

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**November 26, 2019 – Approval Pending**

The Regular Meeting of the Westchester Library System was called to order by Sean Ryan, President, at 6:10 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Dave Donelson, Cathy Draper, Jonathan Marshall, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Joseph Puglia, Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Karen Kelley, Maureen LeBlanc, Denise Matthews-Serra

Also present from WLS were: Terry Kirchner, Wilson Arana, Patricia Brigham, Rob Caluori, Francine Feuerman, Joe Maurantonio, Elise Burke

Guests: Karen LaRocca-Fels, Director of Ossining Public Library; Matthew Weiss, President, Ossining Public Library; John Sexton, Director of Greenburgh Public Library; Mary Kane, Director of the Katonah Library; Oscar Davis, President of Mount Vernon Public Library; Evania Thompson, Director of Mount Vernon Public Library; Brian Kenney, Director of White Plains Public Library; Maureen Petry, Director of Warner Library (Tarrytown); Andrea Bober and Wes Iwanski

## **MINUTES**

The proposed minutes for the meeting of October 29, 2019, were approved with the addition of Karen LaRocca-Fels to the guests listed on a motion by Ms. Zevin and seconded by Ms. Morduch. The motion was approved unanimously. [Ms. Mills-Worthey was not present for the vote.]

## **FINANCIAL REPORTS**

The financial report through October 2019 was presented by Ms. Feuerman and was accepted on a motion by Ms. Scherer and seconded by Mr. Puglia. The motion was approved unanimously.

## **ACTION ITEMS**

***NYS Minimum Standards Variance Request Forms:*** On the New York State Annual Report, libraries answer whether they meet New York State Minimum Standards as of December 31, 2019. All of WLS member libraries are in compliance with the exception of Purchase Free Library and John C. Hart Memorial Library with regard to Minimum Standard #2 – does the library have an approved long-range plan of service. Variance Request Forms were submitted for both libraries, who are currently working toward completing their long-range plans.

The Variance Request Forms for both Purchase Free Library and John C. Hart Memorial Library were approved on a motion by Ms. Scherer and seconded by Mr. Marshall. The motion passed unanimously. Both forms will be submitted to the NYS Library Division of Library Development.

***Central Library Development Aid Budget:*** The PLDA Chair of the Central Library/eContent Committee was unable to attend the board meeting. Dr. Kirchner distributed usage statistics from the central library fund materials. The proposed 2020-21 budget was shared with PLDA at their October meeting. The majority of this budget proposal continues the same support as the 2019-20 cycle. However, the McNaughton Plan for print materials of *New York Times* best sellers has been

eliminated; and funds for Total Boox, which has gone out of business, are now being directed to Hoopla and Kanopy.

Ms. Mills-Worthey raised questions about the central library budget approval process; a pass through allotment for MVPL as the custodian of the central library; MVPL's representation in and accountability to PLDA regarding their function to the member libraries as central library; allocation of electronic library materials going toward the central library adult non-fiction and foreign language material requirement; and percentage of central library funds being used toward overall electronic resources.

The relationship and budget process between PLDA and WLS was discussed, and the current central library budget process was confirmed. Made up of two funding sources (Central Library Book Aid and Central Library Development Aid), revenue totals for both amounts are ascertained upon completion of the NYS FY2020-21 budget. The central library budget is created by the PLDA eContent/Central Library Committee, proposed to the PLDA membership and brought to the WLS Board for approval. Understanding of the roles and responsibilities of PLDA and WLS with regard to the central library budget needs to be clarified.

The usage statistics distributed were reviewed, but the data supplied did not specifically address whether the expenditures were cost effective. Additional information for usage about transactions driven by central library funds from FY2017-18 and FY2018-19 was requested. A proposal was also requested from MVPL to WLS with recommendations of what MVPL can do to help all the member libraries meet the State mandates for the central library. These materials are to be submitted by the next WLS Board Meeting in January 2020.

The Central Library budget for FY2020-21 was approved as submitted on a motion by Mr. Donelson and seconded by Ms. Draper. The motion passed with ten votes in favor and one vote against (Ms. Mills-Worthey). The budget is subject to review following receipt of the requested information noted above.

**WLS Operating Budget FY2020:** Ms. Scherer noted that the Budget Committee met to review a number of scenarios to continue to address the 2019 WLS initiatives as a solution incubator, encouraging best practices and providing professional development. There are a number of challenges to be addressed in 2020; and since the IT Audits are still being processed, any related costs are not included within the proposed budget. Revenue projections are very conservative due to a pessimistic outlook for the NYS 20-21 budget. Although a deficit budget was adopted in previous years, it was spelled out that WLS reserves will be used in this budget proposal to cover the deficit.

The financial model used for the member library fees was discussed. The IT costs are in aggregate, and an adjustment may need to be made to the budget during the year.

The WLS budget for FY2020 was approved as submitted on a motion by Ms. Scherer and seconded by Mr. Donelson. The motion passed with ten votes in favor and one vote against (Ms. Mills-Worthey).

**WLS Capital Budget FY2020:** Ms. Scherer noted that the Budget Committee met at the same two meetings to review the WLS Capital budget. The following projects included in the proposed budget were reviewed: Replacement of wireless network; data dashboard; one-time expenditure of 600 public PCs to replace Windows 7 (no longer supported) with Windows 10.

The WLS Capital budget for FY2020 was approved as submitted on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion passed unanimously.

**Endorsement of Reversal of Macmillan Embargo:** Dr. Kirchner explained that Macmillan is one of the big five publishers who changed their leasing patterns to allow a library to 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. ALA and NYLA have asked Macmillan to reverse this embargo stating that it causes inequity of access and much higher prices. PLDA also endorsed this reversal and requested that WLS Board post a statement endorsing the reversal of the embargo on the WLS website.

The posting of a statement of endorsement for the reversal of the Macmillan embargo on the WLS website was approved on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously.

## COMMITTEE REPORTS

**Nominating & Board Development Committee:** Ms. Morduch introduced Andrea Bober, candidate for the vacancy of District X (Port Chester, Rye Brook, Rye City, Rye Town) as well as Wes Iwanski, recently elected trustee of District VII (Harrison, Purchase), whose term will begin on January 1<sup>st</sup>. Committee members are putting together a new packet of information for new trustees. Since the majority of current WLS Trustees have served for less than 5 years, all were encouraged to let the committee members know what questions they would like answered to be included in this new booklet. A request was made to have oncoming Trustee's resumes shared in advance with all Board members.

## EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner gave an update on Census 2020. WLS is in the process of hiring a Census Coordinator for 15 hours/week who will assist member libraries with their Census activities. There is a better sense of preliminary plans and potential partners on the County level and how to connect with technology and training. It is still unclear how the \$20 Million available in the NYS Budget made available by Governor Cuomo will be disseminated—to whom and for what. When WLS becomes aware of the release of funds, member libraries will be notified.

There were three responses to each of the IT Request for Proposals (RFP). All responses are under review. An RFP for the Data Dashboard was issued. Joe Maurantonio is leading this project and is now reviewing the various data collected by WLS. Wilson Arana has been working with CompuFit, who has been working on rebuilding the VDI technology. Mr. Arana spoke about the plan to replace all public access PCs. Site visits to the libraries are being done to get a bigger picture of the issues.

## PLDA REPRESENTATIVE

Dr. Kirchner reported on behalf of Mr. Farber on the following highlights from the November PLDA Meeting:

- Change to subject headings for “illegal aliens” to undocumented workers;

- Finance Committee is interested in exploring options for updating and modifying the IT Funding Model.

Guests were asked to recap the status of the persistent IT (Information Technology) issues at their libraries:

*Ossining:* Heavily affected even before migration to Evergreen, since the January malware attack.

*New Rochelle:* Issues different every day; VDI challenging—down from a few minutes up to 40 minutes; problems with printing; not effective customer service.

*Tarrytown:* VDI inconvenient; printers not populating, no spine label printer; would welcome a resolution to “put’em back the way they was.”

*Greenburgh:* Looking for organization chart—cannot find one; would like to better understand relationship between PLDA & WLS; not able to fulfill library’s mission; WLS’s best has not been good enough.

*Katonah:* There is a real urgency; Saturday had a big fundraiser and director’s computer was frozen for 2-1/2 hours; cannot get contract between WLS & library; good news—new systems librarian has learned to fix fines.

*White Plains:* Acquisitions module is not functioning; there is a backlog of materials not shelf ready and White Plains also provides additional copies for the whole county; glad that systems librarian has been hired with good experience in Evergreen—but not this module; looking to this board to resolve issues.

Mr. Arana explained that WLS is currently working on two parallel paths—fixing what can be now; working through the IT Audit RFP process. All WLS IT staff is currently working with ComputFit to complete an analysis of entire network; but there are a lot of layers. WLS cannot necessarily put things back to what it was since it is a whole new system.

A question was raised whether Evergreen can be accessed by libraries directly rather than using VDI. Connection is being tunneled through WLS’s network, as in previous systems, due to security reasons. Several libraries present offered to be a test group for working with Evergreen off of VDI.

The need to identify and prioritize whatever can be fixed immediately should be assessed; the remaining issues should be broken down into a service plan; and communication regarding current projects and their status should be increased.

## ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 8:39 p.m. on a motion by Ms. Zevin and seconded by Ms. Scherer that passed unanimously. The next board meeting is scheduled for January 29, 2020.

Respectfully submitted,



Bernie Seiler  
Secretary

**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 1<sup>st</sup> through March 31<sup>st</sup>. 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 18<sup>th</sup> 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:

<i>Resource</i>	<i>2020-21</i>
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	<u>5,000</u>
<b>Total Central Library Aid Budget:</b>	<b>\$354,900</b>

*\*Also funded through other budgeted sources*

**Recommended**

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

November 26, 2019

Westchester Library System  
Budget Summary 2018-2020

Item #		2018 Final	2019 Adopted	2019 Projected	2020 Proposed	% change over 2019 Adopted
	<b>REVENUES:</b>					
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%
	<b>Total Revenues:</b>	<b>6,761,924</b>	<b>6,715,000</b>	<b>6,830,822</b>	<b>6,764,600</b>	<b>0.7%</b>
	<b>EXPENSES:</b>					
	<b>Personnel</b>					
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%
	<b>Subtotal Personnel</b>	<b>3,681,781</b>	<b>3,648,300</b>	<b>3,548,814</b>	<b>3,511,300</b>	<b>-3.8%</b>
	<b>Other Than Personnel</b>					
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%
	<b>Subtotal Other Than Personnel</b>	<b>2,859,107</b>	<b>3,168,900</b>	<b>2,978,046</b>	<b>3,444,500</b>	<b>8.7%</b>
	<b>TOTAL EXPENSES</b>	<b>6,540,888</b>	<b>6,817,200</b>	<b>6,526,860</b>	<b>6,955,800</b>	<b>2.0%</b>
	<b>Net Revenue before Depreciation</b>	<b>221,036</b>	<b>(102,200)</b>	<b>303,962</b>	<b>(191,200)</b>	
	<b>From Reserves</b>				<b>191,200</b>	
	<b>Depreciation</b>	244,282		285,076	244,200	
	<b>TOTAL EXPENSES with Depreciation</b>	<b>6,785,170</b>	<b>6,817,200</b>	<b>6,811,936</b>	<b>7,200,000</b>	
	<b>Net Revenue</b>	<b>(23,246)</b>	<b>(102,200)</b>	<b>18,886</b>	<b>(244,200)</b>	

Westchester Library System  
 2020 Proposed Capital Budget

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