

WLS Finance Committee Meeting
Tuesday June 27, 2023
In Person Meeting

In Attendance:

Committee Members:

Maureen LeBlanc (District 8): Finance Chair
Francis Okelo (District 14): Vice President
Edris Scherer (District 4): Treasurer

Others:

Robert Caluori, WLS Chief Financial Officer
Pat Brigham, WLS Director of Development

The meeting started at 5:05 PM.

The minutes of the April 2023 meeting were approved by all in attendance.

Following up on the suggestions made at the last Finance Committee meeting, the Committee reviewed proposed changes to the Purchasing Policy (#13). The suggested changes involve adding a sentence at the end of the second paragraph of the Policy that would ensure that all large purchases (purchases in excess of \$50,000) are reported to the Board either as part of the budget approval process or as a part the regular board financial reporting package. The suggested changes were approved by the committee and will be forwarded to Governance for review.

The rest of the meeting focused on the mission, vision and goals of the Development Department. Pat circulated a document outlining each of these areas (copy attached) and gave the Committee a detailed overview of the broad nature of her work. Of note, while the primary mission of Development is to secure funds in support of the Outreach Department (and to track and report on the use of such funds), another important mission involves stewarding the many strategic relationships that WLS maintains with different community organizations. As part of this effort, Pat works hard to build awareness of WLS' services and resources. In addition, Pat is also heavily involved in assisting member libraries and sharing "best practices" in support of their own fundraising efforts.

The meeting adjourned at 5:55 PM

Meeting notes submitted by Maureen LeBlanc

WLS Development Mission, Vision, Goals - 2023

Mission: The mission of the WLS Development Department is to support WLS strategic goals.

To this end Development efforts are focused on securing funds to support Outreach Services, initiatives that promote equity and access and building key partnerships to advance these efforts. The Department plays an integral role in the stewardship of strategic community partnerships, especially in those communities that serve the underserved and unserved. Further, Development provides fundraising assistance and support to member libraries when requested. Development promotes WLS services, programs and the member libraries as valuable assets with qualitative and quantitative impact.

Vision: To build strong financial support through diversified funding sources and strategic community partners that enhance WLS Outreach Services and promote WLS' capacity to meet Westchester's emerging library services and literacy needs.

Goals:

To identify WLS funding needs and priorities, both short term and long-term:

- Work closely during the budget process with Outreach staff and Finance to prioritize program needs not met with federal/state/county funding and with check-ins as needed throughout the year.

To strengthen strategic partnerships with community-based organizations, non-profits, County services and others to connect services and resources provided by WLS and the member libraries.

- Leverage strategic partnerships to support WLS equity and access initiatives and goals of Outreach Services
- Participate in local, state-wide and national equity and access conversations with interest in further developing public and private support for WLS

To build awareness of services and resources provided by WLS

- Increase donor communication/ engagement
- Increase public awareness of WLS as a philanthropic "investment" in Westchester's future and the future of libraries as a community asset
- Create public awareness of program impact through a series of social media stories, blogs, etc.
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To assist member libraries in building their capacity to fundraise

- Offer consultation and advice when requested
- Offer related workshops/ training related to general fundraising