Westchester Library System

Item:	Variance Requests for New York State Minimum Standards
Background:	Each year the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards. This information is supplied by the libraries in their Annual Reports. General information about the NYS Minimum Standards is attached.
	If a library does not meet the Minimum Standards, the payment of the Local Library Services Aid can be withheld, and ultimately their charter can be revoked, if no action is taken to come into compliance. Libraries must submit a Variance Request Form to explain their current status and plan for compliance.
Status:	As of 12/31/2018, all WLS member libraries are recorded as being in compliance, with the following exceptions:

Library	Minimum Standard
Purchase Free Library	#2 – Has a board-approved, written long-range plan of service
John C. Hart Memorial Library (Yorktown)	#2 – Has a board-approved, written long-range plan of service

Attached are the Variance Request Forms submitted by the Purchase Free Library and John C. Hart Memorial Library.

Recommended Action: Acceptance of the submitted Variance Requests.

November 26, 2019

MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. *(c)Variances. If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.*

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION
1	Is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;
2	Has a board-approved, written long-range plan of service;
3	Presents an annual report to the community on the library's progress in meeting its goals and objectives;
4	Has board-approved written policies for the operation of the library;
5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;
6	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;
7	Is open the following scheduled hours: Population — Minimum Weekly Hours Open Up to 500 — 12 500 - 2,499 — 20 2,500 - 4,999 — 25 5,000 - 14,999 — 35 15,000 - 24,999 — 40 25,000 - 99,999 — 55 100,000 and above — 60
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;
9	Provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, tele-facsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;
10	Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;
11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.

Variance Request Form

Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

> **Instructions:** Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 29, 1999). **If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply.** The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.
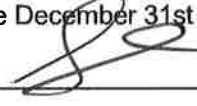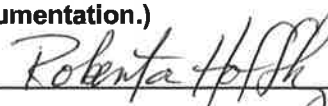
1. **Library Information** (Name of library, contact person, phone number)
   PURCHASE FREE LIBRARY.
   LINDA SMITH - 914 948-0550

2a. **Request for Variance from Standard Number:** #2

  b. **What is current status? (Please attach explanation.)**

3. **Circumstances Over Which the Library Has No Control That Are Barriers to Compliance.** Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. **Plan for Compliance.** Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)**

(signature)	11/8/19	Roberta Hplsh	11-8-19
Library Director	Date	Library Board President	Date

System Comment and Review: Variance request

_____ may be approvable   _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the _____meeting of the Board of Trustees of
                    (Month/Day)
the

_____

System.

_____

System Director	Date	System Board President	Date

FOR SED USE ONLY: ____ Variance request is approvable; Variance granted until: _
                                                    _____
                                                    (Month/Day/Year)

MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. *(c)Variances. If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.*

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION
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2	Has a board-approved, written long-range plan of service;
3	Presents an annual report to the community on the library's progress in meeting its goals and objectives;
4	Has board-approved written policies for the operation of the library;
5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;
6	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;
7	Is open the following scheduled hours: Population Minimum Weekly Hours Open Up to 500 12 500 - 2,499 20 2,500 - 4,999 25 5,000 - 14,999 35 15,000 - 24,999 40 25,000 - 99,999 55 100,000 and above 60
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;
9	Provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, tele-facsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;
10	Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;
11	Employs a paid director in accordance with the provisions of

Purchase Free Library   November 7, 2019

Explanations for Variance Request Questions:

2b. The library long range plan is in progress. The administrator is collecting information from library patrons and has gathered input from other library directors to prepare a report to be presented to the Library Board of Trustees.

3. Due to limited resources, the board and administration chose to focus on the renovation of the library because we wanted to provide a better facility for our patrons. The purpose of the renovation was to give the library a brighter, more welcoming appearance by updating the library space. We added more technological features to improve the patrons' workspace by updating our electrical system; adding additional USB outlets and charging stations. A SmartTV was also added to display events, pictures, and host movies nights. Now that the renovation is complete, we are refocusing our efforts towards finishing the long range plan before the end of the year.

4. The library board and administrator will collaborate on a long range plan that addresses the needs of the Purchase community and highlights the library's mission. Patron and community information is being gathered by conducting interviews and distributing surveys. Using the collected information and library statistics, a long range plan will be created that will help the library meet the needs of the community.

Variance Request Form

Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

> **Instructions:** Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 29, 1999). **If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply.** The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. **Libraries must return this form directly to their Public Library System who will review and forward to the New York State Library.** No variance granted by the New York State Library shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

1. **Library Information** (Name of library, contact person, phone number)

   John C. Hart Memorial Library
   1130 E. Main St.
   Shrub Oak, NY 10588

2a. **Request for Variance from Standard Number:** ___2___

   b. **What is current status? (Please attach explanation.)**

3. **Circumstances Over Which the Library Has No Control That Are Barriers to Compliance**. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. **Plan for Compliance.** Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)**

Patricia Hallesin 3/18/19	*Kathleen Saw-Imonato* 4/24/19	
Library Director Date	Library Board President Date	

System Comment and Review: Variance request

_____ may be approvable   _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the _____ meeting of the Board of Trustees of
       (Month/Day)

the _____ System.

_____   _____
System Director   Date   System Board President   Date

FOR SED USE ONLY: ___ Variance request is approvable; Variance granted until: _____

                                                   (Month/Day/Year)

               ___ Variance request is not approvable because:

Reviewed By: _____

Our goals for 2018 (attached) included the preparation of a long term plan starting with a timeline for a community survey. These plans were delayed as our attention was diverted by planned renovations and repairs and the failure of our septic and air conditioning systems.

The following steps have been taken toward a long term plan:

1. A survey had been approved and it is ready to launch on our website, through social media, and in paper form. Community partners have been identified to help extend the reach of the survey. The launch has been delayed by the system migration to a new ILS.
2. A request for proposal for an assessment of the library infrastructure and a long term facility plan has been compiled and was recently reviewed by the town engineer.
3. Neighboring libraries' plans have been reviewed and a structure for the plan has been proposed.

John C. Hart Memorial Library Goals and Objectives – 2018

1. Community Survey

Conduct a community survey to help create a new strategic plan that takes into account the changing community needs for collection, programming, and technology.

- (Jan/Feb) Design a short assessment tool of library services that can be available both online and in paper to all library users.

- (Mar/Apr) Use town resources – website, cable channel, televised meetings, to invite input from all Yorktown residents.

- (Feb/Mar) Recruit volunteers to reach out to our senior groups and other community groups for input.

- (Mar/Apr) Run a series of focus groups primarily in the library but also at the YCCC, Town Hall or other locations within the town of Yorktown.

- (May/Jun) Share survey results with the community through the library website, newspapers and social media, and through a presentation at a Town Board televised meeting.

2. Strategic Plan 2018 – 2021

Use the data collected in the survey to create a new long term plan.

3. Library Collections

1. Become proficient in the use of SIRSI generated statistics to assess collection and develop strategies to meet the needs of our existing users and decrease the dependence on interlibrary loan to fill patron holds.

2. Support library outreach to the community by building a bilingual picture book collection and a small Spanish language adult collection.

3. Expand the space available for the large print and media collections.

4. Staffing

Work with the town to increase the number of hours spent on building maintenance. If necessary, hire a part time laborer to improve buildings and grounds conditions.

Encourage all staff to take advantage of continuing education opportunities available through the Westchester Library System, Webjunction, and others.

5. Technology

Create a mobile responsive website that can be easily maintained in house by staff with basic technology skills.

6. Communication

Provide more face to face communication opportunities for staff to share new ideas, shore up procedures and develop "best practices."

Communicate more effectively with the town supervisor, town board and town departments.

Communicate with the public using email blasts; the website, improved use of social media, newspapers and print materials available in the library and at senior centers.

7. Community Involvement

1. Continue to work closely with the Friends of the Library as the reach out to the community through its successful annual Book Sale and other programming and fund raising efforts.

2. Build collaborations with the town, community groups and organizations to develop and co-sponsor programs.

3. Institute a volunteer program that utilizes the skills and services of active seniors and the newly retired.

8. Facility

1. Create a maintenance calendar in order to assess and address maintenance issues before they become emergencies

2. Increase maintenance personnel either through regularly scheduled town assistance, or by adding a part time or full time maintenance position.

9. Capital Improvements

1. Paint the exterior of the building

2. Repair the crumpling fire exit stairs on the west side of the building

3. Improve accessibility to the disabled where possible without major renovation; make accessibility the first priority in all planned improvement.

Item:	Central Library Aid Budget FY2020-21

Background: Each year the State of New York requires the submission of a budget proposal for the use of Central Library Development Aid (CLDA) and Central Book Aid (CBA) funds set aside for Central Library services for the State's fiscal period of April 1st through March 31st. The funding is a designated appropriation as part of Chapter 917 of the State Education Law. WLS's Central Library (CL) is the Mount Vernon Public Library.

Status: The Public Library Directors Association (PLDA) CL/eContent Committee met on 10/8/19 and discussed system-wide e-content purchases that could be subscribed to via the CL Funds. A summary of the proposed budget was discussed at the 10/17/19 PLDA general membership meeting that includes the following:

- Increases funding for Hoopla and Recorded Books; and
- Removal of Total Boox and McNaughton (NY Times Non-fiction print) and training.

These recommendations were presented to and approved by the general membership of (PLDA) at their October 18th Meeting. A member of the PLDA CL/eContent Committee will be at the WLS Board Meeting to present its budget recommendations.

The FY2020-2021 CLDA budget proposal includes the following:

Resource	2020-21
Hoopla*	67,600
Job and Career Accelerator	15,000
Kanopy*	24,735
Learning Express Library 3.0 (includes Job Search & Occupational Practice Tests)	49,565
Lynda.com	27,500
Mergent Intellect	27,500
NoveList	50,000
OverDrive*	30,000
Press Reader	30,000
Recorded Books	20,000
University of Fashion	8,000
X-Plain Patient Education Health Tutorials	5,000
Total Central Library Aid Budget:	**$354,900**

*Also funded through other budgeted sources

Recommended Action: Staff recommends approval of the Central Library Budget proposal as presented.

November 26, 2019

Item: WLS Fiscal Year 2020 Budget

Background: The Budget Committee of the WLS Board of Trustees met on October 29th
                 and November 19th to review a number of options in order to arrive at a
                 budget proposal for the 2020 fiscal year.

Status: Attached is the Executive Summary for the proposed FY 2019 operating
                 budget along with back-up information and spreadsheets.

                 Input was also sought from WLS managers and staff as well as the
                 Finance and Central Library/eContent Committees of the Public Library
                 Directors Association (PLDA).

Recommended
Action: The Budget Committee recommends adoption of the FY2020 budget as
                 presented.

November 26, 2019

Westchester Library System
Proposed FY 2020 Operating Budget

Executive Summary

Westchester Library System (WLS) is one of 23 public library systems established in 1958 under New York State Education Law. The mission of WLS is to ensure that all County residents have seamless access to excellent library services and to promote the efforts of the 38 member libraries to reach all of their communities by providing access to resources, programs and services. The System maintains support for libraries and increases awareness of what libraries can offer to the people of Westchester County. In 2019, as part of its strategic planning process, WLS launched initiatives to develop its role as a solution incubator, expand sharing of best practices and offer robust professional development; those initiatives will continue in 2020.

The 2020 proposed revenue budget totals approximately $6.8 million from all sources, an increase of approximately $58,000 over the 2019 revenue budget. Included in the budget is anticipated eRate funding of $165,000; there is no proposed increase in member fees for 2020. Budgeted expenses exceed revenues by $191,200 before depreciation. However, the Budget Committee has recommended that WLS appropriate $191,200 from unrestricted reserves to meet its projected expenditures for 2020, which then results in a balanced budget before depreciation. *(Unrestricted reserves total $1.675 million, $875,000 of which is in the WLS Capital account and $800,000 in its investment account. It should be noted that the proposed 2020 Capital budget will appropriate $735,000 of the monies in the Capital account.)* When projected depreciation of $244,200 is included in the Operating budget, the net revenue is ($244,200). The budget allows for the continuation of current programs and services, including:

- ✓ **Public Innovation and Engagement** provides: (1) leadership of programs ranging from accessibility and adult literacy to senior benefits/Medicare counseling and reentry; and (2) coordination and engagement with public and private collaboratives and networks such as Senior Law Day, the Westchester Resilience Coalition, Headstart Policy Council, BOCES Educational Networks, Reentry Task Force, and other efforts key to effective community outreach.

- ✓ **Community Conversations**: Launched in 2017, this program delivers a program of community conversations at member libraries designed to engage community members in an informed dialog on a challenging topic. The 2020 program will leverage the planned work on digital literacy and privacy education. Work launched with the 2018 conversations on adverse childhood experiences continues through our support of an ongoing Resilience Interest Group and delivery of a public health and wellness program focused on resilience skill building.

- ✓ **HSE Connect!** supports a Helpline for inquiries regarding high school equivalency options and resources and offers information sessions on HSE options at events throughout the county. A part-time hourly person trains and oversees the activities of a small team of volunteer tutors to provide library-based adult literacy tutoring in support of adult student learning and employment goals. The budget includes funding for tablets and books to support adult literacy which will be distributed to libraries, agencies, and the County jail.

- ✓ **Westchester Seniors Out Speaking (WSOS)** provides County-wide educational workshops and library-based counseling services on Medicare and related benefits.

The program targets those aged 60 and older and helps them manage their health insurance needs and access related services, such as legal, financial and health resources. This effort is led by part-time WLS staff and part-time senior counselors who coordinate and oversee ongoing recruitment, training and service of more than 75 volunteers.

✓ **Westchester County and New York State Corrections Outreach** supports jail-based programs and services including interlibrary loan, professional development, book purchases, the newly-launched book group (Bound Readers), programming for reentry organizations, maintenance of a reentry Helpline via the Connections web resource, participation in reentry fairs and production of reentry materials for returning citizens.

✓ **Youth Services/Early Literacy programs** includes: (1) support for youth services efforts (maintenance of web resources, collection of data required for grants, coordination and collaboration in events such as Battle of the Books) and (2) targeted outreach (e.g., youth workforce development and fostering family visits between libraries and Head Start childcare centers).

✓ **Career & Educational Counseling Services (WEBS)** provides group and individual counseling to adults in career transition. The program helps the libraries meet the needs of their communities by assisting patrons in earning a livelihood and keeping skills upgraded. Through this program, participants receive career guidance and counseling support and learn strategies for managing their careers on an ever-changing economy and technological society. Clients include unemployed and underemployed workers, older workers, displaced homemakers, immigrants and students. Components of the program include :

  o Career Development Seminars which include standardized assessment, informational career resources, development of a career/educational plan, and strategies for online networking, job search and resume development
  o Individual Counseling: Ongoing sessions by appointment at the Yonkers Public Library
  o Workshops: Innovative career-related workshops on topics including: *What's Next in My Career? Discovering Possibilities After 50*; *Create a LinkedIn Profile with Impact*; *Get LinkedIn to Your Job Search*; *Thinking about a Career Change?*; *Marketing Yourself in a Job Search*; *Creative Approaches to Networking*; *Ace that Interview and Get the Job You Want*; *Resume Crash Course! What are the Latest Trends?*; *Job Search and Salary Negotiation*; *Careers in Healthcare*; and *Key Strategies for Success in your Job Search.*
  o Website: Includes career links that will be updated.
  o Counselor and Library Staff Training: Professional development programs will be planned for library staff and counselors.

2020 Challenges:

Given the changes precipitated by the migration of the catalog to Evergreen and the malware attacks that occurred in 2019, the Information Technology (IT) department is adding staff to implement changes in the way the department operates. Evergreen requires more staff resources

than had originally been anticipated, and the budget includes funding for an additional staff person who specializes in Evergreen work. Their primary responsibility will be as liaison with the libraries and direct support for the System Librarian. In addition, a full-time support technician will be hired to replace the two existing part-time staff, which will allow for improved performance of the department during the evening and weekend shifts. This staff person will also help with major projects and allow for more role redundancy in the department.

Hardware and Software: Microsoft has restructured their software licensing, moving to a subscription model that helps address patching and updating while providing solution options to enhance service to the libraries.

- ✓ The end of life of Windows 7 has put the organization on a pivotal path to change. Microsoft will be ending support for the Windows 7 Operating System. Windows 10 is the necessary destination. To avoid extra expenses and security considerations, a total refresh is necessary for the public designated computers. Replacing all of the public PCs at once will provide patrons county-wide with a consistently faster and more productive usage experience.

- ✓ WLS is working closely with Microsoft to address the migration to Windows 10 in a speedy manner. The software cost of this migration will also include the Microsoft M365 Office bundle. Office 365 will address two major issues at once. WLS will be able to install Windows 10 and Office365 at a reduced price. The suite will also provide other software features that will improve communication between WLS and the libraries. These software options will also provide device and software management which will help replace some of the older systems that are currently in place. This migration will also provide the opportunity to remove our dependency on Google email services in the future. The consideration of a new email service will give us greater network security by allowing the implementation of stricter email rules and security.

Wireless Network: WLS will be looking to elevate the speed and performance of the wireless network at all the libraries. This would result in improved wireless services and will give all users better performance when using the WIFI at the libraries.

Professional Development: To continue with the necessary growth and development of department staff, there will be a significant emphasis placed on training in 2020 and in the years ahead. In order to provide improved service and support, WLS will increase the skill set of IT department staff. Training will focus on VDI, networking, Evergreen and advanced area of Windows expertise. This will enable WLS staff to provide training to library staff on subjects that have been requested in the past.

The budget also supports the following initiatives which align with the long-range strategy developed by the WLS Board:

SOLUTION INCUBATOR:
- *Vision Labs /Reading for a Lifetime* is a WLS pilot program aimed at addressing the needs of low vision and visually impaired adults. As older adults experience vision impairments, public libraries are often an early resource for understanding supportive services and technologies. The overarching goal of this program is to

provide free access to vision enhancement technology for older adults in a library setting allowing participants to stay connected to essential information and community. *Reading for a Lifetime* is rooted in WLS's outreach mission to ensure that literacy needs are met for those communities that are underserved by member libraries and to help them feel informed, safe and connected.

- *Digital Literacy/Privacy Education:* Programs and educational materials will focus on current issues of digital privacy and the safe use of essential resources and services needed as a digital citizen and consumer. Professional training will precede the public program to both inform development and support a local response. In addition to live educational workshops, videos and print materials will be made available. Materials will be bi-lingual and will be directed at audiences such as older adults and those new to internet use such as returning citizens and new immigrants.

BEST PRACTICES:
- *Awareness support & communications strategy:* Activities will include system-wide and locally coordinated programs via print, e-newsletters, social media & web to promote library services, programs & resources, Library Advocacy Day, National Library Week, National Library Legislative Day, Library Card Signup Month; and community events/activities.

- 2020 Census: WLS will hire a part-time, temporary Census coordinator to assess needs and prepare, support and evaluate the effectiveness of the member libraries' efforts to assist their communities in complete count efforts for the 2020 census.

PROFESSIONAL DEVELOPMENT:
- Training of IT staff to improve skill sets and provide improved service and support to member libraries.

- Trustee engagement: Identify best practices for board development, building strategic partnerships, diversity, facilitation, retreats, strategic/long range planning, training.

- Palmer School Public Library Administration Certificate Program trains library staff who have a post-graduate degree. Graduates gain a strong knowledge of management which helps them in their current positions and/or prepares them for future management roles in libraries.

- In general, WLS will continue to sponsor ongoing learning and professional development activities to help member library staff and trustees keep pace with the latest trends in library technology, literacy outreach services, library advocacy and community engagement.

The following assumptions form the basis for the revenue figures included in the budget:

- ✓ The 2019-20 allocation from New York State will remain flat.

- ✓ $1,015,000 in operating funds will be received from Westchester County.

- ✓ Member Library contributions will remain flat

- ✓ The WLS Annual Breakfast and any other planned special events will break even.

- ✓ Other Revenues with Restrictions line includes: grants for family and adult literacy, mini-grants for libraries, senior programs, youth workforce development, which are to be raised from individual, foundation and corporate sources.

On the expense side, the following assumptions are built into the budget:

- ✓ 2020 salaries include a 2% increase for salaried staff; however, due to the retirements of several WLS staff, salaries overall decrease by 5.4% over 2019.

- ✓ In the area of fringe benefits, an increase of 8.2% for the cost of health insurance has been included. The assumption for pension is that the WLS cost will be approximately 15.5% of 2020 salary expenses, an increase of approximately 10% over what was budgeted in 2020. The size of this increase is in part due to the fact that the line was under-budgeted in 2019. Had the line been correctly budgeted in 2019, the increase in 2020 would have been approximately 4%.

- ✓ WLS pays most of the cost of post-retirement health insurance for its retirees. Retiree health costs increase by 6.6% in 2020, the result of four recent retirements from WLS.

- ✓ Professional Fees increase by more than $70,000, driven by the inclusion of monies for the IT audits scheduled to occur in 2020.

- ✓ Equipment is budgeted at approximately $165,000 less than what was budgeted in 2019. The cost of replacing all of the public PCs is not included in the Operating budget, but instead appears in the Capital budget.

- ✓ Contractual Services is increased by approximately $340,000 and includes monies for activities associated with IT initiatives such as network management and PC rollout.

In 2020, WLS will work to maximize investment and resource allocation to support both its ongoing operations and its strategic initiatives, ensuring maximum value for the member libraries. At the same time, WLS will continue to support the needs of the libraries, residents and businesses in Westchester by providing affordable and easy-to-use information technologies and support services that enable the libraries to continuously improve services to their communities. As always, spending will be monitored against budget on an ongoing basis, and WLS will continue to look for cost savings and additional sources of revenue throughout 2020.

Westchester Library System
Budget Summary 2018-2020

Item #			2018 Final	2019 Adopted	2019 Projected	2020 Proposed	% change over 2019 Adopted
	REVENUES:						
R-1	General Library Aid		1,562,364	1,566,200	1,566,769	1,566,800	0.0%
R-2	Supplemental Aid		207,693	208,200	208,309	208,300	0.0%
R-3	Local Library Services revenue		282,465	282,500	282,500	282,500	0.0%
R-4	Local Library Services pass-thru payments		(282,465)	(282,500)	(282,500)	(282,500)	0.0%
R-5	Local Services Support Aid		194,400	194,900	194,941	194,900	0.0%
R-6	Central Library Aid/Book Aid		353,867	354,700	354,879	354,900	0.1%
R-7	Westchester County		1,000,000	1,015,000	1,000,000	1,015,000	0.0%
R-8	Erate		0	160,000	156,174	165,000	3.1%
R-9	Member Library Fees		2,759,805	2,804,700	2,806,786	2,804,700	0.0%
R-10	Enhanced Services to Libraries		48,105	22,500	41,023	20,000	-11.1%
R-11	Special Events		11,210	10,000	9,247	10,000	0.0%
R-12	Contributions (Unrestricted)			52,000	11,302	1,000	-98.1%
R-13	Investments/Interest Income		25,376	12,000	15,146	20,000	66.7%
R-14	WEBS, Non-Resident Cards, Misc		27,096	27,800	28,478	28,000	0.7%
	Government Grants with Restrictions						
R-15	Coordinated Outreach		39,905	157,300	157,367	157,400	0.1%
R-16	Correctional Facilities		156,922	39,400	39,446	39,400	0.0%
R-17	Adult Literacy		9,352	8,500	8,513	8,500	0.0%
R-18	Family Literacy		14,547	13,100	13,243	13,300	1.5%
R-19	Westchester Seniors Out Speaking		17,460	17,400	17,450	17,400	0.0%
R-20	Other revenues with Restrictions		333,822	51,300	201,748	140,000	172.9%
	Total Revenues:		**6,761,924**	**6,715,000**	**6,830,822**	**6,764,600**	**0.7%**
	EXPENSES:						
	Personnel						
E-1	Salaries & Hourly Wages		2,338,765	2,434,800	2,354,379	2,303,800	-5.4%
E-2	Employee Benefits		1,130,552	969,500	935,535	947,500	-2.3%
E-3	Retiree Health Benefits		212,464	244,000	258,899	260,000	6.6%
	Subtotal Personnel		**3,681,781**	**3,648,300**	**3,548,814**	**3,511,300**	**-3.8%**
	Other Than Personnel						
E-4	Professional Fees		29,580	36,400	32,860	109,900	201.9%
E-5	Equipment		107,924	219,600	123,352	54,800	-75.0%
E-6	Library Materials		730,182	811,400	805,646	775,700	-4.4%
E-7	Rent & Utilities		330,367	346,000	348,721	346,000	0.0%
E-8	Repairs & Maintenance		479,137	477,600	443,567	504,500	5.6%
E-9	Supplies		23,734	43,100	36,780	37,800	-12.3%
E-10	Telephone & Internet		338,007	360,000	346,054	382,800	6.3%
E-11	Printing & Postage		70,868	68,800	63,310	54,700	-20.5%
E-12	Bibliographic Fees		74,340	72,500	71,103	72,500	0.0%
E-13	Professional Development		95,988	75,600	55,426	80,500	6.5%
E-14	Travel, Conferences & Meetings		22,160	37,700	19,902	37,300	-1.1%
E-15	Memberships		12,042	16,400	13,552	23,700	44.5%
E-16	Contractual Services		119,137	146,600	175,037	486,100	231.6%
E-17	Delivery Service		388,044	406,500	412,756	418,000	2.8%
E-18	Special Events		10,418	10,000	3,835	10,000	0.0%
E-19	Insurance		20,626	25,000	20,471	25,000	0.0%
E-20	Miscellaneous		6,553	15,700	5,676	25,200	60.5%
	Subtotal Other Than Personnel		**2,859,107**	**3,168,900**	**2,978,046**	**3,444,500**	**8.7%**
	TOTAL EXPENSES		**6,540,888**	**6,817,200**	**6,526,860**	**6,955,800**	**2.0%**
	Net Revenue before Depreciation		**221,036**	**(102,200)**	**303,962**	**(191,200)**	
	From Reserves					191,200	
	Depreciation		244,282		285,076	244,200	
	TOTAL EXPENSES with Depreciation		6,785,170	6,817,200	6,811,936	7,200,000	
	Net Revenue		**(23,246)**	**(102,200)**	**18,886**	**(244,200)**	

2020 PROPOSED BUDGET BY DEPARTMENT

Revenues	Admin	Fundraising/ Special Events	Cataloging	Shipping/ Delivery	Outreach	Training	WEBS	Youth	Information Technology	TOTAL
General Library Aid	1,368,400	55,700	95,600	12,400	34,700	0	0	0	0	1,566,800
Supplemental Aid	0	0	208,300	0	0	0	0	0	0	208,300
Local Library Services revenue	282,500	0	0	0	0	0	0	0	0	282,500
Local Library Services payments	(282,500)	0	0	0	0	0	0	0	0	(282,500)
Local Services Support Aid	30,300	0	0	0	0	58,200	106,400	0	0	194,900
Central Library Aid	287,300	0	0	0	0	0	0	0	0	287,300
Central Library Book Aid	67,600	0	0	0	0	0	0	0	0	67,600
Westchester County	0	0	230,000	460,000	185,000	0	140,000	0	0	1,015,000
Erate	0	0	0	0	0	0	0	0	165,000	165,000
Member Library Fees	0	0	0	0	0	0	0	0	2,804,700	2,804,700
Enhanced Services to Libraries	0	0	0	0	0	0	0	0	20,000	20,000
Special Events	0	10,000	0	0	0	0	0	0	0	10,000
Contributions (unrestricted)	0	1,000	0	0	0	0	0	0	0	1,000
Investments/Interest Income	20,000	0	0	0	0	0	0	0	0	20,000
WEBS, Non-Resident Cards, Misc	2,000	0	0	0	0	0	15,000	11,000	0	28,000
Coordinated Outreach	0	0	0	0	157,400	0	0	0	0	157,400
Correctional Facilities	0	0	0	0	39,400	0	0	0	0	39,400
Adult Literacy	0	0	0	0	8,500	0	0	0	0	8,500
Family Literacy	0	0	0	0	0	0	0	13,300	0	13,300
Westchester Seniors Out Speaking	0	0	0	0	17,400	0	0	0	0	17,400
Other revenues with Restrictions	20,000	91,000	0	0	5,000	20,000	0	4,000	0	140,000
Total Revenues:	**1,795,600**	**157,700**	**533,900**	**472,400**	**447,400**	**78,200**	**261,400**	**28,300**	**2,989,700**	**6,764,600**

Expenses	Admin	Fundraising/ Special Events	Cataloging/ ILL	Shipping/ Delivery	Outreach	Training	WEBS	Youth	Information Technology	TOTAL
Personnel:										
Salaries	637,600	98,000	258,800	30,100	171,900	20,100	106,000	0	884,200	2,206,700
Hourly Wages	20,000	0	17,000	0	60,100	0	0	0	0	97,100
Employee Benefits	269,200	32,400	117,900	8,300	44,400	5,600	73,100	0	396,600	947,500
Retiree Health Benefits	228,000	0	0	0	0	0	0	0	32,000	260,000
Subtotal Personnel	**1,154,800**	**130,400**	**393,700**	**38,400**	**276,400**	**25,700**	**179,100**	**0**	**1,312,800**	**3,511,300**
Other Than Personnel Services (OTPS)										
Professional Fees	23,400	0	0	0	500	0	0	0	86,000	109,900
Equipment	12,600	0	0	0	7,200	0	0	0	35,000	54,800
Library Materials	376,000	0	0	0	19,700	0	0	19,000	361,000	775,700
Rent & Utilities	94,100	11,900	43,900	12,000	39,800	12,500	15,800	0	116,000	346,000
Repairs & Maintenance	11,900	1,500	500	0	3,000	0	0	0	488,100	504,500
Supplies	14,600	300	1,400	4,000	2,500	0	5,000	0	10,000	37,800
Telephone & Internet	0	0	0	0	0	0	0	0	382,800	382,800
Printing & Postage	18,500	1,000	13,200	0	14,200	0	1,000	1,500	5,300	54,700
Bibliographic Fees	0	0	72,500	0	0	0	0	0	0	72,500
Professional Development	8,000	1,200	0	0	2,200	40,000	100	2,000	27,000	80,500
Travel, Conferences & Meetings	8,000	800	500	0	7,600	0	400	0	20,000	37,300
Memberships	12,000	600	8,500	0	600	0	0	0	2,000	23,700
Contractual Services	31,000	0	0	0	143,800	0	60,000	3,800	247,500	486,100
Delivery Service	0	0	0	418,000	0	0	0	0	0	418,000
Special Events	0	10,000	0	0	0	0	0	0	0	10,000
Insurance	14,000	0	0	0	0	0	0	0	11,000	25,000
Miscellaneous	2,500	0	200	0	0	0	0	2,000	20,500	25,200
Subtotal OTPS:	**626,600**	**27,300**	**140,200**	**434,000**	**241,100**	**52,500**	**82,300**	**28,300**	**1,812,200**	**3,444,500**
TOTAL EXPENSES	**1,781,400**	**157,700**	**533,900**	**472,400**	**517,500**	**78,200**	**261,400**	**28,300**	**3,125,000**	**6,955,800**
% of overall budget(before depreciation)	25.6%	2.3%	7.7%	6.8%	7.4%	1.1%	3.8%	0.4%	44.9%	100.0%
NET REVENUE before Depreciation	**14,200**	**(0)**	**0**	**(0)**	**(70,100)**	**(0)**	**0**	**0**	**(135,300)**	**(191,200)**
From Reserves	0	0	0	0	0	0	0	0	0	191,200
Depreciation	14,200	0	0	0	0	0	0	0	230,000	244,200
TOTAL EXPENSES with Depreciation	**1,795,600**	**157,700**	**533,900**	**472,400**	**517,500**	**78,200**	**261,400**	**28,300**	**3,355,000**	**7,200,000**
Net Revenue	**(0)**	**(0)**	**(0)**	**(0)**	**(70,100)**	**(0)**	**0**	**0**	**(365,300)**	**(244,200)**

REVENUE

#	Budget Item	GENERAL NOTES	2020 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
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
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	Central Library Aid/Book Aid	Expenditures for adult non-fiction and foreign language materials	Budget is based on recommendations from the PLDA Central Library/eResources committee
R-7	Westchester County Aid	Allocation from Westchester County for programs and services, based on a Statement of Work submitted by WLS	Career & Educational Counseling Services for Adults, Digital Literacy & privacy Education, Consumer Education on Health and Related Services for those who are 60+ years of age, interlibrary loan, delivery service
R-8	eRate	Provides discounts of up to 90% to help eligible libraries obtain affordable telecommunications and internet access	WLS currently receives reimbursement on 56% of eligible expenses
R-9	Member Library Fees	Fees paid by member libraries for IT services, driven by finance model developed by PLDA	No increase over 2019 fees
R-10	Enhanced Services	Fees paid by member libraries for IT services not included in the standard services finance model	
R-11	Special Events	Monies raised from special events held by WLS	Assumes that monies generated and expenses related to event(s) will break even
R-12	Contributions (unrestricted)	Monies raised by Development which may be used for any WLS services	
R-13	Investments/Interest income	Monies earned on bank accounts and T-bills	
R-14	WEBS, Non-resident Cards, Misc	Career & Educational Counseling services in libraries, 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, Music & Memory for seniors, Vision Labs accessibility services, Senior Law Day (legal & financial workshops for older adults and caregivers)
R-16	Correctional Facilities	Aid to support libraries for offenders residing in NYS and Westchester County correctional facilities	Support for library services including interlibrary loan, and purchase of library materials
R-17	Adult Literacy	Funding to support services to improve adult literacy on the job and in the home	Core literacy tutoring and high school equivalency guidance
R-18	Family Literacy	Funding to provide family literacy services to children and their parents/caregivers	Expertise and resources to assist families with young children in developing early literacy skills needed to succeed in the school years ahead
R-19	Westchester Seniors Out Speaking	Education & counseling services addressing Medicare and related benefits	Educational workshops and one-to-one counseling delivered by trained volunteers at venues throughout the County
R-20	Other Revenues with Restrictions	Monies raised by Development for specific WLS programs	Adult Literacy, Family Literacy, Battle of the Books, professional development, census, digital resources

EXPENSES

#	Budget Item	GENERAL NOTES	2020 BUDGET NOTES
E-1	Salaries & Hourly Wages	Salaries and hourly wages paid to WLS-employed individuals	See separate illustration of FTE comparison 2019 vs 2020
E-2	Benefits	(For Active Staff): Social Security & medicare (employer portion) health insurance, worker's compensation, disability, life insurance, vision insurance, dental insurance, pension	8.2% increase in health insurance, 3% increase in dental insurance, 5% increase in life insurance, pension costs equal to 15.5% of salaries
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	Most of this figure is budgeted for replacement of all public computers in member libraries as well as network equipment
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, mobile printing, PC reservations help desk, thin client management, Vmware (virtualization software), back-up system, filtering, Windows 10/Office 365
E-9	Supplies	Office & computer supplies, WLS-identified clothing	
E-10	Telephone & Internet	Telephones & internet connections	Internet circuits for all libraries, phone system
E-11	Printing & Postage	Postage, express mail, printing, publicity	
E-12	Bibliographic Fees	Fees to Online Ccomputer 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	Microsoft & VMware training, Palmer School
E-14	Travel, Conferences & Meetings	Travel, registration and related expenses for staff representation at professional conferences and meetings	ALA, PLA, NYLA, technology conference (NEXT)
E-15	Memberships	Institutional membership in professional organizations	Increase includes $8,500 to join Empire State Delivery, as a means of improving interlibrary loan (ILL) efficiency and access, and reducing costs
E-16	Contractual Services	Services rendered under a formal contract/letter of agreement by outside persons, consultants or contractors	Evergreen custom development, network admin, co-location, PC rollout, digital literacy, New Rochelle Library's Broadband Technology project, annual actuarial study
E-17	Delivery Service	Transportation of library materials to & from member libraries	2.5% increase over 2019
E-18	Special Events	WLS-sponsored events and fundraising activities	Assumes that monies generated and expenses related to event(s) will break even
E-19	Insurance	Liability and automobile insurance, Directors & Officers insurance	
E-20	Miscellaneous	Automotive Supplies, maintenance & repairs; Miscellaneous expenses; Bank Fees; Contingency	

Westchester Library System
Headcount: 2019 vs 2020

Department	2019	2020	NOTES for 2020 personnel
Administration	4.80	5.75	Rob Caluori transferred from IT in 2020
Fundraising	1.00	1.00	
Cataloging/ILL	5.60	4.50	1.6 positions in ILL eliminated, .5 posn created
Delivery	0.10	0.15	T. Kirchner
Outreach	2.40	2.50	
Training	0.10	0.10	T. Kirchner
WEBS	2.00	2.00	
Youth Services	0.00	0.00	
Information Technology	11.00	12.00	2 vacancies from retirements, 1 position transferred to AD, hourly posns eliminated; 4 full-time positions created (Senior Systems Librarian, Systems Librarian, 2 Support Tech)
TOTALS	**27.00**	**28.00**	

Item:	WLS Capital 2020 Budget

Background: The Budget Committee of the WLS Board of Trustees met on October 29th and November 19th to review the proposed 2020 Capital budget.

Status: The following projects have been identified by the IT Department for 2020. The amounts listed represent the maximum expenditure for each project. The total amount being requested for 2020 Capital Projects is $735,000. A brief description of each project follows:

$180,000 – Wireless Network
This equipment will replace existing equipment and will elevate the speed and performance of the network at all libraries.

$30,000 – Data Dashboard
A data dashboard tool will be custom developed to utilize, search and display all the varieties of WLS data and will help libraries identify the areas of success and potential improvement. This project was also included in the 2019 Capital budget; however, due to other priorities, only initial steps were started and no expenses were incurred. The data dashboard is expected to be completed in 2020.

$525,000 – Replacement of Public PCs
WLS will replace all public-designated computers to provide patrons County-wide with a consistently faster and more productive user experience.

Recommended Action: Approval of $735,000 for the WLS Capital 2020 Budget.

November 26, 2019

Westchester Library System
2020 Proposed Capital Budget

	2020 Budget PROPOSED	Description
REVENUES:		
Capital Fund	735,000	
EXPENSES:		
Network equipment	180,000	Wireless Network replacement
Contractual Services	30,000	Data Dashboard
Equipment	525,000	Replacement of public PCs
TOTAL EXPENSES:	**735,000**	
Net Revenue	**0**	

Item: Macmillan Library eBook Embargo

Background: In July, Macmillan Publishing announced it would limit eBook lending for United States libraries. Under its new licensing model, which began November 1st, a library may purchase one copy upon release of a new title in eBook format, after which the publisher will impose an 8-week embargo on additional copies of that title sold to libraries. Macmillan is the only major publisher restricting public libraries' ability to purchase and lend digital content to their communities.

Status: The American Library Association (ALA) America's is very concerned about this embargo, which limits libraries' ability to provide access to information for all. It also particularly harms library patrons with disabilities or learning issues. Before the embargo took effect, ALA collected 160,000 signatures via their #eBooksForAll campaign from readers who urged Macmillan not to go through with their plan; and these signatures were delivered in person to Macmillan's Chief Executive Officer John Sargent but he did not listen.

Information regarding the embargo and ALA's campaign was posted to the WLS website. The New York Library Association (NYLA) also dedicated a page on their website with updates on the embargo.

At their November 21st membership meeting, the Public Library Directors Association (PLDA) issued a statement calling on Macmillan to reverse their library eBook embargo. PLDA is asking the WLS Board to endorse this reversal as well by adding an official notice on the WLS website in affirmation of the library principles of promoting literacy and a love of reading with diverse collections, programs and services for all ages.

**Recommended
Action:**   Approval of endorsement of the call for Macmillan to reverse their library eBook embargo and placement of an official notice on the WLS website.

November 26, 2019