

Westchester Library System
Budget Committee
October 6, 2022
6:00pm, WLS Training Room

Attendance:

Rob Caluori (WLS staff), Terry Kirchner (WLS staff), Maureen LeBlanc (District 8), Francis Okelo (District 14), Edris Scherer (District 4), Karen Zevin (District 1, by phone)

Notes:

Meeting called to order at approximately 6:05pm by Chair, E. Scherer (ES). Floor given to R. Caluori (RC) for 2023 draft budget presentation.

RC gave an introduction to the budget development process which includes conversations with department heads, key staff and the Executive Director about activities for the coming year. He also spoke to how specific components of the budget are developed using zero-based budgeting (i.e. salaries, benefits, outreach activities) vs. traditional budgeting (i.e. insurance, supplies, library materials).

RC then presented a review of the Budget Summary and Budget Detail illustrations noting that the focus at the committee meetings will be on departmental-level detail. It was noted that there is no longer a specific Youth Services department in the budget. No programmatic or staffing changes resulted from the change other than presenting the finances of both operations in one department, as it has been operating that way for many years.

The Administration department budget was then presented. The committee spoke at length about the proposed 3% staff pay increase and ways that the budget could be changed to provide more of a financial relief to staff given the current financial climate. Discussion included additional percentage increases, tiered increase structures and altering the benefit contribution structure. The committee was agreeable to explore tiered increase structures for the 2024 budget and tasked RC with presenting alternative health care contribution schedules at the next committee meeting.

Also of note from the Administration department budget is a project that is currently being proposed to Westchester County. Should the project not be approved, the related income and expenses, approximately \$525,000 each, could be removed from the budget without impacting any other programs or the bottom line.

RC then presented the Information Technology department budget. It was noted that other than a slight decrease in member library technology fee revenues, increases in conference travel costs and a decrease in contractual services the department budget is relatively flat from the previous year. Decreases in the contractual services line is anticipated due to using network consulting contractor more strategically and the increased conference costs are expected due to the types of technology conferences being attended tend to have higher admission costs than library-related conferences.

RC was asked with sending out additional reminders to the full board regarding the 10/12/22 and 10/17/22 meetings. Next meeting on 10/12/22 will focus on Outreach, Career Coaching Services and Training departments. The 10/17/22 meeting will focus on Delivery, Development and Cataloging departments.

Meeting adjourned at approximately 8:15pm