)</b>	<b>(161,382)</b>	<b>(496,333)</b>	<b>334,951</b>	<b>(744,500)</b>

Westchester Library System  
Statement of Revenues and Expenditures  
With Projections  
As of August 31, 2024

	Year Ending 12/31/2024	YTD Through 08/31/2024	Current Year Proj.	Current Year Total Proj.	Current Year Proj. vs. Budget
	Total Budget	Current YTD Actual	Sept. - Dec.	Projections	Variance
<b>Revenue</b>					
State Revenues without Restrictions	2,100,100	1,427,537	754,993	2,182,530	82,430
County Revenues without Restrictions	1,500,300	895,360	447,765	1,343,125	(157,175)
Federal Revenues without Restrictions	130,000	93,308	56,655	149,963	19,963
Member Technology Fees	2,718,000	1,800,357	856,877	2,657,234	(60,766)
Fund Raising & Contributions	0	960	480	1,440	1,440
Interest	59,500	101,701	50,850	152,551	93,051
Other Revenues without Restrictions	2,500	25,315	12,658	37,973	35,473
State Revenues with Restrictions	605,100	411,068	217,283	628,351	23,251
Other Revenues with Restrictions	225,500	21,070	26,535	47,605	(177,895)
<b>Total Revenue</b>	<b>7,341,000</b>	<b>4,776,676</b>	<b>2,424,096</b>	<b>7,200,772</b>	<b>(140,228)</b>
<b>Expenditures</b>					
Salaries	2,301,921	1,484,987	742,494	2,227,481	74,440
Fringe Benefits	1,378,309	877,792	438,895	1,316,687	61,622
Professional Fees	57,000	34,638	25,319	59,957	(2,957)
Equipment	228,000	43,361	146,682	190,043	37,957
Library Materials	1,039,850	735,149	367,575	1,102,724	(62,874)
Rent and Utilities	403,610	252,945	126,497	379,442	24,168
Repairs and Maintenance	698,100	433,190	216,595	649,785	48,315
Supplies	42,050	8,572	6,287	14,859	27,191
Telephone and Internet	454,340	298,234	149,117	447,351	6,989
Printing and Postage	116,950	30,740	15,369	46,109	70,841
Bibliographic Fees	91,870	58,924	29,462	88,386	3,484
Professional Development	79,000	13,053	23,619	36,672	42,328
Travel	64,750	29,143	10,821	39,964	24,786
Memberships	28,500	18,747	9,374	28,121	379
Contractual Services	382,250	164,943	82,471	247,414	134,836
Delivery Service	478,000	308,244	157,092	465,336	12,664
Insurance	40,000	22,473	11,236	33,709	6,291
Miscellaneous	25,000	8,578	4,288	12,866	12,134
<b>Total Expenditures</b>	<b>7,909,500</b>	<b>4,823,713</b>	<b>2,563,193</b>	<b>7,386,906</b>	<b>522,594</b>
<b>Total Net Revenue Before Depreciation</b>	<b>(568,500)</b>	<b>(47,037)</b>	<b>(139,097)</b>	<b>(186,134)</b>	<b>382,366</b>
<b>Non-Cash Activity</b>					
Depreciation	176,000	110,206	55,103	165,310	(10,690)
Unrealized Gain/Loss on Investments	0	4,140	2,070	6,209	6,209
<b>Total Non-Cash Activity</b>	<b>176,000</b>	<b>114,346</b>	<b>57,173</b>	<b>171,519</b>	<b>(4,481)</b>
<b>Total Net Revenue</b>	<b>(744,500)</b>	<b>(161,383)</b>	<b>(196,270)</b>	<b>(357,653)</b>	<b>377,885</b>

Temporarily Restricted Net Assets  
as of August 31, 2024

Code	Asset Title	Asset Description	Temporarily Restricted Net Assets December 31, 2023	2024 Revenue	2024 Expenses	Temporarily Restricted Net Assets August 31, 2024
34000	Central Library	Library materials, services & training	\$96,081	\$255,746	\$152,924	\$198,903
70116	Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$15,544	\$0	\$0	\$15,544
70127	Homebound Delivery (FH)	Support for delivery to homebound patrons	\$15,000	\$0	\$0	\$15,000
70119	NYS GIA - Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$12,720	\$0	\$0	\$12,720
80008	Outreach Fundraising	Fundraising to support outreach activities	\$8,993	\$2,505	\$413	\$11,085
70125	RWT 2024 (ConEd)	2024 Support for Reconnect w/ Tech.	\$10,000	\$0	\$0	\$10,000
70108	Early Literacy/Private Contributions	Early literacy activities	\$7,360	\$0	\$0	\$7,360
70129	United Way - CI 2024	Community Impact grant to support outreach activities	\$0	\$5,000	\$0	\$5,000
70126	RWT 2024 (Carvel)	2024 Support for Reconnect w/ Tech.	\$15,000	\$0	\$11,918	\$3,082
70102	TASC - Private contributions	Private monies for adult literacy programs	\$3,113	\$0	\$450	\$2,663
70128	RWT / DE 2024 (M&T)	2024 Support for Reconnect w/ Tech. and Digital Equity	\$2,500	\$0	\$0	\$2,500
39001	People and Stories	Literacy support program	\$2,096	\$0	\$0	\$2,096
70111	Digital Resources	Educational equity through access to resources & information	\$1,647	\$0	\$0	\$1,647
70123	101 Answers	101 Answers guide (M&T)	\$1,500	\$0	\$0	\$1,500
80007	Music & Memory	Music and Memory project funded by M&T Bank.	\$1,450	\$0	\$0	\$1,450
70100	Battle of the Books	Fundraising to support Battle of the Books (BoB)	\$835	\$0	\$59	\$775
70103	Bruni Verges	Children's programs celebrating cultural diversity	\$23	\$0	\$23	\$0
70120	Schmidt Innovation	Digital inclusion for reentry populations	\$16,424	\$0	\$16,424	\$0
70117	STEM ConEd	STEM Programming	\$1,895	\$0	\$1,895	\$0
80020	P. Rosen Fund for Senior Svcs	Donations made in honor of Phyllis Rosen for Senior Services	\$30	\$0	\$30	\$0
	<b>TOTALS</b>		<b>\$212,210</b>	<b>\$263,251</b>	<b>\$184,136</b>	<b>\$291,325</b>

<p style="text-align: center;"><b>History of TRNA balance as of 12/31</b>                  2019 - \$239,361                  2020 - \$264,015                  2021 - \$314,375                  2022 - \$423,228                  2023 - \$212,210</p>
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**Item:** **State Aid for Public Library Construction \$44 Million Program  
FY2024-2025**

**Background:** A total of \$44 Million was approved for the Public Library Construction Aid Program in the FY2024-2025 State Budget. For Westchester Library System, the allocation of aid available is based on population and totals \$2,077,279.

**Status:** A total of 10 applications were received for this grant cycle. All the applications were found to meet the criteria established for the Public Library Construction Aid as required by New York State Commissioner's Regulations [Section 90.12], which include more effective library service; more efficient utilization of the library building; improved access to and use of building services; and provision of library services in communities which are geographically isolated or economically disadvantaged. Six libraries were funded at their maximum allocation of 50%, two libraries (Mount Kisco and Warner [Tarrytown]) were funded at 80%, and one library (New Rochelle) was funded at 90%. The Mount Pleasant Public Library was funded at 29% of the total project cost, but at an allocation that was greater than the original request for funding.

The Public Library Directors Association (PLDA) Public Library Construction Aid Committee made up of Chair Jill Davis, Hendrick Hudson Free Library; Rosemarie Gatzek, Irvington Public Library; Elizabeth Bermel, Scarsdale Public Library; Jesse Montero, Yonkers Public Library; and Chris Shoemaker, Rye Free Reading Room. WLS representatives on this committee were Dana Hysell and Terry Kirchner. The committee members reviewed and approved the construction project applications on September 11, 2024.

The Committee reviewed the applications based on the nature of the projects and aid previously received. The recommended award amounts are noted on the attached list.

This year's allotment to WLS equaled \$2,077,297. The Total Project Cost for all applications equals \$4,581,912.

**Recommended**

**Action:** Approval of the recommendations submitted by the PLDA Public Library Construction Aid Committee.

September 24, 2024

# Westchester Library System

# Action Item #1 (09/24/24)

Library	Total Project Cost	Amount Requested	Project #	Project Description
Briarcliff Manor (50%)	\$1,058,375	\$529,187	0386-25-1071	HVAC replacement of an aging chiller and air handlers with a Variable Refrigerant Flow HVAC system.
Bronxville (50%)	\$108,820	\$54,410	0386-25-1224	A complete rehabilitation of the staff workroom to mitigate energy and workflow inefficiencies and safety concerns of the staff.
Hastings (50%)	\$96,000	\$48,000	0386-25-1257	Stem water infiltration and strengthen the spandrel beam that supports the building.
John C Hart Memorial Library [Yorktown] (50%)	\$88,065	\$44,032	0386-25-1238	Remove failing roof and rotted wood siding. Install new shingle roof and composite siding for energy efficiency and overall building preservation.
Larchmont (50%)	\$165,000	\$82,000	0386-25-1250	Replacement of all windows in the 1995 section of the library's main building.
Mount Kisco (80%)	\$387,938	\$310,350	0386-25-1192	Remove a/c wall units and expand the geothermal system; improve ADA access by replacing existing doors with sliding automatic doors.
**Mount Pleasant (29%)	\$2,129,568	\$615,073	0386-25-1229	Renovate main adult area by replacing existing walls, windows, ceilings, and lights.
New Rochelle (90%)	\$200,604	\$180,544	0386-25-1265	Roof replacements for the theater and entrance; partial renovation of the Multistack chiller need to sustain building's air conditioning.
Tuckahoe (50%)	\$216,108	\$108,054	0385-25-1304	Replacement of an aging HVAC blower.
Warner Library [Tarrytown] (80%)	\$131,434	\$105,147	0386-25-1186	Replace existing corroded steel piping with new copper piping in the library's HVAC system.
<b>Totals:</b>	<b>\$4,581,912</b>	<b>\$2,077,297</b>		

\*\*Mount Pleasant Public Library's original request was for a smaller library share. Through ongoing discussion with Dana Hysell, the scope of eligible work was expanded and the amount of aid provided was increased from the original ask of \$400,000 to the current allocation of \$615,073 (an increase of 54%).

**Item:** Strategic Data Planning and Repository Design

**Background:** Data are critical to WLS’s mission, daily decisions, and short- and long-term strategic planning. Currently, WLS compiles statistics from each member library each year. WLS has also recently developed a data dashboard to facilitate regular analysis of member library statistics. Additionally, WLS and member libraries gather additional data to inform their strategy and planning to fulfill their missions, of which a large part is understanding the diverse strengths and needs of all Westchester residents, and providing inclusive, equitable, and cost-effective approaches for a variety of programs and services.

**Status:** Staff has identified Aequa Strategies as a firm with expertise and experience in analyzing and utilizing data to drive and strengthen how organizations live their mission and meet their goals.

Aequa Strategies has developed a multi-pronged approach to help WLS and member library staff understand the data available and how that can be leveraged to provide insights to improve programs, services, and development.

This development would begin with a “data walk” to inventory the data available and culminate in a database and series of data presentations that would provide the data for daily and strategic use including, but not limited to monthly and annual reporting, including the NYS annual report and deeper insights into patron needs and the tools to continually update those presentations for continued use.

The project is estimated to cost approximately \$65,000, and is estimated to take 9 months. This is considered a capital project, producing an asset that would serve WLS and the member libraries for at least the next five years.

**Recommended**

**Action:** Management recommends the Board approve the allocation of \$65,000 to fund the Strategic Data Planning and Repository Design project.

September 24, 2024

## Executive Directors Report September 24, 2024

### WLS Strategic Initiatives:



Promoting Equity & Access



Expand Community/Member/Partner Engagement



Update & Improve Our Infrastructure

### Career Coaching Services (CCS)

#### Seminar - *Managing Your Career in Changing Times*

These virtual seminars provide participants with relevant information around self-assessment and employer hiring practices. The seminars meet weekly for ninety-minute sessions over six consecutive weeks during the Winter, Spring, and Fall. Two Seminars are being offered this fall:

Wednesdays: October 9, 2024 – November 13, 2024 – In person (Town of Pelham Public Library)

Tuesdays: October 22, 2024 – November 26, 2024 – Virtual

#### Individual Advisement and Career Coaching

Individual Advisement and Career Coaching has continued to be active this summer. This service provides patrons who find themselves in between seminar schedules or have specific career needs which are best addressed one-on-one with a professional Career Coach.





**Workshop: LinkedIn Bootcamp** was offered in mid-August and presented by Dr. Elisse Barnes. The program is designed for adults 45 and older. Dr. Barnes acknowledges these adults' unique learning styles and legitimate online security and privacy concerns. She addresses the power of LinkedIn to move one's career forward and how to expand their professional network using the platform. The webinar was at capacity and the participants were engaged with Dr. Barnes who also offered constructive feedback regarding their LinkedIn profiles.



## Community Engagement

CCS was introduced to the Westchester Women's Agenda (WWA) team and has begun to work with them to provide information to their constituents about our services. We will be participating in a re-entering the workforce webinar in September to inform the audience about WLS and library resources to support their job search.

In addition, we have been asked to assist in the WWA Accounting Internship Program which offers local college and university students internship opportunities with small and mid-size accounting firms in Westchester. Through their recruitment process it has been noted that students need more guidance in the preparation to be ready to meet the firms. CCS has created materials to guide applicants on perfecting their resumes and interviewing tips.

Through our collaboration with the WWA they have also promoted Career Coaching Services and WLS services to their constituents in different venues like the Yonkers Public Middle and High School PTA members.



## Cataloging Services

WLS Cataloging Services has cataloged roughly one third of the 469 CD audiobooks in Greenburgh Public Library's Spoken Arts Collection. All the titles require original ("from scratch") cataloging. These are audiobooks which were originally issued on LP and audiocassette in the mid-20th century by the pioneering company Spoken Arts and digitized about 20 years ago by Yale University. They include many literary works narrated by their authors, presidential addresses and even rarities such as the performance of an Edward Albee play on Jack Paar's early 1960s late night television show. The collection should be of great historical interest. Director of Cataloging Services Douglas Wray and Manager of Cataloging Services Melissa Glazer are working on this project.

Over the summer, the WLS catalogers added titles in these world languages: Arabic, Chinese, French, German, Italian, Japanese, Portuguese and Spanish. Ms. Glazer did most of this cataloging, with

assistance from Part-time Cataloger Steven Pisani. This work provides a valuable service to non-English speaking members of the Westchester community.

Along with the rest of the WLS cataloging staff, Cataloger Jenna Caccavale has been upgrading and merging existing bibliographic records in the catalog, along with cataloging new materials. This work is vital to making the contents of the catalog easily findable by users.

The member libraries often create collections of non-traditional items, referred to as the “library of things.” Over the summer, Mr. Wray cataloged, among other things: an air quality monitor and a walking stick (both for Chappaqua Public Library); a ring light, to be used in a maker space facility (for Somers Library); a portable Blu-ray player (for Port Chester Rye Brook Public Library); and a mobile hot spot (for New Rochelle Public Library).

WLS Cataloging Services continues to catalog the collection of the National Maritime Historical Society in Peekskill, with the Hendrick Hudson Free Library assisting by “hosting” the books in the catalog. The project was completed in 2022, but small batches of books still sporadically arrive at WLS headquarters to be cataloged. Over the summer, Mr. Pisani and Mr. Wray cataloged a total of 12 titles.

Mr. Wray acts as a liaison between the member libraries and their vendors. When vendors sell materials to their customers, most of them – if not all – offer corresponding MARC records which Mr. Wray and Ms. Glazer receive, edit to WLS standards, and import into the catalog. MARC records contain the data which describe a title and make its presence known to a user. (The records are provided either for free or at a cost which is paid by the member library.) The John C. Hart Memorial Library is currently beginning to do business with a vendor new to WLS, Mackin Educational Resources, and Mr. Wray is communicating with Mackin to see that their records conform to WLS standards in fundamental areas, and to set up the pathway for their delivery to WLS.

Mr. Wray spoke with another vendor, Midwest Tapes, to gain access to their database to glean more information about pre-publication titles. Like other vendors, Midwest provides some very preliminary MARC records, often far in advance of a title’s availability. This allows patrons to place early holds on very popular films before they are even commercially released on DVD and/or Blu-ray, for example. Sometimes the records are so brief that they lack a unique identifying piece of data such as a UPC (Universal Product Code) or a publisher’s number. This makes it difficult for catalogers to know what they are dealing with when they would like to merge duplicate titles in the catalog or overlay a brief record with a full level one taken from the OCLC WorldCat database. Midwest has a practice of including their internal stock numbers, but not UPCs or publisher’s numbers, in their pre-publication MARC records. Now that the WLS catalogers have access to the Midwest database, they can visit it, look up a given title by its Midwest stock number, and see whether more helpful, universally applied identifying data has subsequently been added.

In early September, Mr. Wray spoke with Galen Charlton of the Equinox Open Library Initiative about two of Mr. Wray’s initiatives—one which would enhance the usefulness of the catalog, and one which would increase the WLS catalogers’ efficiency. The first involves changing data mapping in Evergreen to make more data retrievable via title searches. The second is a plan to deliver a daily batch of MARC records to Mr. Wray. The batch would contain copies of all the records which were added to the catalog on the previous day. Up to now, incoming files of vendor MARC records needed to be processed chiefly individually because they required different Evergreen importing scenarios. Because it is rather difficult to identify records by the date that they entered the catalog and isolate them, any editing of them needed to be done individually, before they were imported. Mr. Wray and Ms. Glazer used a powerful software program, MarcEdit, to edit them to meet WLS standards. Mr. Wray will now be able to use MarcEdit to batch edit the entire group of records added the previous day, and then re-import them

into the catalog. After early testing, the process looks promising and should significantly streamline the workflow.



## IT Services

Over the past few months, the IT Services department has conducted site visits to all library locations to verify device inventories in preparation for the 2025 Service Level Agreement (SLA). During these visits, discussions were held with library directors and key staff regarding future planning, including recommendations to upgrade certain standard workstations to laptops. This initiative aims to enhance staff flexibility, enabling staff to work more effectively both within their libraries and remotely. This upgrade opportunity is available to all library locations, with several already opting to enhance their hardware. Proposed library expenses have been communicated to the respective libraries, and we anticipate receiving all SLA responses by the end of September.

Additionally, the IT Services department is in the process of selecting a replacement for the current mobile app that allows for patron searching of the Evergreen online catalog and many of the digital resources. The existing app is outdated, and vendor's development of the app has not proceeded in a timely manner. WLS is evaluating several vendors to replace the Capira app in early 2025. The new app is expected to enhance patron communication, offer a unified search platform, and provide improved integration with digital content vendors, as well as feature an updated interface. Discussions are also underway with vendors regarding the potential inclusion of a foreign language display feature, which could extend our reach to all communities within Westchester County.



## Outreach Services

### Legislators' Breakfast Series



#### HENDRICK HUDSON FREE LIBRARY

On Wednesday, July 10 WLS held the third of four legislators' breakfasts. The largest attendance of the series was welcomed by Library Director of the Hendrick Hudson Free Library Jill Davis and HHF Board Trustees Phil Brandon, Steve Pavlopoulos, Cindy Neff, Gina Goodenow, and Francoise LeGoues. Senator Peter Harckham and Assemblymember Dana Levenberg (along with a few of her summer interns) both urged attendees to be in contact with their offices for any support with a reminder to get an ask in for bullet aid. The Field Library in Peekskill also had several Board Trustees in attendance, President Alan Most with Trevor Noble, Ann Douglas, Karen Kelley (also a WLS Board Trustee), and

Sinduja Srinivasan were there with Interim Director Ed Falcone. Another WLS Trustee Karen Zevin, John C. Hart Library Director Yvonne Cech, Ossining Library staff Diana Lennon and Amanda Curley, Francisco

Miranda from The Warner Library in Tarrytown, Terry Kirchner, Dana Hysell, Pat Brigham, Allison Midgley, and Allison Pryor from WLS were all in attendance. Red Door Baking Company catered the breakfast with beautiful mini yogurt parfaits and fresh scones with clotted cream, enough to tempt anyone to indulge.

#### HASTINGS-ON-HUDSON PUBLIC LIBRARY



We wrapped up the series of legislative breakfasts on Wednesday, July 17 at the Hastings-on-Hudson Public Library. Library Director Debbie Quinn welcomed County Legislator David Imamura, along with Debbie Friedman who represented County Legislator Nancy Barr and Village of Hastings Mayor Nicola Armacost. Library staff members Allee Manning, Mike McCoy, Sue Feir, Judy Kaiser were all in attendance with neighboring Library Directors Jesse Montero of Yonkers and Christina Ryan Linder of Greenburgh. A new Trustee from New Rochelle, Nancy Weinberger, Mount Kisco Trustee Luke Powell, and Terry Kirchner, Dana Hysell, Krishna Brodigan, and Linda Smith from WLS rounded out the attendees. By the

Way Bakery provided a lovely array of breakfast options (all vegan, though you'd never know it) for everyone in attendance to enjoy.



## 5 Steps to 5 Presentation

On Saturday, August 10th WLS's Dana Hysell, Outreach Services Specialist for Youth, Advocacy & Construction, and Outreach Assistant Federica Sburlati met with the Director and staff at 5 Steps to 5, a Port Chester organization providing coaching to parents and their infants in groups with trained facilitators, who model ways of interacting with the babies to build cognitive, verbal, emotional and social skills. 2 groups of local families participating in the program in an effective yet approachable manner.

The goal, from a WLS perspective, was to simply immerse ourselves into their normal Saturday at this organization, while providing helpful tips and resources available to them for free at their local Port Chester-Rye Brook Public Library. We were able to connect with local families in both English and Spanish. Beginning with a brief presentation explaining what we do to engage and empower communities with our services and resources, Dana & Federica then invited participants to pose any questions, which ranged from how to renew their library card to how to access museum passes to engage their families in educational fun and fulfillment. The experience was captivating on both parts with great participation and sharing. It was wonderful to watch how the families interacted amongst themselves towards the end of the visit, sharing their own personal experiences with the local Port Chester-Rye Brook Public Library in order to pass on resource recommendations to newer families. Overall, the experience was very positive, with an open invitation for future collaborations as well as an additional invitation to present at the local head start programs run through Family Services of Westchester.



## Reentry Updates

Our **Reconnect with Tech** digital equity program for formerly incarcerated individuals is continuing with a few updates. Starting in October, we will host two cohorts of 10 students. Each cohort will attend classes three days a week for three hours per session.

Students are referred by reentry organizations across Westchester County, and thanks to grants from Con Ed and Carvel, we will provide Dell laptops and Wi-Fi hotspots with one year of free internet access.

We are partnering with the digital literacy company **Never Tech Late**, which is working with the WLS Outreach team to develop the curriculum. Participants will also receive library cards and be introduced to various library resources.

Later this month, Krishna Brodigan and Linda Smith will be visiting the Westchester County Department of Correction to meet with correction officers. The purpose of the visit is to review how to access library resources on the jail tablets.



## Nonprofit Family Feud



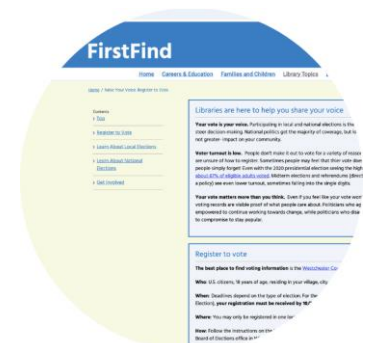
On August 10th, WLS hosted the inaugural Nonprofit Family Feud Challenge at WLS headquarters. Participating organizations included Feeding Westchester, Volunteer NY, United Way of Westchester & Putnam, and WLS, all competing for ultimate bragging rights and the coveted trophy – ultimately won by Volunteer NY!. Jan Fisher of Nonprofit Westchester served as the impartial game show host.

Leading up to the event, we launched an online branding campaign that highlighted WLS’s mission while also introducing the teams with

fun and quirky bios. This activity created greater community awareness around the participating organizations, but also highlighted how nonprofits in Westchester work together to meet community needs. WLS Executive Director, Terry Kirchner, took on the role of team captain. The event was a great success, and we are excited to grow and expand it in the future.



## Voter Registration



Through participation in the National Voter Registration Day campaign, WLS received promotional materials for distribution through member libraries. A

voter information guide was created on [FirstFind.org/vote](http://FirstFind.org/vote), containing information about voter registration, the electoral process, and where to find volunteering and employment opportunities related to polling. This information was curated with our special outreach populations in mind, but we include more general resources from partners like the League of Women Voters.



## Small Business and Workforce Development

WLS Small Business and Workforce Development is building a website to connect Westchester County residents to small business resources that will assist them in starting and growing a small business. The website will function as a resource to support economic development across Westchester. It will be available on the WLS website and member libraries will be able to easily add this resource to their local websites. In addition, the new website will contain talent pathway information on emerging and high demand jobs in Westchester County and throughout the region, such as clean energy, healthcare, skilled trades, and more.

We are working with a SCORE mentor (affiliate of the U.S. Small Business Administration) to develop a business plan/strategic roadmap for the growth of the WLS Small Business and Workforce Development activities over the next few years. The roadmap will include important planning components including our mission, constituents served, marketing and deployment goals, and critical success factors. We will continue to network with key service providers including the member public libraries to increase their awareness of this new initiative. Recently, we met with the White Plains Public Library, SUNY WCC Professional Development Center, and several financial lending institutions.

In July, staff attended an employer roundtable focused on the talent pathway challenges into local HVAC (Heating, Ventilation, Air Conditioning) jobs. Attendees included local HVAC employers, NYS Department of Labor, SUNY WCC Professional Development Center staff, Westchester-Putnam Workforce Board and others. Many workforce topics were discussed such as apprenticeship programs, skilled trades education offerings, and employer feedback on the HVAC talent gap.



## Training/Events Calendar

WLS launched its new LibCal calendar on September 1<sup>st</sup>, migrating from our long-standing Demco Evanced software. While this change was necessary due to Evanced's end-of-life, even more it serves to further WLS strategic goals, expanding community, member library, and partner engagement. WLS staff from all departments, led by Allison Midgley, who will serve as the primary administrator, collaborated

on the implementation, simplifying configuration, improving event creation and display, and streamlining annual reporting.

The WLS Events calendar includes user experience improvements, including [mobile first presentation](#), easier-to-use registration, and better WLS branding. In addition, we have set up audience driven calendars: there are two calendars that are shared publicly through direct web access and embedding on WLS websites. The [Library Staff and Trustees calendar](#) and the [Public Events and Programs calendar](#) can be viewed individually or together, and both offer filtering and search capabilities. A third calendar for internal events, meetings, and programs, [WLS Headquarters staff and trustees](#), limits access only to those with whom the link is shared and on internal sites.



## Trustee Handbook Book Club

The next session of the Trustee Handbook Book Club is on Tuesday, October 15, 2024, from 5:00 PM to 6:30 PM. This online event will focus on Governance Structure: The Role of Board Officers and Board Committees. Registration to attend the event is required. A recording of the session will be available for later viewing. Registration link for the session can be accessed at <https://midhudson.org/trusteebookclub/>.

Archived recordings of earlier Trustee Handbook Book Club sessions are also available. Viewing these recordings also counts towards the trustee education requirement of 2 hours of training per year. For the 2024 recordings, go to <https://midhudson.org/trusteebookclub/>. For earlier recordings, go to <https://midhudson.org/trustee-handbook-book-club-archive/>.



Respectfully Submitted,

A handwritten signature in black ink that reads "Terry L. Kirchner".

Terry L. Kirchner, PhD.  
Executive Director