

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 12/31/2020, all WLS member libraries are recorded as being in compliance, with the following exceptions:

| Library | Minimum Standard |
|-----------------------------|---|
| New Rochelle Public Library | #2 – Has a board-approved, written long-range plan of service |
| Yonkers Public Library | #3 – Presents an annual report to the community on the library’s progress in meeting its goals and objectives |

Attached are the Variance Request Forms submitted by the above-mentioned libraries. Both Variance Forms have been verbally approved by the libraries; however, due to vacation schedules, a number of people were not available for signature. Upon approval, both forms will be fully executed and submitted to NYS Library Division of Library Development.

Recommended

Action: Acceptance of the submitted Variance Requests.

February 22, 2022

Variance Request Form

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

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

New Rochelle Public Library ; Thomas Geoffino ; 914-632-7879

2a. Request for Variance from Standard Number: 2

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

New Rochelle Public Library has nearly completed its New York State mandated Long Range Plan of Service. The draft version is complete and is currently under final review by Library Board members and library staff. We are confident that this document will be approved by the Board of Library Trustees at its March 10th meeting. Once approved, our plan is to widely disseminate the Long Range Plan (and /or highlights) to the New Rochelle community via press releases, our web site, electronic newsletter, social media platforms and in-house paper copies.

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.

Unfortunately, the chaos created by the pandemic (New Rochelle was at the epicenter of COVID in its early months) required a pause in planning and implementing the process of developing our Long Range Plan of Service. Our library had contracted with a highly respected consultant to assist in this effort but we felt the most appropriate approach in achieving success in this goal was to place a hold on moving forward until our circumstances were more normalized. Accordingly, we restarted the process in May 2021.

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.)

Per our response to Question 2b, we are in the process of finalizing the draft of our Long Range Plan of Service, and we fully expect that it will be approved by the Board of Library Trustees at its March 10th meeting.

Return this form by email to
the New York State Library at:
MINSTAN@nysed.gov

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)

- 2a. **Request for Variance from Standard Number:** _____
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.)**

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
the _____
(Month/Day)

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: _____

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 | <p>Is open the following scheduled hours:</p> <table border="0"> <thead> <tr> <th><u>Population</u></th> <th><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td>Up to 500</td> <td>12</td> </tr> <tr> <td>500 - 2,499</td> <td>20</td> </tr> <tr> <td>2,500 - 4,999</td> <td>25</td> </tr> <tr> <td>5,000 - 14,999</td> <td>35</td> </tr> <tr> <td>15,000 - 24,999</td> <td>40</td> </tr> <tr> <td>25,000 - 99,999</td> <td>55</td> </tr> <tr> <td>100,000 and above</td> <td>60</td> </tr> </tbody> </table> | <u>Population</u> | <u>Minimum Weekly Hours Open</u> | 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 |
| <u>Population</u> | <u>Minimum Weekly Hours Open</u> | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | |

Return this form by email to
the New York State Library at:
MINSTAN@nysed.gov

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)

Yonkers Public Library
James Hackett
914-375-7950

2a. Request for Variance from Standard Number: 3

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.)**

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: _____

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 | <p>Is open the following scheduled hours:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">60</td> </tr> </tbody> </table> | <u>Population</u> | <u>Minimum Weekly Hours Open</u> | 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 |
| <u>Population</u> | <u>Minimum Weekly Hours Open</u> | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | |

2a. Request for Variance from Standard Number: 3

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

Yonkers Public Library did not complete an annual report for the year 2019 in 2020.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance.

Yonkers Public Library was unable to complete an annual report for 2019 in 2020 due to disruptions caused by the ongoing COVID-19 pandemic and administrative changes. Many personnel and key performance metrics, statistics and information were not available or properly understood throughout the year while the library changed administration and prepared a new service model to better meet the needs of its community.

4. Plan for Compliance.

Yonkers Public Library has completed an annual report for the year 2020 (attached). This annual report, as well as previous reports, is available to the community on our website and a printed copy is available for reference at several of our libraries' public service desks. Additional copies are also available upon request.

2020 Annual Report



*Y*ONKERS
PUBLIC
LIBRARY



LIBRARY BOARD OF TRUSTEES

Nancy L. Maron, President
Josephine Ilarraza, Vice President
Stephen Jannetti, Treasurer
Stephan Giuffrida, M.D., Trustee
Joseph J. Puglia, Trustee
Darryl J. Mack, Sr., Trustee
Michael Sabatino, Trustee
John Saraceno, Trustee

Jesse Montero, Library Director



BOARD PRESIDENT'S MESSAGE

From the start, we knew that 2020 would be a year of change.

Following the retirement of the outstanding Ed Falcone, incoming Director Jesse Montero was set to begin work at the end of March. With Acting Director Susan Thaler skillfully guiding the organization, we all imagined a moment of carefully planned transition and a chance to consider the future of YPL. And then the world shut down.

All carefully made plans went out the window... and YPL got to work. Acting Director Thaler marshalled the staff through strategy sessions; incoming Director Montero reported to work weeks early, to quickly get up to speed. And throughout it all, YPL staff demonstrated creativity, passion, and a flexibility that should make all Yonkersites proud.

As you will see in this report, the YPL virtually overnight was able to pivot to become an organization that delivered on its vision – to be the community's place for discovery, engagement, and personal growth – even when that "place" was a Zoom meeting or a livestream.

As in-person events begin again, we hope you will continue to enjoy all the library has to offer, whether at our buildings, at your school, in your home, or online. You can be sure that whatever form it takes, YPL will continue to change lives every day.

A handwritten signature in purple ink that reads "Nancy". The signature is fluid and cursive, written in a professional but personal style.

President, Board of Trustees
Yonkers Public Library

LIBRARY DIRECTOR'S MESSAGE

On behalf of the staff I am pleased to submit the 2020 Annual Report for Yonkers Public Library (YPL).



It's a cliché to call 2020 "unprecedented," but that's what it was: the disruption caused by COVID-19 was unparalleled in our collective memory. Although nothing can make up for the loss of life and health, the pandemic forced YPL to adapt and innovate in ways that kept it relevant to the city it serves.

In March 2020, YPL closed its buildings following the direction of Yonkers Public Schools and other local libraries. Almost immediately, the library began developing a remote Plan of Service. IT staff busily distributed phones and laptops and established call forwarding so that YPL patrons could easily contact library staff through phone and email. Within the first week of closure, YPL launched its first ever virtual programs through Zoom and Facebook Live. Librarians pivoted their collection budgets toward eBooks and other digital materials. All the while, staff prepared a plan for a safe reopening of libraries. This required rethinking everything from policies to floorplans. In July, YPL was the first large library in the county to welcome patrons back into the library, and gradually reintroduced public computer access and other services.

Throughout the year YPL remained responsive to changes in the pandemic, always seeking to offer the most access consistent with health and safety practices. Even as buildings reopened, virtual programming continued to evolve and reach new audiences. By year's end, YPL had offered over 1,000 virtual programs with a combined attendance of over 15,000.

2020 also marked my first year at YPL. As a newcomer to YPL and Yonkers, the courage, creativity and commitment to public service exhibited by the library staff amazed me. I was profoundly moved by the Yonkers community's kindness and love for its library. It was also my pleasure to overlap my tenure with Deputy Director Susan Thaler, who served as YPL Interim Director in early 2020 and retired in early 2021. I want to thank her for the advice and support she gave me, as well as her crucial leadership as Interim Director during the early months of 2020.


Library Director

2020 BY THE NUMBERS



473,325

Total Items
Circulated

351,787

Physical
Checkouts

117,091

Digital
Checkouts



264,745
Library Visits

114,832

Customer
Questions

46,583
Computer Use

34,142
Wifi Sessions



2,411
Total
Programs

42,531
Total
Attendees

In-person Library Programs

900
programs

13,069
attendees

Virtual Library Programs

1,114
programs

17,796
attendees

Community Programs

397
Programs

11,666
Attendees

“The Before Times”

Prior to Mid-March 2020, Yonkers Public Library was enjoying a very successful start to 2020. Some of the highlights included:

- **RECEIVING** a prestigious Mellon Foundation Public Humanities Grant with Sarah Lawrence College.
- **KICKING** off its “AT&T Code Heroes” grant program, a STEAM education program designed to educate the community on the effects of cyberbullying through teaching tweens how to code.
- **ACCEPTING** a generous \$25,000 grant from Assemblyman Nader Sayegh for a space study on improvements to the Will Library.
- **PROMOTING** Aurora Cruz, manager of Riverfront Library Reference Department, to become the Branch Administrator at the Grinton I. Will Library.

The COVID-19 Pivot

Buildings Close, but the Library Remains

- On March 14, YPL closed its buildings and shifted to a remote service plan.
- Within a week of shutting down YPL offered its first ever virtual program.
- Virtual programs offered through Zoom, Facebook Live, and YouTube Live formed the centerpiece of a remote service plan. In 2020, YPL conducted more than 1,000 virtual programs with a combined attendance of over 15,000.

Safely Reopening our Buildings

- The library invested in MERV-13 air filters and electrostatic sprayers, installed Plexi-glass partitions, and reorganized the library floor plan to facilitate social distancing. New processes were developed for handling and quarantining materials safely.
- The entire YPL Code of Conduct was rewritten to ensure the safety of YPL staff and visitors.
- YPL instituted "contact free pickup" service in June 2020, shortly after New York State authorized it in their reopening plan. About a month later, YPL reopened its doors to limited browsing - the first large library in the region to do so.

Library Outreach Helps Yonkers 2020 Census Count

- The City of Yonkers engaged YPL for its Yonkers Counts census campaign.
- YPL staff performed extensive outreach and assisted in the counting of 337 households (with a combined 953 household members).
- It's estimated that by helping nearly 1,000 "hard to count" residents complete their census questionnaires, Yonkers will receive an additional \$2.3 million in federal funds each year over the next decade for everything from transportation to housing to educational assistance.

Yonkers News Archive Goes Digital

- YPL partnered with Newspapers.com, a subsidiary of Ancestry.com, to digitize its extensive local newspaper microfilm collection.
- Nearly 1,000 reels of microfilm, including the entire run of the *Yonkers Herald Statesman*, *Yonkers Herald*, *Yonkers Examiner*, and *Yonkers Statesman* to the company's digitization labs. A portal was developed so visitors can search, print and download over 1.2 million pages of digitized newsprint for free.

2020 Election Early Voting at YPL

- YPL hosted early voting at the Riverfront Library and the Grinton I. Will Library, the only two early voting sites in the entire city of Yonkers.
- Nearly 20,000 voters participated in early voting at both library locations



Yonkers Public Library

Crestwood Library

16 Thompson Street
Yonkers, NY 10707

Grinton I. Will Library

1500 Central Park Avenue
Yonkers, NY 10710

Riverfront Library

One Larkin Center
Yonkers, NY 10701



Item: WLS Bank Account Signature Cards

Background: WLS currently uses TD Bank to service accounts for operating, payroll and reserves.
The WLS Board Officers (President, Vice-President, Secretary and Treasurer) as well as the Executive Director are signatories on the accounts.

Status: In order to remove the signatories from the previous year and add the new signatories, new signature cards must be completed.
TD Bank is now requiring adoption of the attached Government Entity Certificate of Resolution form as well in order to process the new signature cards. Once approved, the Chief Financial Officer will ensure execution of the cards and form for submission to the bank.

Recommended Action: WLS staff recommends adoption of the attached resolution.

February 22, 2022



America's Most Convenient Bank®

GOVERNMENTAL ENTITY CERTIFICATE OF RESOLUTION
(For Deposit Accounts)

Depositor (Name of Governmental Entity): Westchester Library System
Address: 570 Taxter Rd, STE 400 Elmsford NY 10523
Financial Institution: TD Bank, N.A 11000 Atrium Way Mt. Laurel, NJ 08054

I HEREBY CERTIFY that I am the duly elected and qualified Authorized Governmental Agent and keeper of records for the Depositor (also referred to as "Governmental Entity") named above, that the following is a true and complete copy of a Resolution duly adopted at a meeting of the Governing Body of said Governmental Entity held on, or dated on _____, 2022 in accordance with the law and the by-laws of, or consent of, said Governmental Entity, and that my delivery of this Certificate of Resolution to Financial Institution certifies to Financial Institution that such Resolution is still in full force and effect.

I FURTHER CERTIFY that the name of the Depositor set forth above is the complete and correct name of the Governmental Entity and that the Governmental Entity is organized and existing under and by virtue of the laws of the State/ New York a Governmental Entity.

RESOLVED, that the Financial Institution named above, at any one or more of its offices or branches, be and it hereby is designated as a Financial Institution of and depository for the funds of this Governmental Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies (including electronic orders) bearing the signature of, or as otherwise authorized by, any one (1) of the following officers, employees or agents of this Governmental Entity ("Agents"), whose actual signatures are shown below:

Table with 3 columns: Title, Name, Signature. Rows include Executive Director (Terry Kirchner), President (Karen Zevin), Vice President (Francis Okelo), Secretary (Andrea Bober), and Treasurer (Edris Scherer).

FURTHER RESOLVED, the Agents, whose names and signatures appear above, are hereby authorized to open and maintain a deposit account or accounts of the Governmental Entity with the Financial Institution, subject to the terms and conditions of the Business Deposit Account Agreement, as it may be amended from time to time (the "Account Agreement").

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item or payment order drawn against any of the Governmental Entity's accounts with the Financial Institution bearing the signature of or as otherwise authorized by any such Agents even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed, or payment order authorized, in accordance with the resolutions contained herein, or the application or disposition of such item or payment order or the proceeds of the item or payment order.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Governmental Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution, and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions or purposes for which funds, checks or items of the Governmental Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remains in full force and effect until written notice of the revocation thereof shall have been delivered to and received by the Financial Institution at the location where an account of the Governmental Entity is maintained and Financial Institution has had a reasonable period of time to act upon such notice.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing resolutions now stand of record on the books of the Governmental Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____ and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

SEAL

X

Authorized Governmental Agent or Assistant Authorized Governmental Agent

(Title)

Note: In case the Authorized Governmental Agent or other certifying officer is designated by the foregoing resolutions as one of the signing officers, this certificate should also be signed by a second Officer or Director of the Governmental Entity and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.



GOVERNMENT BANKING ACCOUNT MAINTENANCE

REGION: Mid Hudson RC #: 444 ACCOUNT NUMBER: [REDACTED]

BANK REPRESENTATIVE: Kathy Sullivan DATE FORM PRINTED: 1-26-22

BUSINESS TYPE: Public/Municipal ADD'L ACCOUNT*: [REDACTED] IM
STATUS: Updating Authorized Signer ADD'L ACCOUNT*: [REDACTED] IM

* Must have the same titling; if not a separate form must be completed.

BUSINESS NAME / MAILING ADDRESS: Westchester Library System TIN: 13-1882114
570 Taxter Rd Ste 400 Elmsford NY 10523

LEGAL ADDRESS: (No PO Boxes) 570 Taxter Rd Ste 400 Elmsford NY 10523

BUSINESS PHONE: 9142313207
FDIC OFFICIAL CUSTODIAN: Terry Kirchner (Must be an authorized signer)

[X] Updated Business Documentation Obtained (ATTACH TO FORM) : Government Banking Account (Exempt from CIP)

IMPORTANT INFORMATION

Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

You, the undersigned, as authorized representative(s) of the business named above (the "Accountholder"), acknowledge receipt of the Business Deposit Account Agreement, Business Schedule of Charges and Business Fee Schedule which govern the Accountholder's accounts with TD Bank, N.A. (the "Bank").

This section does not apply to U.S. non-resident aliens. Under penalty of perjury, you, the undersigned certify that:

- 1. The number shown on this form is the Accountholder's correct taxpayer identification number...
2. The Accountholder is not subject to backup withholding because: (a) the Accountholder is exempt from backup withholding...
3. The Accountholder is a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if the Accountholder has been notified by the IRS that the Accountholder is currently subject to backup withholding because the Accountholder has failed to report all interest and dividends on the Accountholder's tax return or for any other reason.

The Internal Revenue Service does not require your or the Accountholder's consent to any provision of this document other than the certifications required to avoid backup withholding.

Authorized Representative(s)/Signers:

[Signature]
Signature
Terry Kirchner, Executive Director
Printed Name

[Signature]
Signature
Karen Zevin, President
Printed Name

If Existing Signer, Enter the RM Number:
Date Signed:

If Existing Signer, Enter the RM Number:
Date Signed:

[Signature]
Signature
Francis Okelo, Vice President
Printed Name

[Signature]
Signature
Andrea Bober, Secretary
Printed Name

If Existing Signer, Enter the RM Number:
Date Signed:

If Existing Signer, Enter the RM Number:
Date Signed:



GOVERNMENT BANKING ACCOUNT MAINTENANCE

REGION: Mid Hudson

RC #: 444

ACCOUNT NUMBER: [REDACTED]

BANK REPRESENTATIVE: Kathy Sullivan

DATE FORM PRINTED: 1-26-22

BUSINESS TYPE: Public/Municipal

ADD'L ACCOUNT*: [REDACTED] IM

STATUS: Updating Authorized Signer

ADD'L ACCOUNT*: [REDACTED] IM

* Must have the same titling; if not a separate form must be completed.

BUSINESS NAME / MAILING ADDRESS: TIN:

Westchester Library System 13-1882114

LEGAL ADDRESS: (No PO Boxes)

570 Taxter Rd Ste 400

Elmsford NY 10523

BUSINESS PHONE: 9142313207

570 Taxter Rd Ste 400 Elmsford NY 10523

FDIC OFFICIAL CUSTODIAN: Terry Kirchner

(Must be an authorized signer)

[X] Updated Business Documentation Obtained (ATTACH TO FORM) : Government Banking Account (Exempt from CIP)

IMPORTANT INFORMATION

Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

You, the undersigned, as authorized representative(s) of the business named above (the "Accountholder"), acknowledge receipt of the Business Deposit Account Agreement, Business Schedule of Charges and Business Fee Schedule which govern the Accountholder's accounts with TD Bank, N.A. (the "Bank"). Your signature below and the Accountholder's use of the account shall evidence the Accountholder's acceptance of and agreement to be bound by the terms and conditions as set forth in the Business Deposit Account Agreement, Business Schedule of Charges and Business Fee Schedule, and any Addenda thereto, as the same may be amended from time to time.

This section does not apply to U.S. non-resident aliens. Under penalty of perjury, you, the undersigned certify that:

- 1. The number shown on this form is the Accountholder's correct taxpayer identification number (or the Accountholder is waiting for a number to be issued to the Accountholder); and
2. The Accountholder is not subject to backup withholding because: (a) the Accountholder is exempt from backup withholding, or (b) the Accountholder has not been notified by the Internal Revenue Service (IRS) that the Accountholder is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Accountholder that the Accountholder is no longer subject to backup withholding; and
3. The Accountholder is a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if the Accountholder has been notified by the IRS that the Accountholder is currently subject to backup withholding because the Accountholder has failed to report all interest and dividends on the Accountholder's tax return or for any other reason. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide the Accountholder's correct TIN.

The Internal Revenue Service does not require your or the Accountholder's consent to any provision of this document other than the certifications required to avoid backup withholding.

Authorized Representative(s)/Signers:

Signature lines for Edris Scherer, Treasurer and another representative.

If Existing Signer, Enter the RM Number:

If Existing Signer, Enter the RM Number:

Date Signed:

Date Signed:

Signature lines for two additional representatives.

If Existing Signer, Enter the RM Number:

If Existing Signer, Enter the RM Number:

Date Signed:

Date Signed: