westchester
LIBRARY SYSTEM

570 Taxter Road, Suite 400
Elmsford, NY 10523
phone 914-674-3600
fax 914-674-4185
www.westchesterlibraries.org

Call to Meeting
November 19, 2024

The **65th Annual Meeting** of the Westchester Library System (WLS) is Tuesday, November 19, 2024, at 6:00 p.m. The **WLS Regular Board Meeting** will immediately follow the Annual Meeting at approximately 6:20 p.m.

PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523.

Annual Meeting Agenda

Welcome
Overview of Annual Activities
Minutes: November 28, 2023
Election of WLS Trustees

> 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)

Regular Meeting Agenda

Minutes: October 29, 2024
Finances
Action Items
> Action Item #1: WLS 2025 Operating Budget
> Action Item #2: Public Computer Replacement

President's Report
WLS Committee Reports
Executive Director's Report
PLDA Report – Kathryn Feeley, Director, North Castle Public Library (Armonk)
Public Comment – Members of the public will have an opportunity to address the Board after the business of the meeting is completed. Speakers will be limited to 3 minutes each. If there are questions, the Board may or may not choose to answer them at the time of the Board meeting. Whether or not and when to answer any question is at the sole and absolute discretion of the Board.
Other

NEXT MEETING: The next Regular Meeting will be held on Tuesday, January 28, 2025, at 6:00 p.m.

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch at 6:04 p.m. The quorum requirement was met with the following people in attendance:

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

Board Members absent: Anthony Amiano, Alice Joselow, Wes Iwanski, 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 September 24, 2024, Board Meeting were approved as submitted on a motion by Ms. Tabakman and seconded by Ms. LeBlanc. The minutes were accepted unanimously.

FINANCIAL REPORTS

Mr. Caluori presented the financial reports noting significant activity for September 2024. He also spoke to the year-end projections which indicate that the year is expected to close with a deficit, but that it will be significantly less than budgeted for the year. The Board accepted the financial report for September on a motion by Ms. LeBlanc and seconded by Ms. Zevin. The motion passed unanimously.

INFORMATION ITEM

WLS 2025 Operating Budget: The Budget Committee of the Board of Trustees met three times through September and October to review several options to arrive at a budget proposal for the 2025 fiscal year.

Each of the committee's meetings focused on the following:
- September 24, 2024: Budget process and overview, employee compensation, Information Technology department.
- October 8, 2024: Career Coaching Service department, Outreach department, Delivery department, Cataloging department.
- October 15, 2024: Administration department, consolidation of Training department into Administration, Fund-Raising department, Executive Summary.

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

The budget was presented at this meeting as an information item for discussion and will be brought to the WLS Board for approval at their November 19, 2024, meeting.

PRESIDENT'S REPORT

Ms. Morduch reminded the Board that donations can be made on the WLS website. Ms. Brigham noted that there are a variety of strategies to donate money, such as required distributions from current 401K plans. She invited all to attend an upcoming workshop on November 13, 2024, entitled *Wealth Strategies to Support Loved Ones and Organizations You Care About* which explains how intentional financial planning can help you create a meaningful legacy for the people you love and the organizations that matter most to you.

COMMITTEE REPORTS

Nominating Committee: Ms. Kelley, Chair of the Nominating Committee, reported that there are 3 seats up for re-election in January 2025; District 7: Harrison, Purchase (currently being held by Wes Iwanski), District 11: White Plains (currently being held by Diane Tabakman), and District 15: Yonkers (currently being held by Patricia Phelan). All have agreed to serve a second term. The Nominating Committee will vote on members at the November 19, 2024, meeting.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that he will be meeting with the Bedford Free Library, The Bedford Hills Free Library and the Katonah Village Library on November 4, 2024, to discuss Chapter 414 vote for public library funding for 2025.

PLDA LIASON'S REPORT

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

- PLDA welcomed three new directors, Dana Hysell (The Field Library), Eugenia Schatoff (New Rochelle Public Library) and Liam Haggarty (interim, Larchmont Public Library). They also congratulated Laura Eckley on her appointment to director of White Plains Public Library.
- The PLDA executive board announced the appointment of officers for 2025. Jennifer Coulter, President; Erik Carlson, Vice President; Kathryn Feeley, Treasurer; and Debbie Quin, Secretary.
- There was a discussion regarding online renewals of library cards.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:58 p.m. on a motion by Ms. Kelley and seconded by Mr. Amiano that passed unanimously.

Respectively submitted,

Kate Meyer
Recording Secretary

WESTCHESTER LIBRARY SYSTEM
FINANCIAL STATEMENTS WITH NOTES – OCTOBER 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
- Statement of Revenues and Expenditures with Projections

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 month of October 2024 are listed below:

- Amount: $83,918
    - Vendor: Crown Castle Fiber, LLC
    - Purpose: Internet service for member libraries – October 2024 through December 20204
- Amount: $78,604
    - Vendor: NYS Employees Health Insurance Program (NYSHIP)
    - Purpose: Employee health insurance for November 2024

BALANCE SHEET – OCTOBER 2024

The Balance Sheet shows comparative figures for the period from month-ending (ME) September 2024 through ME October 2024. The key changes are a decrease in WLS's O*perating Cash and Cash Equivalents*, which is lower by $207,700, and a decrease in *Deferred Revenue* of $447,400. The net result of reduced assets and liabilities is that Net Assets is lower by 3% ($50,400) over the prior month. 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 October is an overall decrease in assets driven primarily by an anticipated reduction in *Operating* Cash and the receipt of *Unconditional Promises* driven by payments from Westchester County.

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 $207,700 in the period. With $463,200 in receipts, activity included $335,800 from Westchester County (see details in *Unconditional Promises)* and $71,200 from member libraries for IT services and group purchases. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included $47,000 to Dell for Carbon Black Advanced Endpoint Security software, $29,150 to Long Island University for the Palmer School Public Library Administration Program, and $18,750 to Aquea Solutions for the strategic data planning and repository design project.

Unconditional Promises (These are promises to give money to WLS without any conditions attached): The figure in this line decreased by $223,900 in the period. This is the result of recording $111,900 in receivable revenue from Westchester County against the receipt of $335,800 from Westchester County for the third quarter of 2024.

LIABILITIES:

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

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by $447,400, the result of recognizing $475,300 in revenues from NYS, ERate, and 6-month invoices to member libraries for IT services, group purchases for digital content, and movie licensing against the recording of $27,900 in revenues for 3-month invoices to member libraries.

STATEMENT OF REVENUE AND EXPENDITURES COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE – OCTOBER 2024

SUMMARY:

Net Revenue Before Depreciation for the month was a deficit of ($38,000) and ($76,600) for the YTD.

REVENUES:

Total revenue was essentially in-line with the budget for October, 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 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.

State Revenues without Restrictions and *State Revenues with Restrictions* together came in higher than the budget by $17,600 for the month and $70,300 for the YTD. The 2024 budget called for flat funding from NYS over the 2023 actual figures while the final NYS budget provided a 3.9% increase.

Other Revenues with Restrictions ended the month below budget mainly due to shortfalls in restricted grants. WLS has raised approximately $13,100 in restricted contributions, to date.

EXPENSES:

Total spending was 1.5% ($38,000) more than revenues for the month of October and $76,600 more than revenues for the YTD. Expenses came in under budget by $6,200 for the monthly budget and $510,200 for the YTD. Lines with significant variances and/or noteworthy activity are discussed below:

Contractual Services came in $11,000 more than the budget for the month of October but is $102,100 better than budget for the YTD. A significant portion of the overspending was driven by two transactions totaling $25,250: (1) $18,750 for consulting services by Aquea Solutions to perform strategic data planning and repository design, (2) $6,500 for consulting services by E-Rate Central for assistance in applying for the E-Rate Cybersecurity Pilot Program. Notwithstanding the overage for this month, line had a $102,100 surplus for the YTD and is expected to close the year with a significant surplus.

Equipment was overspent by $4,800 compared to the budget which was driven by the purchase of 22 laptops and docking stations for member libraries. Activity in this line for 2024 primarily consists of purchases of computers for member libraries which generally occurs in larger, less frequent transactions. The line currently has a surplus of $121,100 for the YTD, which is expected to be spent before the end of the year.

Salaries ended the month with a $6,244 (3%) deficit which was driven by the fact that October had 23 workdays, which is more than the average of 21.8 days accounted for in the monthly budget. The line is $54,600 underspent for the YTD and is expected to close the year with a surplus.

Library Materials expenses were $5,800 more than the monthly budget and $49,000 for the YTD. The overages were driven by greater than anticipated pay-per-use electronic content for patrons.

STATEMENT OF REVENUES AND EXPENDITURES WITH PROJECTIONS AS OF OCTOBER 31, 2024

SUMMARY:

The Statement of Revenues and Expenditures with Projections shows estimations for how the year will close based on data through October 31, 2024. Currently, projections show that the year will end with expenses before depreciation outpacing revenues by 259,400, which would be $309,100 less than budgeted. This is a significant positive variance from the original budget which called for a $568,500 deficit; noteworthy variances are discussed below.

ANALYSIS:

Contractual Services is projected to close the year with a surplus of 32% ($122,600). This projection is based on reduced spending in *Outreach* due to mid-year changes to the Reconnect with Tech program and in *Administration* due to reduced need for external assistance with human resources and financial analysis.

Salaries and *Fringe Benefits* are projected to close the year with a combined 3% ($111,700) surplus. This was primarily driven by (1) a new full-time position that was included for the year but was not hired as planned due to the reduced funding from Westchester County and (2) a part-time position that was scheduled for half as many hours as budgeted.

Printing and Postage is projected to close the year with a surplus of 57% ($66,300). This was primarily due to three key factors: (1) the scaling back of activities related to the special project that was requested but not funded by Westchester County, (2) lower than anticipated postage costs for Inter-Library Loan and, (3) reduced printing costs in the Outreach Department.

Library Materials is currently the only line projecting a deficit, which is anticipating a 6% ($58,800) deficit for the year. The overspending on this line is primarily driven by increased pay-per-use activity within the Hoopla service, which has resulted from improved visibility of the content in this product following the launch of the ASPEN online catalog which integrates online content with print materials in catalog search results.

Supplies is projected to close the year with a 68% ($28,600) surplus driven primarily by reduced supply costs in the Outreach department, specifically with the Inter-Library Loan program which reduced costs when possible, by reusing shipping supplies like boxes and padded envelopes and utilizing preferred shipping services such as the Empire Library Delivery system which uses durable, multiple use shipping containers.

Westchester Library System
Balance Sheet
As of October 31, 2024

	Month Ending 10/31/2024	Month Ending 09/30/2024	Month Ending 10/31/2024		Year Ending 12/31/2023
	Actual	Actual	Period difference	Period variance	Actual
Assets					
Current Assets					
Operating Cash & Cash Equivalents	3,115,478	3,323,183	(207,704)	(6.25) %	1,823,004
Reserve Cash & Cash Equivalents	2,947,775	2,943,341	4,433	0.15 %	2,859,669
Unconditional Promises to Give	111,857	335,718	(223,861)	(66.68) %	346,714
Accounts Receivable	99,518	164,870	(65,351)	(39.63) %	124,245
Prepaid Expenses	736,493	754,362	(17,870)	(2.36) %	961,146
Total Current Assets	7,011,121	7,521,474	(510,353)	(6.78) %	6,114,778
Long-Term Assets					
Property & Equipment	335,764	348,244	(12,479)	(3.58) %	459,776
Right Of Use Asset	923,258	923,257	0	0.00 %	923,257
Total Long-Term Assets	1,259,022	1,271,501	(12,479)	(0.98) %	1,383,033
Total Assets	8,270,143	8,792,975	(522,832)	(5.94) %	7,497,811
Liabilities					
Short-Term Liabilities					
Accounts Payable	625,310	650,325	(25,015)	(3.84) %	599,269
Deferred Revenue	957,668	1,405,054	(447,386)	(31.84) %	1,105
Short-Term Right of Use	288,392	288,392	0	0.00 %	288,392
Total Short-Term Liabilities	1,871,370	2,343,771	(472,401)	(20.15) %	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	6,670,749	7,143,150	(472,401)	(6.61) %	5,688,145
Net Assets					
Net Assets, Beg Bal	1,649,825	1,646,911	2,914	0.17 %	2,043,721
Change in Net Assets	(50,431)	2,914	(53,345)	(1,830.55) %	(234,055)
Total Net Assets	1,599,394	1,649,825	(50,431)	(3.05) %	1,809,666
Total Liabilities and Net Assets	8,270,143	8,792,975	(522,832)	(5.94) %	7,497,811
Net Asset Detail					
Working Capital	5,139,751	5,177,702	(37,951)	(0.73) %	5,226,011
Long-Term Net Assets	(3,540,357)	(3,527,877)	(12,480)	(0.35) %	(3,416,345)
Total Net Asset Detail	1,599,394	1,649,825	(50,431)	(3.05) %	1,809,666

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

	Month Ending 10/31/2024			Year To Date 10/31/2022	Year To Date 10/31/2023	Year To Date 10/31/2024			Year Ending 12/31/2024
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
Revenue									
State Revenues without Restrictions	188,745	175,008	13,737	1,716,898	1,749,201	1,805,027	1,750,083	54,944	2,100,100
County Revenues without Restrictions	111,920	125,025	(13,105)	1,001,576	1,084,430	1,119,200	1,250,250	(131,050)	1,500,300
Federal Revenues without Restrictions	14,164	10,834	3,330	334,334	120,543	121,636	108,334	13,302	130,000
Member Technology Fees	221,776	226,500	(4,724)	2,318,609	2,226,803	2,244,088	2,265,000	(20,912)	2,718,000
Fund Raising & Contributions	131	0	131	1,049	249	1,096	0	1,097	0
Interest	12,579	4,958	7,622	8,870	99,065	126,672	49,583	77,088	59,500
Other Revenues without Restrictions	2,028	208	1,818	21,505	6,236	26,734	2,083	24,651	2,500
State Revenues with Restrictions	54,289	50,425	3,864	494,001	504,110	519,646	504,250	15,396	605,100
Other Revenues with Restrictions	9,386	18,792	(9,405)	303,907	72,687	40,362	187,917	(147,555)	225,500
Total Revenue	615,018	611,750	3,268	6,200,749	5,863,324	6,004,461	6,117,500	(113,039)	7,341,000
Expenditures									
Salaries	198,071	191,827	(6,244)	1,960,689	1,792,279	1,863,690	1,918,267	54,577	2,301,921
Fringe Benefits	111,157	114,859	3,702	988,211	980,833	1,097,526	1,148,591	51,065	1,378,309
Professional Fees	685	4,750	4,065	11,965	16,228	36,209	47,500	11,291	57,000
Equipment	23,799	19,000	(4,800)	433,716	104,480	68,902	190,000	121,099	228,000
Library Materials	92,473	86,654	(5,818)	583,218	712,227	915,547	866,542	(49,006)	1,039,850
Rent and Utilities	31,616	33,634	2,019	301,445	328,421	314,325	336,342	22,017	403,610
Repairs and Maintenance	52,535	58,175	5,640	407,429	526,349	545,752	581,750	35,997	698,100
Supplies	1,280	3,504	2,224	20,628	3,796	11,181	35,041	23,861	42,050
Telephone and Internet	35,882	37,862	1,979	355,333	397,862	372,026	378,617	6,591	454,340
Printing and Postage	9,648	9,746	98	99,107	44,681	42,217	97,458	55,241	116,950
Bibliographic Fees	7,140	7,656	516	67,071	71,616	73,354	76,559	3,205	91,870
Professional Development	825	6,583	5,758	48,103	48,092	53,913	65,833	11,920	79,000
Travel	821	5,396	4,575	26,816	42,964	33,072	53,958	20,887	64,750
Memberships	1,947	2,375	428	16,487	17,099	14,378	23,750	9,371	28,500
Contractual Services	42,805	31,854	(10,951)	404,812	306,597	216,404	318,542	102,138	382,250
Delivery Service	37,086	39,833	2,747	403,738	371,476	381,920	398,333	16,413	478,000
Insurance	3,262	3,334	72	25,183	27,577	28,997	33,333	4,336	40,000
Miscellaneous	1,937	2,083	146	5,652	5,569	11,618	20,834	9,215	25,000
Total Expenditures	652,969	659,125	6,156	6,159,603	5,798,146	6,081,031	6,591,250	510,218	7,909,500
Total Net Revenue Before Depreciation	(37,951)	(47,375)	9,424	41,146	65,178	(76,570)	(473,750)	397,179	(568,500)
Non-Cash Activity									
Depreciation	12,480	14,667	2,187	112,207	145,908	134,983	146,666	11,684	176,000
Unrealized Gain/Loss on Investments	0	0	0	(2,660)	(4,168)	(1,281)	0	1,281	0
Total Non-Cash Activity	12,480	14,667	2,187	109,547	141,740	133,702	146,666	12,965	176,000
Total Net Revenue	**(50,431)**	**(62,042)**	**11,611**	**(68,401)**	**(76,562)**	**(210,272)**	**(620,416)**	**410,144**	**(744,500)**

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

	Year Ending 12/31/2024	YTD Through 10/31/2024	Current Year Proj.	Current Year Total Proj.	Current Year Proj. vs. Budget
	Total Budget	Current YTD Actual	Nov. - Dec.	Projections	Variance
Revenue					
State Revenues without Restrictions	2,100,100	1,805,027	377,503	2,182,530	82,430
County Revenues without Restrictions	1,500,300	1,119,200	223,925	1,343,125	(157,175)
Federal Revenues without Restrictions	130,000	121,636	28,327	149,963	19,963
Member Technology Fees	2,718,000	2,244,088	424,546	2,668,634	(49,366)
Fund Raising & Contributions	0	1,096	220	1,316	1,316
Interest	59,500	126,672	25,333	152,005	92,505
Other Revenues without Restrictions	2,500	26,734	5,347	32,081	29,581
State Revenues with Restrictions	605,100	519,646	108,705	628,351	23,251
Other Revenues with Restrictions	225,500	40,362	3,243	43,605	(181,895)
Total Revenue	7,341,000	6,004,461	1,197,149	7,201,610	(139,390)
Expenditures					
Salaries	2,301,921	1,863,690	386,738	2,250,428	51,493
Fringe Benefits	1,378,309	1,097,526	220,605	1,318,131	60,178
Professional Fees	57,000	36,209	15,242	51,451	5,549
Equipment	228,000	68,902	138,780	207,682	20,318
Library Materials	1,039,850	915,547	183,110	1,098,657	(58,807)
Rent and Utilities	403,610	314,325	62,864	377,189	26,421
Repairs and Maintenance	698,100	545,752	109,152	654,904	43,196
Supplies	42,050	11,181	2,235	13,416	28,634
Telephone and Internet	454,340	372,026	76,165	448,191	6,149
Printing and Postage	116,950	42,217	8,443	50,660	66,290
Bibliographic Fees	91,870	73,354	14,670	88,024	3,846
Professional Development	79,000	53,913	10,783	64,696	14,304
Travel	64,750	33,072	9,929	43,001	21,749
Memberships	28,500	14,378	2,876	17,254	11,246
Contractual Services	382,250	216,404	43,281	259,685	122,565
Delivery Service	478,000	381,920	86,944	468,864	9,137
Insurance	40,000	28,997	5,799	34,796	5,204
Miscellaneous	25,000	11,618	2,324	13,942	11,058
Total Expenditures	7,909,500	6,081,031	1,379,940	7,460,971	448,530
Total Net Revenue Before Depreciation	(568,500)	(76,570)	(182,791)	(259,361)	309,140
Non-Cash Activity					
Depreciation	176,000	134,983	26,996	161,979	14,021
Unrealized Gain/Loss on Investments	0	(1,281)	(256)	(1,537)	1,537
Total Non-Cash Activity	176,000	133,702	26,740	160,442	15,558
Total Net Revenue	**(744,500)**	**(210,272)**	**(209,531)**	**(419,803)**	**324,698**

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

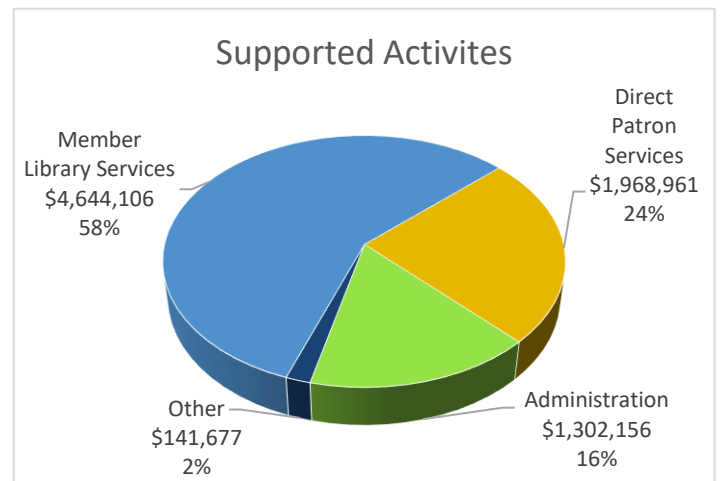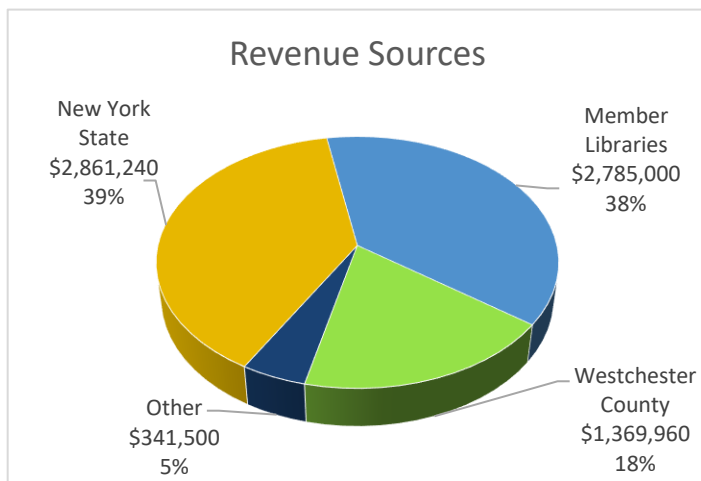|	
Status:	Attached is the Executive Summary for the proposed FY 2025 operating budget along with detailed spreadsheets and backup information.
	In addition to the work of the Committee, input was also sought from the WLS managers and staff.
	The budget was presented to the Board of Trustees at their 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.

Revenue Sources

New York State
$2,861,240
39%

Member Libraries
$2,785,000
38%

Other
$341,500
5%

Westchester County
$1,369,960
18%

Supported Activites

Member Library Services
$4,644,106
58%

Direct Patron Services
$1,968,961
24%

Other
$141,677
2%

Administration
$1,302,156
16%

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.

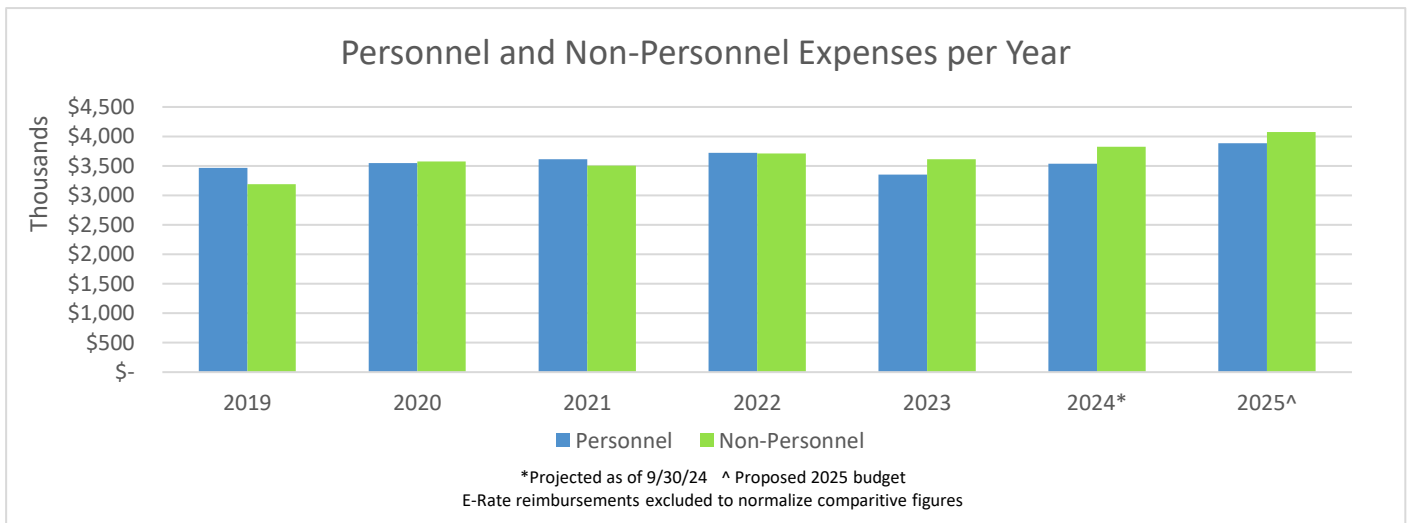Included in this summary are the key points of and significant changes to the budget.

2025 Budget Highlights

Revenue Highlights

Revenue by Source per Year

*Projected as of 9/30/24
^ Proposed 2025 budget
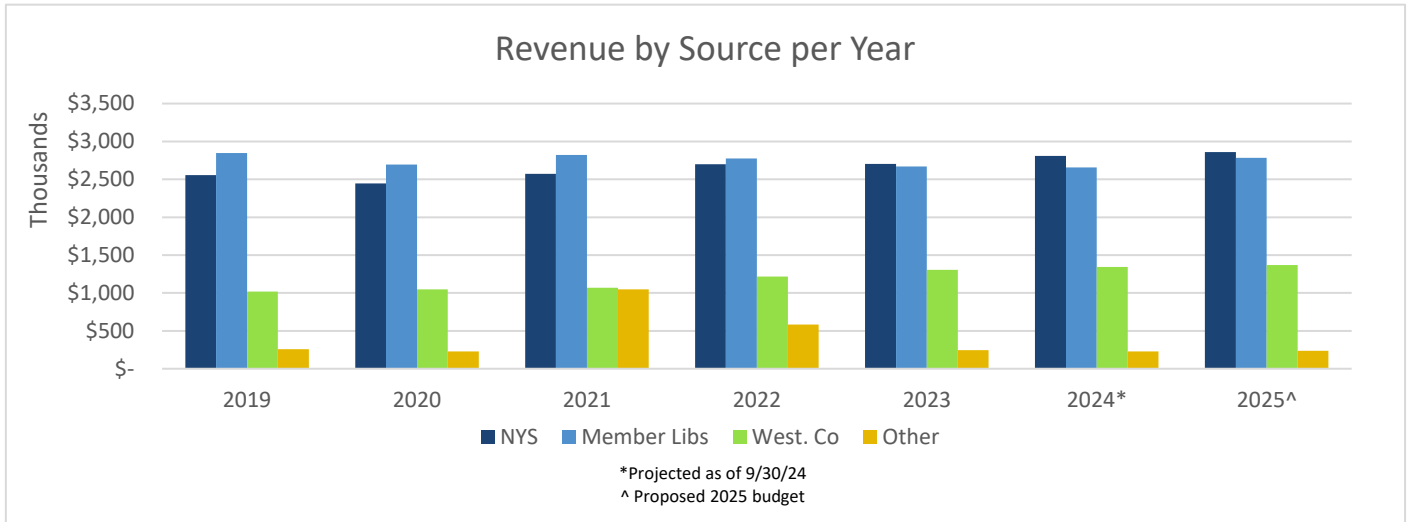
- ✓ Budgeted revenues are projected to total $7.39 million from all sources, $50,500 (0.7%) over the 2024 budget and $156,000 (2%) over 2024 projected.
- ✓ Allocations from Westchester County and New York State are projected to increase by 2% over 2024.
- ✓ Member Library fees are projected to be 2.5% above 2024 budget (4.8% over 2024 projected figures).
- ✓ eRate funding is projected to decline due to reduced costs on eligible services.
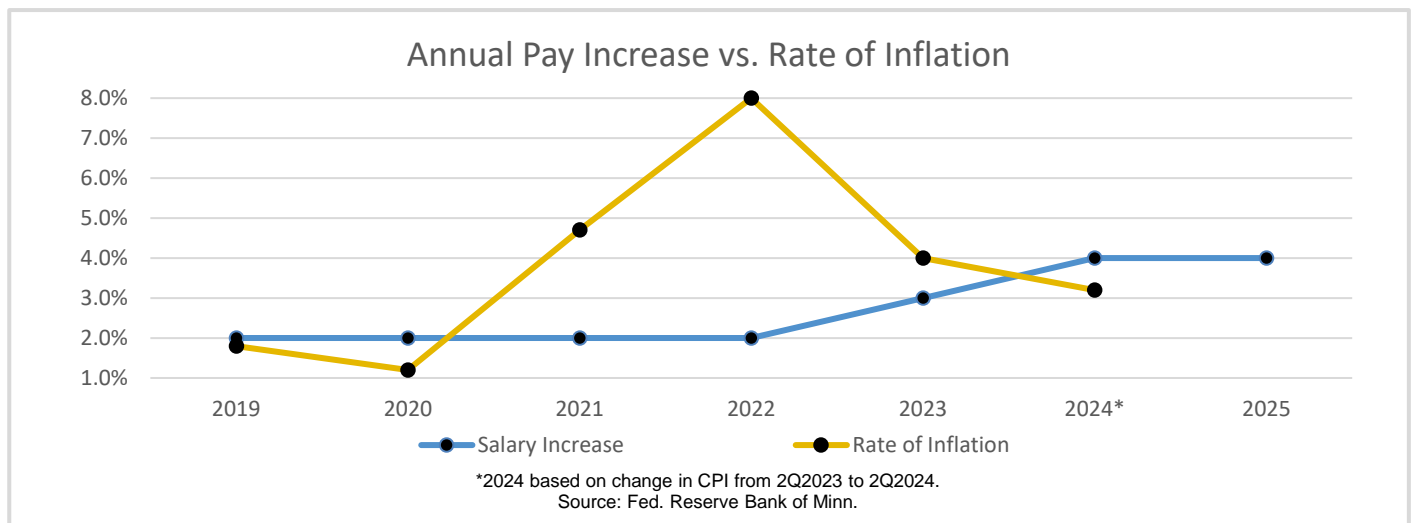- ✓ Grant awards budgeted to be $95,000, 58% lower than the 2024 budget (in-line with 2024 actual figures).

Expense Highlights

Personnel and Non-Personnel Expenses per Year

*Projected as of 9/30/24   ^ Proposed 2025 budget
E-Rate reimbursements excluded to normalize comparitive figures

- ✓ 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.
   o This follows increases of 4% (2024), 3% (2023), 2% (2019, 2020, 2021 and 2022)
   o The chart below shows salary increases versus the rate of inflation over the last several years:
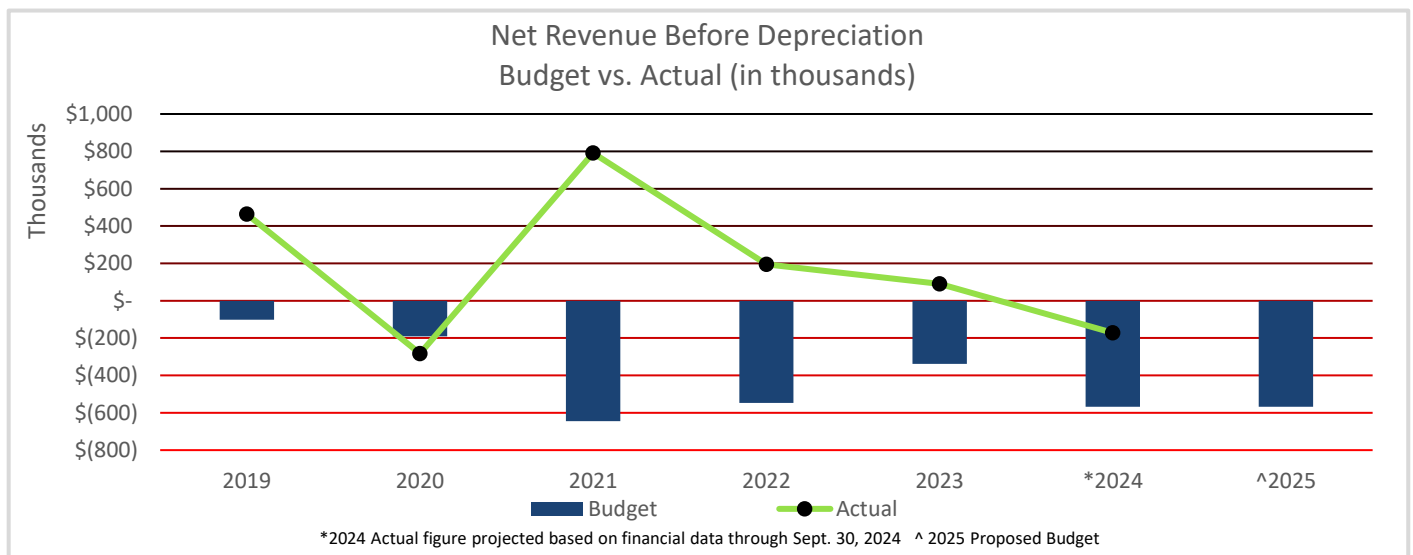
Annual Pay Increase vs. Rate of Inflation

*2024 based on change in CPI from 2Q2023 to 2Q2024.
Source: Fed. Reserve Bank of Minn.

✓ Employee benefits are budgeted to rise by 6.1% to $1.17 million.
   o Health insurance is projected to increase by 15%, with employees continuing to contribute 15% to individual health insurance plans and 20% to family plans.
   o 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.
   o Addresses the current year projected overage caused by increased patron activity on pay-per-use services.
   o 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.
   o 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.
   o 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
  - o Expenses for these activities are included in *Personnel* and *Printing and Postage* lines
- ✓ Addition of Blue Careers database
  - o 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.

Net Revenue Before Depreciation
Budget vs. Actual (in thousands)

*2024 Actual figure projected based on financial data through Sept. 30, 2024 ^ 2025 Proposed Budget

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.

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							Information	
Revenues	Admin	Fund Raising	Cataloging	Delivery	Outreach	CCS	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
							Information	
Expenses	Admin	Fund Raising	Cataloging	Delivery	Outreach	CCS	Technology	TOTAL
Personnel:	5.55 FTE	1 FTE	3.5 FTE	0.15 FTE	6 FTE	1.5 FTE	9.5 FTE	
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
% of overall budget(before depreciation)	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 and R-7	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-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	

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 administraive 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**	

Item: **Public Computer Replacement**

Background: The 2024 Operating Budget includes funding ($120,000) to replace
                       a portion of the public computers installed at member libraries.
                       The budget also included funding ($25,000) to upgrade the
                       Microsoft Office Suite to the most recent version, Office Standard
                       2024.

                       Following discussions with Dell, there have already been
                       significant price increases 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 public computers over
                       multiple years (2024 thru 2026), it would be more cost-effective to
                       complete the project by the end of the first quarter of 2025.

Status: To have the necessary hardware in stock, an additional purchase of
                       $201,000 is requested in addition to the 2024 Operating Budget.
                       Details are illustrated in the chart below:

Item	Original Budget	Additional Request	Total Spend
Dell PCs and Monitors	$120,000	$190,000	$310,000
Office 2024	$ 25,000	$ 11,000	$ 36,000
Total	$145,000	$201,000	$346,000

                       Due to the timing of the purchase and roll out, only the expense of
                       those public computers installed through the end of the year will be
                       applied as an expense in 2024. The remaining PCs received by the
                       end of the year, but not deployed will be recorded as an asset in
                       inventory for 2024 and applied as an expense in 2025 following
                       installation.

November 19, 2024

WLS Executive Director Report
November 19, 2024

WLS Strategic Initiatives

Promoting equity and access

Expand Community/Member Library/Partner Engagement

Update and Improve Our Infrastructure

Career Coaching Services (CCS)

Seminar - *Managing Your Career in Changing Times*
These virtual and in person 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 occurring this fall:

Wednesdays October 9, 2024 – November 13, 2024 – In person
Tuesdays October 22, 2024 – November 26, 2024 - Virtual

Based on participant interest and through collaboration with the Pelham Library, we decided to offer an in-person seminar this fall. Although materials and content are the same as for the virtual session, the participant experience is different with respect to the opportunity for spontaneous conversation in an in-person seminar. Initial feedback from the group has been positive.

The participants were very enthusiastic, and the in-person facilitation allows for more and deeper engagement. This in-person setting allows the group to mingle and chat during and after the sessions, which builds on their networking skills and allows them to directly apply concepts that the instructor encourages and teaches in the seminar.

The virtual seminar continues to be popular and is at group capacity. The participants are also fully engaged and find this format to be convenient based on their personal schedules.
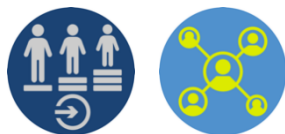
Individual Advisement and Career Coaching
Individual Advisement and Career Coaching is active. This service provides patrons who find themselves in between seminar schedules or have specific career needs that they would prefer to address in a one-on-one environment with a professional Career Coach.

Speaker Series
Speaker Series events focus on topics relating to industry trends. As artificial intelligence (AI) continues to evolve, its usefulness in career and job search services has grown and has proven increasingly valuable to job seekers. The topic for our November event was '*Leveraging AI for Targeted Resume Writing: Showcasing Your Unique Value*.'

The Speaker, Denise Bitler, is the founder and owner of Resume-Interview Success. She specializes in creating impactful, targeted, and branded executive and board member materials that are both visually compelling and strategically written. In this 90-minute presentation, the comprehensive material explained how to personalize AI tools effectively and ethically in one's job search and as it relates to transforming a resume into a compelling document while maintaining an authentic voice.

The audience was enthusiastic and had numerous questions about the functions of the AI tools and how to personally apply these tools. Feedback for this Speaker Series has been extremely positive for both the content and the presenter. It is our intention to continue to work with Ms. Bitler to offer more programming around AI and its use in the Career Development space.
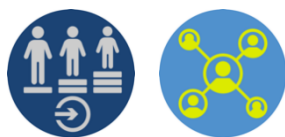
Community Engagement
Member libraries continue to be supportive of our programming and services. They appreciate our website resources and the in-person and virtual career programming. We are currently

working with several libraries to plan in-person seminar sponsorship and workshop events for 2025.

Cataloging Services

Cataloging adding and updating bibliographic records
Without representation by bibliographic records in the shared catalog, the member libraries' holdings would be invisible to the public. The catalog also facilitates the circulation of materials. The WLS catalogers are responsible for adding bibliographic records to the catalog, and for upholding bibliographic record standards which enhance the users' discovery experience when searching the catalog for materials.

The bibliographic records are either downloaded from the OCLC WorldCat database, provided by vendors who sold the items to the libraries, or created "from scratch" by the WLS catalogers, which is referred to as "original cataloging." Some examples of recent original cataloging follow. The first title is a book; the others are examples of non-traditional "library of things" items.

> *Nurturing Neighborhoods: Kitchen Chronicles from the Junior League of Pelham*
> This is a cookbook consisting of recipes submitted by members of the Junior League of Pelham. It also contains historical information about the league. (Cataloged for the Town of Pelham Public Library)
>
> *Trekking the National Parks: the Board Game* / game by Charlie Bink
> This is a family game where players compete for points by visiting America's national parks. (Cataloged for Somers Library)
>
> *Duxtop Portable Induction Cooktop*
> This hot plate will circulate along with a stockpot, a frying pan and two spatulas. (Cataloged for Chappaqua Public Library)
>
> *Dry Erase Marker Kit for Study Room*
> The kit contains four markers of assorted colors and an eraser. The library will circulate several of these, each in a plastic container. (Cataloged for Chappaqua Public Library)

The WLS catalogers handle works in many world languages. During the past month, these included materials in French, German, Guajarati, Hebrew, Japanese, and Spanish. Manager of Cataloging Services Melissa Glazer does most of this non-English work, which can require significant research and advanced cataloging skill.

In October, Director of Cataloging Services Douglas Wray attended the public library directors' association (PLDA) meeting to join a discussion about a PLDA guideline regarding the cataloging of materials that are a set (comprised of multiple volumes or pieces). In November, he

followed up by attending the PLDA Circulation Committee meeting to provide more insight and information on the topic.

Collaborating with vendors and libraries to streamline the materials acquisition process
Several member libraries have recently expressed interest in using the vendor Ingram to order materials. Mr. Wray has been consulting with these libraries on their options for receiving Ingram's bibliographic records when purchasing new materials. These Ingram bibliographic records could be quickly edited and enhanced so that they conform to our bibliographic record standards by WLS Cataloging staff and these items can quickly be added to the shared online catalog. When a library begins with a new vendor, the process requires a conversation between the library, the vendor, the WLS IT Department, the ILS Administrator/Systems Librarian, and Mr. Wray.

Information Technology (IT) Services

Cybersecurity
The IT staff continue to explore options for improving the overall cybersecurity of our network environment. For all organizations, this is an ongoing challenge. A recent exploration has been the FCC's Cybersecurity Pilot Program that was recently offered to government agencies, including libraries. Like our standard E-rate activities, this would be a reimbursement opportunity should WLS be selected to participate in the program. IT Director Wilson Arana has worked closely with our e-rate consultant firm to submit our application to the FCC's Cybersecurity Pilot Program. WLS should know by early spring 2025 if our application was accepted into the program.

Online Renewal of Patron Accounts (Library Cards)
Over the past several months, WLS IT staff have been working with the PLDA Technology Committee and interested member library directors to present a potential solution for online patron account (library card) renewal services. Multiple presentations have been made to PLDA, PLDA Digital Content/Central Library Committee, and the Circulation Committee about the online patron account renewal services' functionality and overall costs. This service would allow for the automatic renewal of expiring patron accounts (library cards) without staff interaction or the need for the library patron to visit the library to "verify" their identity. The proposal to adopt

this service is up for vote at the next PLDA meeting on November 21, 2024. If PLDA votes to move forward with the online patron account (library card) renewal service, we anticipate that it would be ready for implementation in early 2025.

Outreach Services

Hoopla Engage Takes Flight!
WLS is sponsoring a large banner (12 ft long by 3 ft wide) to promote hoopla (which provides digital access to audiobooks, comics, eBooks, movies, music, and television shows) and library card sign up in the waiting area of the Westchester County Airport (HPN). The hoopla Engage campaign at the airport will run for 3 months, beginning just before Thanksgiving and ending in mid-February. Travelers will be encouraged to use their WLS member library card to download items before their flight – or if they do not have a library card to download up to three hoopla titles for 30 days with WLS staff following with these individuals to encourage them register for a library card at their local public library.

This ad campaign allows both library cardholders and non-cardholders to access high-quality entertainment for all ages – and it is free to the user, making hoopla the perfect inflight companion. By advertising at the Westchester County Airport, WLS aims to connect with new and current audiences, with the goal of helping to boost member library card signups.

Battle of the Books

Saturday, October 26th marked the 10th anniversary of the Westchester County Battle of the Books. The event was held at the Anne M. Dorner Middle School in Ossining, with more than twenty teams across the grade 3-7 and grade 7-12 divisions. While this event is coordinated and run by the Battle of the Books Committee, WLS provides some financial backing, the gameshow-style buzzer kits, and some helping volunteer hands! Teams are expected to read five books in preparation for a multi- round-based trivia competition. It is not unusual for

teen librarians to practice with their teams throughout the year in preparation for this event!

Libraries that competed this year: Ardsley Public Library, Bedford Free Library, Bedford Hills Free Library, Briarcliff Manor Public Library, Bronxville Public Library, Croton Free Library, Dobbs Ferry Public Library, The Field Library (Peekskill), Greenburgh Public Library, Harrison Public Library, Hastings-On-Hudson Library, Hendrick Hudson Free Library, Larchmont Public Library, Mt. Kisco Public Library, Ossining Public Library, Town of Pelham Public Library and White Plains Public Library.

Team Bedford (above photo) represented by the Bedford Free Library and Bedford Hills Free Library were champions for the Grades 4-7 age group. For Grades 6-12 age group, Amy's Army representing the Briarcliff Manor Public Library (right photo) took the win.

New York Library Association (NYLA) Annual Conference 2024
WLS Outreach Director Krishna Brodigan attended the NYLA Annual Conference that was held in Syracuse earlier this month. The event started, as in previous years, with pre-conference meetings for state correctional facility librarians and public library system outreach coordinators. While these groups meet periodically throughout the year, the NYLA Annual Conference is the only time where every system is represented in the same meeting. Panels and presentations focused on a wide range of topics with some extra representation around themes of library adaptability, community partnerships, and working with a politically and socially polarized audience. Between programs, we managed to sneak in some fruitful discussions with the New York State Talking Book and Braille Library (TBBL) as well as the state's Chief Law Librarian. WLS Outreach plans to follow up with TBBL and our regional Supreme Court Law Librarian to discuss how we can continue amplifying their services while finding new opportunities for collaboration.

Reconnect With Tech (RWT)
In October, WLS partnered with NeverTechLate, a digital equity company, to present an updated version of our Reconnect with Tech (RWT) program. RWT is a digital literacy initiative designed to help formerly incarcerated individuals build essential computer skills. On the final day of the program, students left with library cards, a new laptop, and a Wi-Fi hotspot with a one-year subscription, giving them the tools they need to stay connected.

We had a strong turnout, with seven out of ten students completing the program. Participants were actively engaged in class discussions and especially enjoyed a round of Cybersecurity

Jeopardy, which made learning fun and interactive. We are looking forward to launching the next cohort in early December!

Small Business and Workforce Development

Networking to Build and Strengthen Strategic Partnerships
WLS Small Business and Workforce Development attendance at an October Small Business Expo resulted in a networking meeting with the Lower Hudson Small Business Development Center (SBDC). The SBDC offers coaching, training, and other support to small businesses including those from underserved communities. SBDC is based at the Rockland Community College and has four Outreach Centers across Westchester County.

At this networking meeting, WLS and SBDC shared information about each organization and briefly discussed opportunities to collaborate in the future. In addition, a networking opportunity with a skilled trades business association came from a recent Chamber of Commerce event.

An informal discussion was recently held with The New York Public Library's Thomas Yoseloff Business Center. At this meeting with NYPL, we updated each other on our latest library small business support activities and explored ways to collaborate more going forward. One result of this meeting is that the new WLS small business website will connect to NYPL's extensive small business research and resources.

Strategic Data Planning Project

WLS Data Catalog – The First Step!
Allison Midgley, Manager of Strategic Data Analysis and Member Library Support, is working closely with the strategic data consultant to create a preliminary version of the WLS Data Catalog. This data catalog is an inventory of what data sets are currently being collected by WLS staff throughout the organization. Once compiled, WLS will be in a better position to identify what data sets are missing and which data sets are related/interconnected, and how data can be better presented and visualized so that the impact of our efforts (WLS and member libraries) can be more easily identified and understood.

Ms. Midgley and the strategic data consultant facilitated a workshop with WLS staff to explore and assess staff understanding of the public library minimum standards and the role of WLS to support member libraries in meeting these standards. It was an enjoyable and informative workshop that offered interesting insights into how every WLS staff member helps support the achievement of public library minimum standards through the framework of the WLS strategic initiatives.

2023 Member Libraries Report

Having received helpful and constructive feedback from library directors on an earlier draft that she shared, Ms. Midgley is working on the final version of the 2023 Member Libraries Report. This document is based on the New York State annual report data submitted to the Division of Library Development (DLD) by each of the thirty-eight public libraries in Westchester County. Ms. Midgley is working with the Mount Vernon Public Library and DLD to help MVPL to complete their 2023 annual report. All libraries will be expected to complete their 2024 annual report submissions by early March 2025.

New York Library Association (NYLA) Annual Conference

Ms. Midgley attended the 2024 NYLA Annual Conference. While at the conference, Ms. Midgley was able to participate in numerous workshops that focused on creating effective reports for the community; collecting, analyzing, and reporting on data; and using data to enhance your marketing efforts.

Save the Date

Trustee Handbook Book Club - Advocacy (Virtual)
Wednesday, January 22, 2025
5:00 PM – 6:30 PM
Save the Date – Registration will open soon
Earlier recordings can be accessed at https://midhudson.org/trusteebookclub/

Library Advocacy Day 2025 (Bus trip to Albany, NY)
Wednesday, February 5, 2025
Save the Date – Registration will open in January