

Call to Meeting May 28, 2024

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, May 28, 2024, at 6:00 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523. (Masks may be required.)

Regular Meeting Agenda

Minutes: April 30, 2024

Finances

Information Items

Information Item #1: Extend for One Year Current Borrowing Facility

Information Item #2: Policy Updates

President's Report

WLS Committee Reports

Executive Director's Report

PLDA Report – Jennifer Coulter, Director, Pound Ridge Library

NEXT MEETING: The next Regular Meeting will be held on Tuesday, June 25, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 30, 2024 – Pending Approval

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch at 6:05 p.m. The quorum requirement was met with the following people in attendance:

Board members present: Anthony Amiano, Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, David Mener, Susan Morduch, Patricia Phelan, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Alice Joselow, Julie Mills-Worthy

Also present from WLS were: Terry Kirchner, Rob Caluori, Pat Brigham, Kate Meyer

Public Library Directors Association (PLDA) Representative: Jennifer Coulter, Director, Pound Ridge Library District

MINUTES

The minutes of the March 26, 2024 Board Meeting were approved on a motion by Ms. Tepper and seconded by Mr. Amiano. The minutes were accepted unanimously.

FINANCIAL REPORTS

Mr. Caluori presented the financial reports noting significant balances and activity. He spoke to the point that WLS is entering a period where cash in the operating account typically declines as WLS awaits funding from NYS and Westchester County. Mr. Caluori will work with the Treasurer to transfer money from reserves as needed to meet the cash flow demands of the organization. He also noted the organization is doing well with managing expenses, which are essentially in-line with revenues for the year-to-date. Check registers for March and April 2024 were distributed to the Board. The Board accepted the financial report on a motion by Ms. LeBlanc and seconded by Ms. Zevin. The motion passed unanimously.

ACTION ITEMS

Designation of Deposits – New York State Liquid Asset Fund (NYLAF): The Finance Committee met with a representative from the New York State Liquid Asset Fund (NYLAF), which is an investment cooperative exclusive to schools, libraries, and municipalities within New York, to discuss the potential for WLS's participation. NYLAF offers investment vehicles that make competitive interest rates available to these eligible groups while also proving FDIC and collateralization to protect their deposits as required under General Municipal Law.

NYLAF offers options for accounts that provide liquidity in 1-day, 1-week and longer increments. There are no direct fees to the customer and no minimum balances. PMA Securities LLC, who manages the fund, earns a .15 basis points fee on their management of the entire fund. The Board accepted the addition of NYLAF on a motion by Ms. Bober and seconded by Ms. Tepper. The motion passed unanimously.

System Annual Report: Dr. Kirchner discussed highlights of the 2023 WLS System Annual Report to the Board. He noted that all library systems in New York State must complete this report to receive funds, and the report looks at the funds received from the state and asks systems how the funds were utilized. Some of the figures in the report are system figures, and some of them are library-wide figures. The Board approved the System Annual Report on a motion by Mr. Amiano and seconded by Mr. Cartolano. The motion was approved unanimously.

PRESIDENT’S REPORT

Ms. Morduch noted that when Committee meetings are held, and the minutes are taken, that individuals should include last names in their notes. She asked the Board to consider a date for the next Board / WLS Employee dinner.

COMMITTEE REPORTS

Audit Committee: Mr. Iwanski noted that the Audit Committee recently met with the auditors – Dorfman, Abrams, Music, LLC, and there were no issues or missing items identified in the 2023 Audit report. The Board approved the 2023 Audit on a motion by Ms. Zevin and seconded by Ms. Tepper. The motion was approved unanimously.

Finance Committee: Ms. LeBlanc asked the Board to vote to accept the change to permanently combine the Budget and Finance Committees one to be named “Budget and Finance Committee”. The Board approved the change to the Budget and Finance Committee on a motion by Mr. Iwanski and seconded by Ms. Zevin. The motion was approved unanimously.

Nominating & Board Education: Ms. Kelley, Chair, reminded the Board that Nonprofit Westchester has an abundance of Committee resources that they can utilize, and they generally count toward trustee education.

Governance Committee: Ms. Bober reported that the Governance Committee will be meeting in May to discuss policies due for review.

EXECUTIVE DIRECTOR’S REPORT

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

- The libraries in the Town of Bedford (Bedford Hills Free Library, Bedford Free Library and Katonah Village Library) met with Jerry Nichols to discuss the potential for a chapter 414 vote for public library funding, and the group will be meeting in the coming weeks to discuss whether they will move forward this year.
- The New York Library Association gave their final State Budget update. There was a jump in state aid for library construction this year, from \$1.6 million last year to \$2 million this year. It also includes additional funding for NOVELny databases and a new allocation for Dolly Parton’s Imagination Library. It also states that the expiration of the current videoconferencing provisions of Open Meetings Law has been extended from July 1, 2024 to July 1, 2026.

- Allison Midgely has been collaborating with the member libraries on compiling the annual reports for New York State. As of this date thirty-one reports have been submitted, three reports are under review, and four libraries are still compiling data.
- WLS is working with the Ramapo-Catskill Library System and the Law Offices of Stephanie Adams to offer library directors bi-monthly interactive webinars to address employee-related legal questions and human resources issues.

PLDA LIASON'S REPORT

Ms. Coulter reported on the April 2024 PLDA meeting where the following was discussed:

- The PLDA Technology Committee met and discussed upgrades to Envisionware and Windows 11. They are looking to consortium pricing for Patron Point.
- The PLDA Civil Service Committee had a successful meeting with Lisa Denig, Westchester County Commissioner of Human Resources on March 22, 2024. She answered questions regarding what decisions were governed by the State vs. the County relating to the civil service hiring process.
- There was a discussion regarding a PLDA retreat later this year. An Action item was presented to use funds from PLDA treasury for the retreat. The motion was approved unanimously.

OLD BUSINESS

Mr. Cartolano inquired about the impacts of the recent purge of expired patrons records and it will be discussed at the next regular meeting.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:24 p.m. on a motion by Mr. Iwanski and seconded by Ms. Tabakman that passed unanimously.

Respectively submitted,

Anthony Amiano
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – APRIL 2024

SUMMARY

All of the figures in the accompanying notes are approximated to the nearest \$100 or 1%. The figures in the financial statements are rounded to the nearest dollar and percentages are to two decimal places.

PAYMENTS OVER \$50,000

The following purchases over \$50,000 were paid in April 2024:

- Amount: \$85,732
 - Vendor: Crown Castle
 - Purpose: Internet Service at the member libraries and WLS data center for April through June 2024
- Amount: \$74,340
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for May 2024

BALANCE SHEET – APRIL 2024

The Balance Sheet shows comparative figures for the period from month-ending (ME) March 2024 thru ME April 2024. The key changes for the period are a decrease in WLS's *operating cash and cash equivalents*, which is lower by \$486,900 and a decrease in *deferred revenue* of \$181,500. Details are discussed below.

ASSETS:

This section indicates the organization's liquidity by showing what assets WLS holds in cash and what assets will be available in cash in the near future.

Operating Cash & Cash Equivalents (This shows the cash in WLS's operating and payroll bank accounts and petty cash): In the month, WLS's operating cash decreased by \$486,800. With \$60,800 in receipts, activity included \$41,200 from member libraries for IT services and group purchases, and \$10,100 from retirees for their contributions to health benefits. Notable expenditure aside from rent, payroll and benefits, Internet, and delivery to libraries included \$47,200 to Hoopla for pay-per-use digital content for library patrons and two payments totaling \$28,100 to GovConnection for a three-year support agreement covering thin-client devices in use at member libraries (\$17,700) and upgrades to 35 pairs of library firewalls to enable high-availability functionality (\$10,400).

Unconditional Promises (These are promises to give money to WLS without any conditions attached): The figure in this line increased by \$348,200 in the period. This is the result of recording \$348,200 in receivable revenue from New York State, Westchester County, and the federal E-Rate program.

LIABILITIES:

This section shows WLS's near-term obligations.

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$181,500 the result of recognizing \$210,700 in revenues from 6-month invoices to member libraries for IT services, group purchases for digital content, and movie licensing against the deferral of \$29,200 in revenue from 3-month invoices to member libraries.

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE –

APRIL 2024

SUMMARY:

Revenues were essentially in line with expenses for April and the year-to-date (YTD); noteworthy variances are discussed below.

REVENUES:

Total revenue was \$26,700 short of the budget for April. This was primarily driven by shortfalls in the *County Revenues without Restrictions* and *Other Revenues with Restrictions* revenue lines which were offset by greater than expected earnings in *Interest* and *Other Revenues without Restrictions*.

County Revenues with Restrictions - The 2024 Westchester County Budget did not fund WLS to the level that was anticipated in the budget process and is expected to fall short by \$157,175 (10% below budget) for the year.

Other Revenues with Restrictions ended the month below budget mainly due to shortfalls in restricted grants. This is consistent with years past and while the budget assumes that approximately \$14,800 would be earned in this line each month, the monies raised will fluctuate monthly. WLS has raised approximately \$1,800 in restricted contributions, to date. The budget also assumed \$28,000 in revenue from 2 semesters of activity from the LIU Palmer School Program when, in fact, the program will only run for 1 semester this year. Expenses associated with this program will be lower, accordingly.

EXPENSES:

Total spending was essentially in-line with revenues for the month of April and the YTD. Expenses also came in under budget by \$71,300 for the monthly budget and \$244,400 for the YTD. Lines with significant variances and/or noteworthy activity are discussed below:

Equipment was underspent by \$14,700 compared to budget. Activity in this line for 2024 primarily consists of purchases of computers for member libraries which generally occurs in one or two large transactions. Therefore, while the line is under budget for the month, activity later in the year will align it closer to the budget.

Repairs and Maintenance – While this line came in underbudget by \$6,200 (10.6%) for the month it is essentially in line with budget for the YTD. This line includes maintenance and support costs for computers and other equipment as well as software subscriptions. The activity in this line can vary month-to-month and barring any unanticipated events is expected to end the year in-line with the budget.

Library Materials – This line was over budget by \$2,600 (3%) for April and \$13,800 (4%) for the YTD. The overage was primarily driven by greater than anticipated activity in pay-per-use content for library patrons. While increased patron activity is viewed positively, management will continue to explore opportunities to minimize the financial impact of these events; the line is being monitored closely.

Westchester Library System
Balance Sheet
As of April 30, 2024

	Month Ending 04/30/2024 Actual	Month Ending 03/31/2024 Actual	Month Ending 04/30/2024 Period difference	Month Ending 04/30/2024 Period variance	Year Ending 12/31/2023 Actual
Assets					
Current Assets					
Operating Cash & Cash Equivalents	766,786	1,253,649	(486,863)	(38.83) %	1,823,004
Reserve Cash & Cash Equivalents	2,890,846	2,886,491	4,355	0.15 %	2,859,669
Unconditional Promises to Give	1,478,604	1,130,431	348,173	30.80 %	346,714
Accounts Receivable	204,227	200,914	3,312	1.64 %	124,244
Prepaid Expenses	1,052,198	1,104,824	(52,625)	(4.76) %	961,146
Total Current Assets	6,392,660	6,576,308	(183,648)	(2.79) %	6,114,778
Long-Term Assets					
Property & Equipment	400,602	413,820	(13,219)	(3.19) %	459,776
Right Of Use Asset	923,257	923,258	0	0.00 %	923,257
Total Long-Term Assets	1,323,859	1,337,078	(13,219)	(0.98) %	1,383,033
Total Assets	7,716,519	7,913,386	(196,867)	(2.48) %	7,497,811
Liabilities					
Short-Term Liabilities					
Accounts Payable	454,811	454,158	653	0.14 %	599,269
Deferred Revenue	458,124	639,636	(181,512)	(28.37) %	1,105
Short-Term Right of Use	288,392	288,392	0	0.00 %	288,392
Total Short-Term Liabilities	1,201,327	1,382,186	(180,859)	(13.08) %	888,766
Long-Term Liabilities					
Long-Term Right of Use	815,954	815,954	0	0.00 %	815,954
Post-Retirement Benefits Payable	3,983,425	3,983,425	0	0.00 %	3,983,425
Total-Long-Term Liabilities	4,799,379	4,799,379	0	0.00 %	4,799,379
Total Liabilities	6,000,706	6,181,565	(180,859)	(2.92) %	5,688,145
Net Assets					
Net Assets, Beg Bal	1,731,820	1,754,543	(22,722)	(1.29) %	2,043,721
Change in Net Assets	(16,007)	(22,722)	6,714	29.55 %	(234,055)
Total Net Assets	1,715,813	1,731,821	(16,008)	(0.92) %	1,809,666
Total Liabilities and Net Assets	7,716,519	7,913,386	(196,867)	(2.48) %	7,497,811
Net Asset Detail					
Working Capital	5,191,333	5,194,122	(2,789)	(0.05) %	5,226,011
Long-Term Net Assets	(3,475,520)	(3,462,302)	(13,219)	(0.38) %	(3,416,345)
Total Net Asset Detail	1,715,813	1,731,820	(16,008)	(0.92) %	1,809,666

Westchester Library System
Statement of Revenues and Expenditures
Comparison to Budget with Previous Years To Date
As of April 30, 2024

	Month Ending 04/30/2024			Year To Date 04/30/2022	Year To Date 04/30/2023	Year To Date 04/30/2024			Year Ending 12/31/2024
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
Revenue									
State Revenues without Restrictions	175,008	175,008	0	639,818	698,441	700,032	700,033	(1)	2,100,100
County Revenues without Restrictions	111,920	125,025	(13,105)	350,200	427,340	447,680	500,100	(52,420)	1,500,300
Federal Revenues without Restrictions	10,830	10,834	(4)	51,600	55,000	43,320	43,334	(14)	130,000
Member Technology Fees	225,131	226,500	(1,368)	935,294	892,373	901,558	906,000	(4,441)	2,718,000
Fund Raising & Contributions	292	0	291	458	117	804	0	803	0
Interest	7,345	4,958	2,387	790	31,978	44,319	19,833	24,486	59,500
Other Revenues without Restrictions	2,817	209	2,609	3,095	4,908	11,005	834	10,172	2,500
State Revenues with Restrictions	50,415	50,425	(10)	183,580	201,020	201,660	201,700	(40)	605,100
Other Revenues with Restrictions	1,299	18,792	(17,493)	269,681	24,967	7,370	75,167	(67,797)	225,500
Total Revenue	585,057	611,750	(26,693)	2,434,515	2,336,145	2,357,748	2,447,000	(89,252)	7,341,000
Expenditures									
Salaries	183,386	191,827	8,441	762,427	700,909	725,571	767,307	41,736	2,301,921
Fringe Benefits	112,005	114,859	2,854	404,617	396,361	430,172	459,436	29,264	1,378,309
Professional Fees	823	4,750	3,927	4,947	11,077	10,988	19,000	8,012	57,000
Equipment	4,286	19,000	14,714	96,815	65,750	21,058	76,000	54,942	228,000
Library Materials	89,268	86,654	(2,614)	243,903	265,301	360,373	346,617	(13,756)	1,039,850
Rent and Utilities	31,020	33,634	2,614	110,209	121,755	124,085	134,537	10,451	403,610
Repairs and Maintenance	51,971	58,175	6,204	175,981	243,542	233,224	232,700	(523)	698,100
Supplies	930	3,504	2,575	9,216	1,213	1,822	14,016	12,194	42,050
Telephone and Internet	36,807	37,862	1,054	128,225	170,259	152,869	151,447	(1,422)	454,340
Printing and Postage	2,316	9,746	7,430	24,059	28,682	17,920	38,983	21,063	116,950
Bibliographic Fees	7,221	7,656	435	26,366	27,918	29,241	30,624	1,383	91,870
Professional Development	928	6,583	5,655	24,015	22,629	7,938	26,333	18,395	79,000
Travel	3,116	5,396	2,280	2,329	9,933	18,159	21,583	3,424	64,750
Memberships	622	2,375	1,753	10,913	12,687	8,812	9,500	688	28,500
Contractual Services	23,798	31,854	8,056	181,691	141,034	86,620	127,417	40,796	382,250
Delivery Service	37,212	39,833	2,622	162,545	148,106	149,945	159,333	9,389	478,000
Insurance	1,350	3,334	1,983	15,614	13,533	9,814	13,334	3,519	40,000
Miscellaneous	787	2,083	1,296	1,859	1,947	3,537	8,333	4,797	25,000
Total Expenditures	587,846	659,125	71,279	2,385,731	2,382,636	2,392,148	2,636,500	244,352	7,909,500
Total Net Revenue Before Depreciation	(2,789)	(47,375)	44,586	48,784	(46,491)	(34,400)	(189,500)	155,100	(568,500)
Non-Cash Activity									
Depreciation	13,219	14,667	1,448	44,882	57,973	59,175	58,667	(508)	176,000
Unrealized Gain/Loss on Investments	0	0	0	350	(3,829)	278	0	(279)	0
Total Non-Cash Activity	13,219	14,667	1,448	45,232	54,144	59,453	58,667	(787)	176,000
Total Net Revenue	(16,008)	(62,042)	46,034	3,552	(100,635)	(93,853)	(248,167)	154,313	(744,500)

Item: Extend for One Year Current Borrowing Facility

Background: WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The facility allows WLS to borrow up to \$500,000 unsecured for a period of one year. There are neither facility fees nor covenants for this loan agreement. If borrowed against, the interest rate would be based on WSJ (Wall Street Journal) Prime + 50 bps (base percentage points), with a Floor of 3.75%. The only restriction consists of the submission of audited financial statements on the part of WLS.

Status: During the prior year, there were no borrowings under the facility. **At this time, we do not foresee any need to borrow under this facility for the coming year.** Given there are no encumbrances, covenants or facility fees, we recommend extending the borrowing agreement for one year to allow for financial flexibility.

There is no action required at this time. This will be brought to the Board as an action item at the June 2024 meeting.

May 28, 2024

Item: Policy Updates

Background: The WLS Governance Committee met on May 21, 2024, to review the four policies: #1 Equal Employment Opportunity; #6 Progressive Discipline; #10 Internet Safety and Use; Employee Handbook.

Trustees in attendance at this meeting were Anthony Amiano (District 5), Andrea Bober (District 10 / Chair) and David Mener (District 14), WLS Staff in attendance were Rob Caluori (Chief Finance Officer) and Terry Kirchner (Executive Director).

Status: The Governance Committee reviewed and discussed four policies. All items were recommended for approval by the full board at the June 25, 2024, meeting.

Summary of documents reviewed: -

- Policy 1 – Equal Employment Opportunity
 - No changes recommended
- Policy 6 – Progressive Discipline
 - Significant revisions recommended
- Policy 10 - Internet Safety and Use
 - - Significant revisions recommended
- Employee Handbook
 - One paragraph revised, one paragraph added

May 28, 2024

WESTCHESTER LIBRARY SYSTEM

POLICY #1

Subject: Equal Employment Opportunity

Application: Employees, customers, consultants, contractors, vendors and visitors

Westchester Library System (WLS) is committed to providing equal opportunity for all persons regardless of race, color, national origin, citizenship, religion, creed, age, sex, sexual orientation, gender identity or expression, marital status, disability, veteran status, or any other trait or characteristic protected by law.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Improper interference with the ability of WLS employees to perform their expected job duties will not be tolerated.

WLS complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. WLS considers harassment in all forms to be a serious offense. (See Anti-Harassment Policy #2.)

Employees who have been subject to prohibited discrimination and/or harassment or who have concerns should immediately report the incident to their supervisor and/or the Executive Director or any member of management. Individuals are not obligated to speak with their immediate supervisor before bringing the matter to the attention of the Executive Director or any other member of management.

Complaints will be investigated promptly by management and will be handled in a confidential manner. Confidentiality will be observed to the extent consistent with adequate investigation procedures and appropriate corrective action. If the matter is not investigated after reporting the incident, the employee may bring the matter to the attention of the President of the WLS Board of Trustees. Anyone who reports violations of this policy and /or cooperates with WLS's investigation of such violations will be protected against retaliation.

Violations of this policy are not tolerated. Individuals who engage in acts of discrimination and/or harassment are subject to immediate disciplinary action which may include termination of employment.

Last approved: May 26, 2015

Subject: ~~Progressive Discipline~~ Corrective Action

Application: Employees

~~In order To promote employee development and maintain an orderly, safe, and efficient~~ the desired work environment, Westchester Library System (WLS) ~~on occasion may will have to respond to and correct inappropriate employee behavior or conduct. Depending on the level of~~ deficient performance, misconduct or violation of WLS policy, ~~the application levels of progressive discipline may apply.~~

"Deficient performance" occurs when the quality of routine work, or specially assigned work, is not performed up to the requirements of the position or the assigned task.

"Misconduct" is any intentional or unintentional failure to uphold the workplace standards of WLS, including matters of safety, legal compliance, interpersonal relations, and professionalism.

"Violation of WLS policy" is intentional or negligent failure to adhere to WLS policy.

When deemed appropriate, WLS will use a progressive approach to corrective action, starting with an oral warning, followed by a written warning, culminating if necessary with a termination of employment.

~~The purpose of discipline is to be corrective. Progressive discipline is based on the premise that employees will change and correct behavior once the importance of misconduct has been emphasized and the employee has been given an opportunity to improve performance.~~

~~Generally, the Progressive Discipline process involves several steps. Each step in the process more strongly encourages the employee to modify his/her behavior by offering varying levels of discipline. WLS has the right to respond to and remedy inappropriate employee behavior or conduct and accordingly certain offenses will result in immediate termination. Each instance of a policy violation will not always result in the same order of the steps outlined in this policy.~~

An oral warning is a formal or informal discussion with the employee regarding performance deficiencies, misconduct or violation of WLS policy, and will be memorialized by the supervisor in personal notes, not the employee's personnel file.

A written warning should outline the deficient performance, misconduct or violation of WLS policy, the relevant facts, the expected improvements, a time line of expected results, and consequences for not correcting the undesired behavior. All written warnings will be placed in the employee's personnel file.

For deficient performance, warnings may or may not be accompanied by a "Plan of Improvement" designed to assist the employee in reaching performance goals while working with measurable objectives towards improvement.

There is no obligation on the part of WLS to use progressive corrective action, or a Program of Improvement, and in a case of a serious offense or belief that corrective action is not appropriate, WLS may terminate employment immediately.

~~In many instances disciplinary action begins with an oral warning, then it is followed by a written warning, and may culminate with termination of employment. In a case of a serious offense, WLS may find it appropriate to terminate the employment of the offender immediately.~~

Last approved: ~~May 26, 2015~~

Subject: Internet Safety and Use

Application: Employees, customers, consultants, contractors, vendors and visitors

General

Westchester Library System (WLS) and its member public libraries endeavor to develop services that meet the cultural, informational, educational, and recreational needs of Westchester County's diverse, multicultural community by providing access to Internet resources that offer many valuable local, national and international sources of information. Information and resources on the Internet enhance those already held in the library and often go beyond what is locally available. Users are encouraged to take advantage of the Internet, but also to exercise discretion, good judgment and concern for privacy in their use of it.

Confidentiality

WLS supports the right to privacy and confidentiality of library users in accordance with the [American Library Association's \(ALA\)](#)'s Library Bill of Rights; the Freedom to Read Statement; the Freedom to View; Access to Electronic Information Services and Networks; and with the policies, goals and objectives of this public library system. WLS considers any record of Internet use by a patron to be a library record and as such Internet use will be protected as confidential as prescribed by section 4509 of NYS Civil Practice Law & Rules.

Disclaimer

WLS cannot warrant the information available through its Internet connection to be accurate, authoritative, factual, timely or useful. In addition, because the content of the Internet is not managed or governed by any entity, users may encounter materials they consider offensive. The board and employees of WLS assume no responsibility for damages of any type arising from the use of Internet workstations.

Appropriate Use

Adults and minors are prohibited from use of the Internet for any illegal activity including but not limited to fraud, [hacking](#), [harassment](#), [threats](#) or any ~~other~~ form of unauthorized [computer](#) access. Such illegal activities may result in loss of system privileges and criminal prosecution. Use of the WLS Internet gateway/connection is [subject to capacity limits that may result in reduced or revoked access for any activity deemed to be using excessive amounts of generally available capacity](#)~~intended for~~

~~private, non-commercial activities, and does not permit unauthorized sales and marketing of products or services.~~

Access by Minors

As with other library materials, ~~the restriction of a~~ child's/minor's access to the Internet is the responsibility of the parent/legal guardian.

As required by the Children's Internet Protection Act (CIPA), in order to be eligible for certain federal funding, WLS has implemented and is enforcing, during use by minors, filtering on all Internet-accessible devices connected to its computer network to block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors. ~~The filter protects against access to obscene materials including child pornography, which in the case of persons (minors) under the age of 17 has been deemed by WLS to be harmful.~~

The term "obscene" means, in this policy, that a court of law has found that—

- a. the average person, applying contemporary community standards, would find that such project, when taken as a whole, appeals to the prurient interest; and
- b. such project depicts or describes sexual conduct in a patently offensive way; and
- c. such project, when taken as a whole, lacks serious literary, artistic, political, or scientific value.

Users should be aware that all filters, including the filter used by WLS, operate with a certain degree of "underblocking" (i.e. permitting access to certain material that is intended to be blocked) and "overblocking" (i.e. denying access to certain constitutionally protected material that is not intended to be blocked). WLS has attempted to implement ~~a filtering that complies with CIPA~~ while providing library patrons with the broadest possible access to constitutionally protected speech and information. WLS cannot and does not guarantee that the filter will block all ~~obscenity, child pornography or materials to minors~~ materials deemed inappropriate. WLS also cannot and does not guarantee that the filter will not restrict access to sites that may have legitimate research or other value.

In order to help address the issue of overblocking and enhance users' access to constitutionally protected speech and information, WLS requests that all users, both adults and minors, send an email to it+filtering@wlsmail.org to request unblocking of an incorrectly blocked site. In addition, any user who is 17 years of age or older may disable the filter in order to obtain unfiltered Internet access by following the instructions provided on the computer screen or other instructions as WLS may provide from time to time.

Safety of Personal Information

To address the issue of safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as the unauthorized disclosure use and dissemination of personal identification information regarding minors, WLS will provide training for member library staff. In addition, WLS encourages ~~member~~ libraries to provide training to library patrons and urges minors to keep in mind the following safety guidelines:

1. Never give out identifying information such as home address, school name or telephone number.
2. Let parents, guardians and/or caregivers decide whether personal information such as age, marital status or financial information should be revealed.
3. Never arrange an in-person meeting with someone via any form of direct electronic communication without approval of a parent or guardian.

Oversight

~~The~~ Upon request by the WLS Board of Trustees ~~staff~~ will ~~receive and review~~ report on the impact of the filter on the patron Internet experience ~~on an annual basis~~.

Last approved: ~~May 26, 2015~~

Revised: ~~May 29, 2018~~

Employee Handbook Amendments

To comply with new law, the following amendments to the Employee handbook is proposed:

NURSING AND PRIVATE AREA FOR EXPRESSION OF BREAST MILK

WLS will provide a private area for the expression of breast milk for up to three years following the birth of a child. Nursing employees may take a ~~20~~30-minute ~~un~~paid break every three hours. An employee may take ~~additional time that is either unpaid or more use accrued paid time off or less time,~~ as needed. At the employee's choice, each break may be taken independently or right before or after a regularly scheduled paid or unpaid break. ~~An employee may choose to work before or after regularly scheduled work time to make up for the break time taken to pump breast milk.~~

Accommodation for the expression of breast milk should be made in advance, if possible. WLS will provide a private location for this purpose which will include a chair, small table, and access to an electrical outlet. In addition, WLS provides access to a clean water supply and a refrigerator in the employee lounge.

Requests for accommodation should be made in writing to the Operations Manager.

To comply with new law, the following addition to the Employee handbook is proposed to be added to SECTION 4: Benefits.

Paid Prenatal Leave

In accordance with New York's Paid Sick Leave law, employees are entitled to 20 hours of paid prenatal leave (in a 52-week calendar period) during their pregnancy for the purposes of healthcare services received related to such pregnancy. Healthcare services include physical examinations, medical procedures, monitoring and testing, and discussions with a healthcare provider related to the pregnancy.

This paid leave is separate and in addition to paid sick leave. Employees are eligible for this leave upon hire and may be taken in hourly increments. At the end of the employment relationship, the employee is not entitled to payment for unused prenatal leave.

Executive Directors Report

May 28, 2024



Promoting Equity & Access



**Expand Community/Member/Partner
Engagement**



Update & Improve Our Infrastructure

Administration

Accounts Payable/Accounts Receivable/Credit Card Automation

WLS is committed to pursuing innovative and cost-effective solutions to streamline administrative processes. This summer, WLS will implement Bill.com, a cloud-based software designed to automate and enhance back-office financial operations while integrating seamlessly with Sage Intacct. The platform simplifies accounts payable and accounts receivable, enabling efficient management of invoicing, approvals, payments, and cash flow, and providing robust tools for expense management. By reducing manual financial tasks through automation and AI technology, Bill.com aims to improve overall financial management. Additionally, it will allow WLS to securely process ACH-based payments and receipts as well as electronic approvals, facilitating faster and more accurate transaction processing.



JMT Innovate 2024 – Boston, Massachusetts

Rob Caluori attended the annual Innovate conference in Boston, MA, from May 1 to May 3. Innovate is tailored for administrators who work with Sage Intacct, the financial management software used by WLS. During the conference, Mr. Caluori co-presented with Jackie Tiso, CEO and Founder of JMT Consulting, the host of the conference and WLS's support provider for Sage Intacct. Their presentation focused on lessons learned from a successful migration to Intacct, aimed at those planning or considering a transition to the platform.



Volunteer NY Annual Leadership Panel

Rob Caluori was a panelist at the Volunteer NY Annual Leadership Panel. Held on April 18, 2024, at the Bronxville Picture House, the event brings together community leaders to discuss and share insights on effective leadership. It is part of the Leadership Westchester program, which is designed to enhance leadership skills and community involvement among participants. The panel provides an opportunity for networking and professional development, aiming to inspire and equip leaders with the tools needed to make a significant impact in their communities. In addition to Mr. Caluori, the panel also included Karen Cheeks-Lomax, Esq., CEO of Brownie & Co, and Former CEO of My Sisters' Place, Rosemary Byrnes, VP, Patient Experience, WMCHealth, Kristine Stallone, Senior Consultant, Stallone Consulting & BDO and was moderated by Rev. J. Loren Russell, President, The JLR Company. Allison Prior, Technology Trainer also attended the event.



Trustee Handbook - 2023 Edition is Now Online & Trustee Education

The online version of the [Handbook for Library Trustees of New York State \(2023 Edition\)](#) is now live on the Division of Library Development's (DLD) website. WLS also has copies of the print version of this handbook available upon request. Send requests for the print version to tkirchner@wlsmail.org.

The Trustee Handbook Book Club has two trustee education sessions scheduled for 2024. Please encourage trustees in your district to attend or to review the archived recordings.

Libraries for the Future: An Introduction to Sustainability as the Newest Core Value

Tuesday, June 18th, 5:00-6:30 PM / Online. [Registration is required.](#)

Governance Structure: The Role of Board Officers and Board Committees

Tuesday, October 15th, 5:00-6:30PM / Online. [Registration is required.](#)

As a reminder, past sessions have been recorded and trustees can self-affirm that they have viewed the recordings to complete their annual 2-hour trustee education requirement. Recordings from sessions hosted in 2024 are available on the [Trustee Handbook Book Club's main web page](#).

Recordings from earlier years are available on the [Trustee Handbook Book Club Archive web page](#).



Velma K. Moore Award Nominations for Volunteer(s)

Nominations for the Velma K. Moore Award, with its \$1500 cash prize, must be received by Sunday, June 30, 2024. The winning individual or group of individual volunteers will be announced at the 2024 NYLA Conference in Syracuse, NY and then personally presented to the recipient(s), along with a check, payable to their library or system of choice, at their home library later.

Nominations can be submitted for any individual or group of individual volunteers who have made exemplary contributions to the development of library services in New York State. Nominees may include trustees, a community member, library boards, or any volunteer individual or volunteer group who supports libraries. Nominations can be made by anyone in the library community.

Criteria for evaluating nominees includes:

- Measurable service to local, county, system, or state libraries, advancing the effectiveness of these libraries.
- Service in areas of legislation or other support that advance library causes with local or state government.
- Promotional services through publishing, speaking or involvement in professional or lay library groups or organizations.
- Service to state or national library organizations, e.g., Library Trustee Association Section, United for Libraries, New York Library Association, American Library Association, or service on State study committees.

Nominations may be submitted by e-mail to: VKMAward.LTAS@gmail.com or by mail to:

LTAS Velma K. Moore Award Committee
C/O Suzanne Stockman
58 Clarkes Crossing
Fairport, NY 14450

The letter of nomination should include:

- Name and address of nominee(s) and their library affiliation.
- A statement of not more than 500 words on the reason for nomination.
- Name, address, contact information, and library affiliation of the nominator.

The deadline for receipt of nominations is Sunday, June 30, 2024. More information about the award and the nomination process can be found at <https://www.nyla.org/library-trustees-section---our-awards>. In 2023, Nancy Maron, President of the Yonkers Public Library Board of Trustees, received the Velma K. Moore Award.



Battle of the Books 2024

This year's Battle of the Books will be held on Saturday, October 26, at Ossining High School. WLS Trustees willing and able to volunteer for the event are encouraged to [register as a volunteer](#). Libraries have until Friday, June 28th to [register their team\(s\)](#). More information about Battle of the Books can be found at <https://www.westchesterlibraries.org/bob/>.



WLS Speed Readers / 2024 Westchester FunRun

The WLS Speed Readers / Westchester FunRun is returning on July 11th. Last year's event was a wonderful opportunity to hang out with library folks from all corners of the county. The WLS Speed Readers were presented with an award for the largest team - a title which we will have to defend this year!

The Westchester FunRun is a 5k walk/run event with a post-race party involving pizza, beverages, and awards! The event draws teams from various Westchester businesses and nonprofits. Fitness is not a requirement to participate - most team members walk or jog the 5k, but for those who are a bit more competitive, there is the opportunity to have your run timed and to compete for a 1st, 2nd, or 3rd place award for the fastest run. Library staff, trustees, and volunteers are the main participants in the WLS Speed Readers team (at no cost), but friends and family members are also invited to participate (for a nominal \$25 registration fee).

This year's event takes place on Thursday, July 11, 2024, at the Westchester Community College (Student Center), 75 Grasslands Road, Valhalla, New York 10595. The event's itinerary is as follows:

5:00-6:30 Team packet pickup / social gathering and networking
 6:30-7:30 5k Run Walk
 7:30-9:00 Party and Awards

This event is a good opportunity to hang out with staff from your own library and to meet staff from other libraries outside of the work setting. Participants will receive a FunRun T-shirt and a WLS Speed Readers hat and help us win another award as the largest team at the event!

WLS Trustees are encouraged to join the WLS Speed Readers team and to [register online](#). If a friend or family member would like to be a part of the WLS Speed Readers team, have them complete the [online registration form](#) and then send us a check for \$25. Details are in [the registration form](#). Send any questions about the registration process to outreach@wlsmail.org. We hope to see you at the 2024 FunRun!



Career Coaching Services

Seminar - *Managing Your Career in Changing Times*

These virtual seminars provide participants with relevant information around self-assessment and employer hiring practices. An afternoon seminar is in session until the end of May. The seminars meet weekly for ninety-minute sessions over six consecutive weeks during the Winter, Spring and Fall.

Individual Advisement and Career Coaching

Individual Advisement and Career Coaching has been very active. This service provides patrons who find themselves in between seminar schedules or have specific career needs which can be personally addressed with a professional Career Coach.



Workshops

Unleashing Career Opportunities Through Networking was offered in early May at the Somers Public Library. This interactive workshop engaged participants in building their confidence on overcoming their apprehension to reach out to prospective connections, how to frame their introduction and enhance their presentation style.

Effective Interviewing for Library Directors and Managers was offered Tuesday, May 14th and hosted at Somers Public Library. This professional development workshop covered essential methods of interviewing such as preparing for the meeting, legal considerations, and best practices for interviewing techniques. It is designed to be interactive to offer participants firsthand practice and answer questions around experiences faced with the process. The overall participant feedback on the workshop was excellent.

Registration etiquette universally remains an issue for programming. Whether in person or virtual there will typically be high sign-up numbers, however actual attendance tends to be 50% or less. We continuously address this issue when promoting our events and collaborating with the supporting member libraries. Although the number of attendees is lower than anticipated, those who attend a program appreciate the content shared and their feedback has consistently been positive.



Workforce and Business Development

To support small businesses, we are developing a website-based small business resource center to provide resource support to start-ups, growing existing businesses, and connecting them to the broader range of small business support resources available in Westchester County and beyond.

WLS continues to build a network with small businesses organizations, such as SCORE, which support small businesses. SCORE is an affiliate of the U.S. Small Business Administration and provides free mentoring to small business owners.



Cataloging Services

The WLS catalogers perform original cataloging when a bibliographic record is not available from the OCLC WorldCat database or supplied by vendors. Without bibliographic records to represent them in the catalog, items held by the member libraries would be invisible to the public. The WLS member libraries own works in many languages, and when bibliographic records representing works in non-Roman alphabets require original cataloging -- or even enhancement -- significant expertise is required. Manager of Cataloging Services Melissa Glazer has been specializing in this work, and she has recently cataloged titles in Arabic and Chinese. Spanish and French works were also added to the catalog during the past month, by Ms. Glazer and Part-time Cataloger Steven Pisani.

Here are two recent examples of original cataloging by Director of Cataloging Services Douglas Wray which particularly reflect WLS' strategic goal of promoting equity and access:

***Testaments of Courage in the Holocaust: Preserving Family Experiences for Future Generations: Stories Told by Children of Survivors* / [edited by Melanie Roher; foreword by Gloris Lazar].**

These stories told by the children and grandchildren of Holocaust survivors document the courage and resilience of family members who escaped the Nazis' final solution.
(Cataloged for Irvington Public Library)

***Your Legacy Begins: First Words to Empower* / written by Schele Williams; illustrated by Tonya Engel.**

This is a board book adaptation of the author's *Legacy: A Bold Reclaiming of Our Enslaved History*. It serves as both a children's vocabulary book and an inspirational work for young African Americans. Words such as "determination," "courage," "intellect," "dignity," "ingenuity," "brilliance," "grace" and "strength" are featured, as well as portraits of great individuals ranging from Dr. Martin Luther King, Jr., James Baldwin and Muhammad Ali to Marian Anderson, Maya Angelou, and Alvin Ailey. (Cataloged for White Plains Public Library)

Original cataloging was also involved when Mr. Wray completed his cataloging of 730 music CDs which had been donated to the Pound Ridge Library. The CDs contain mostly classical music and include popular music and jazz.

In 2021, Mr. Wray and Ms. Glazer edited bibliographic records in the WLS catalog to change the family of "illegal aliens" subject headings to "noncitizens" versions. The Library of Congress followed suit shortly after, but LC continues to use the subject heading "Illegal immigration" while WLS prefers "Unauthorized immigration." Because vendors and OCLC contributing catalogers usually follow LC, WLS occasionally imports bibliographic records which contain the headings

“Illegal immigration” and its variations (e.g., “Illegal immigration –Government policy –United States--Juvenile literature”). This means that the WLS catalogers need to periodically check the catalog and change these headings to our local ones. The catalogers also edit the local authority file to create cross references (e.g., “See: Unauthorized immigration –Government policy –United States--Juvenile literature”) which point Evergreen users in the right direction. In May, Mr. Wray edited 22 bibliographic records and the associated headings in the authority file.



WLS Cataloging Services continues to catalog the holdings of the National Maritime Historical Society (NMHS) in Peekskill, making the collection accessible to the world via OCLC’s WorldCat database. Hendrick Hudson Free Library serves as a partner in the project by “hosting” the books in the catalog, since the NMHS is not a member of WLS. In May, Mr. Pisani cataloged 11 titles.



Outreach Services/Public Innovation and Engagement

New York Library Association (NYLA) YSS Spring Conference

On April 18-19, Dana Hysell headed up to Clayton for the 2024 NYLA YSS Spring Conference. This year’s theme, The Roaring Twenties: Finding Your Voice in a Loud Decade, really came to life with the incredible line up of sessions and keynote speakers. Kelly Jensen from BookRiot was there to speak about Mental Health, especially as it correlates to youth and how we in libraries can help...mostly by helping ourselves because self-care is as vital as the outreach we do. There was something for everyone at the conference from baby Raves to the Science of Reading to the Importance of Joining Community Boards. One of the standout sessions was on Picture Books Biographies. It was a wonderful idea to utilize real life stories in both a fun and informative way. Ms. Hysell is serving as the NYLA YSS 2025 Spring Conference Director, so this was a wonderful opportunity to brainstorm and plan for next year’s conference taking place here in Westchester next April.



NYLA Spring on the Hill

Dana also attended the NYLA Spring on the Hill in Albany on April 23. Besides offering the chance for an in-person meeting for the NYLA Legislative Committee, Spring on the Hill was a day full of advocacy tools, tips, and tricks. Stephanie Cole Adams, Esq. was on hand to discuss laws and

policies, Lisa Varga, Virginia Library Association Executive Director, spoke to Protecting Freedom in Libraries, and Jean Hodges, ALA's Director of Communications, Marketing, and Media Relations was there to give a rundown of best practices in various interview formats. With additions to the NYS budget in both Library Aid and Public Library Construction Aid, libraries saw a victory this year and are now working hard to get additional legislation through. Alongside legislation to protect the Freedom to Read, update civil service, increase library materials aid, and eliminate the 50% construction cap, Ms. Hysell is working with Library Chair Senator Chu and her legislative director Sunju Raybeck, as well as with Assemblymember MaryJane Shimsky, to put forth a bill to have library card registration included on school registration forms.



BOCES for the Southeastern New York Library Resource Council's Banned Books Symposium

May 4th found Ms. Hysell at the Dutchess County BOCES for the Southeastern New York Library Resource Council's Banned Books Symposium. This half day event focused on the history of censorship in libraries, effective training techniques, and a wonderful keynote by the Comic Book Legal Defense Fund Director Jeff Trexler. Comics and Graphic Novels are very often at the forefront of banning attempts and it was a valuable lesson in the history of the genre. Further opportunities to partner with other local systems to provide simulated training exercises are being explored.



Correctional Facility Librarians Training

The outreach teams of WLS, Ramapo Catskill Library System (RCLS), and Mid-Hudson Library System (MHLS), held our annual collaborative training day for correctional facility librarians at the RCLS headquarters. This event provides an opportunity for our respective correctional facility librarians to come together, share challenges and solutions, participate in professional development, and sign their annual service contract with their corresponding library system. Westchester has three correctional facilities, of which only Bedford Hills has a librarian on staff while the librarian positions for Sing Sing and Taconic remain vacant. WLS receives funding from Department of Corrections and Community Supervision (DOCCS) and the Division of Library Development (DLD) to provide support services for our local correctional facility librarians including:

- Collections development
- On-site programs
- Loan and delivery of materials from member libraries
- Other informational/reference help



Earth Day Denim Drive



WLS partnered with The Sharing Shelf to do a Denim Drive to support Earth Day and Denim Day. Eleven member libraries, Hastings-on-Hudson Public Library, Harrison Public Library, including the west Harrison Branch Library, Pound Ridge Library District, New Rochelle Public Library, John C. Hart Memorial Library (Yorktown), Larchmont Public Library, North Castle - North White Plains Library, Dobbs Ferry Public Library,

Lewisboro Library, and White Plains Public Library participated alongside WLS HQ. Volunteers from ARC of Westchester picked up donations during the two-week drive. In total, participating Westchester libraries collected **412 pieces of denim** (and that was prior to picking up in New Rochelle)! Every piece of denim will be checked and either given to a child or teen in need here in the County or recycled.



Upcoming Events:

Event: Legislative Breakfast Series - Pound Ridge

Date/Time: Wednesday, June 12, 2024, 8:30 AM - 9:30 AM

Location: Pound Ridge Library, 271 Westchester Avenue, Pound Ridge, NY 10576

Parking Note: There is limited parking at this location. *Please carpool if possible.*

Register at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=7177>

Event: Legislative Breakfast Series - Larchmont

Date/Time: Monday, June 17, 2024, 9:00 AM - 10:00 AM

Location: Larchmont Public Library Community Room, 121 Larchmont Avenue, Larchmont, NY 10538

Register at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=7178>

Event: Why Reasonably Accommodate People with Disabilities?

Date/Time: Tuesday, June 18, 2024, 9:00 AM-11:00 AM

Location: WLS Conference Room, 570 Taxter Rd, Ste 400, Elmsford, NY 10523

Register at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=7194>

Event: Construction Grant Application Workshop

Date/Time: Tuesday, June 25, 2024, 2:00 PM - 3:30 PM

Location: WLS Training Room, 570 Taxter Road-Suite 400, Elmsford, NY 10523

Register at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=7188>

Event: Legislative Breakfast Series – Montrose / Hendrick Hudson Free Library

Date/Time: Wednesday, July 10, 2024, 9:00 AM - 10:00 AM

Location: Hendrick Hudson Free Library Community Room, 185 Kings Ferry Road, Montrose, NY 10548

Register at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=7179>

Event: Legislative Breakfast series - Hastings-on-Hudson


Date/Time: Wednesday, July 17, 2024, 9:00 AM - 10:00 AM

Location: Hastings-on-Hudson Public Library 7 Maple Avenue, Hastings-On-Hudson, NY 10706

Parking Note: There is limited parking for the library but ample metered street parking.

Register at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=7180>

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Terry L. Kirchner". The signature is fluid and cursive, with the first name "Terry" being more prominent.

Terry L. Kirchner, PhD.
Executive Director