

Call to Meeting June 25, 2024

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, June 25, 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: May 28, 2024

Finances

Information Items

Information Item #1: Public Computer Replacement

Action Items

Action Item #1: Policy Updates

Action Item #2: Extend for One Year Current Borrowing Facility

Action Item #3: Resolution to Authorize Opening of NYLAF Account

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, September 24, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
May 28, 2024 – Pending Approval

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch at 6:02 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, Julie Mills-Worthy, Susan Morduch, Patricia Phelan, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Alice Joselow

Also present from WLS: Terry Kirchner, Wilson Arana, Rob Caluori, Pat Brigham, Allison Midgley

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

MINUTES

The minutes of the April 30, 2024, Board Meeting were approved as amended on a motion by Ms. Tabakman and seconded by Ms. Zevin. The minutes were accepted unanimously. [Ms. Phelan was not present for the vote.]

FINANCIAL REPORTS

Mr. Caluori presented the financial reports noting significant balances and activity. He reminded the Board that WLS is entering a period where cash in the operating account typically declines as WLS awaits funding from New York State 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. The Board accepted the financial report for May on a motion by Ms. LeBlanc and seconded by Mr. Iwanski. The motion passed unanimously. [Ms. Phelan was not present for the vote.]

INFORMATION ITEMS

Extend for One Year Current Borrowing Facility: 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. There is no action required at this time. This borrowing facility extension will be brought to the Board as an action item at the June 2024 meeting.

Policy Updates: The WLS Governance Committee met on May 21, 2024, to review and update four policies: #1 Equal Employment Opportunity; #6 Progressive Discipline; #10 Internet Safety and Use; Employee Handbook. The four policies were presented to the Board as an information item at this meeting and will be presented to the Board as an action item at the June 2024 meeting.

COMMITTEE REPORTS

Nominating & Board Education: Ms. Kelley, Chair, reminded the Board that Nonprofit Westchester (NPW) has an abundance of training sessions that they can utilize, and the NPW sessions often count toward the annual trustee education requirement.

EXECUTIVE DIRECTOR'S REPORT

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

- Wilson Arana reviewed how the expired patron account purge process is part of an overall strategy to collect and provide statistics that are more uniform and meaningful in terms of the activities that occur at each member library. The most recent purge of expired patron accounts resulted in a 41% decrease systemwide in patron cards (as a reminder, expired cards were not removed during the Covid-19 pandemic). Since this systemwide purge, libraries have experienced a 4% increase in new patron registrations. Summer reading and library card signup events during the summer and fall will provide opportunities for more registrations to occur. WLS is in discussions with vendors about online self-service library card renewal options, which would make it easier for existing library card patrons to update and renew their accounts before the scheduled expiration date.
- Patricia Brigham spoke about and distributed an internal demographic survey for WLS trustees. Trustees were asked to complete the survey as a way of helping Ms. Brigham to respond to potential funders' requests for information concerning the Board's overall diversity and inclusion.
- The libraries in the Town of Bedford (Bedford Hills Free Library, Bedford Free Library and Katonah Village Library) will meet in June to discuss the possibility of moving forward with a Chapter 414 vote for public library funding this year or next year.
- METRO is exploring the potential implementation of the "Library Field" concept; a key element to move forward with this concept would be to purchase land in Westchester for education that is nature-focused and sustainable.
- There are four upcoming Legislative Breakfast events throughout Westchester. This is an opportunity to build relationships with legislators and creates more opportunities for State aid for libraries.

PLDA LIASON'S REPORT

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

- Westchester Library Association President Renee Rauch joined the May meeting and spoke about the benefits of joining the organization.
- New York Library Association (NYLA) President Lisa Kropp met with PLDA and discussed the challenges faced by libraries and future plans for NYLA.

Ms. Coulter noted that there is an upcoming training on June 18th called “Why Reasonably Accommodate People with Disabilities?” which aims to provide library staff with more insights and best practices for meeting the needs of all individuals who use library spaces, resources, and services.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:06 p.m. on a motion by Ms. Kelley and seconded by Ms. Bober that passed unanimously.

Respectively submitted,

Anthony Amiano
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – MAY 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.

TEMPORARILY RESTRICTED NET ASSETS

Included with this report is a schedule for Temporarily Restricted Net Assets (TRNA). The TRNA schedule lists all grants for which WLS has an obligation to the funder to spend the funds in a specific way or to meet a specific purpose. For each grant or grant category, the report shows any funds that were carried into the current year, revenues earned within the year, expenses incurred that release the restrictions and the current balance to be spent.

The five-year history included at the bottom of the report shows that the balance carried over from year-to-year increased significantly between 2019 and 2022. This was driven, in part, by the COVID-19 pandemic and, in part, by the receipt of a large, multi-year grant which has now been fully spent. The balance being carried is now around pre-pandemic levels.

PAYMENTS OVER \$50,000

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

- Amount: \$74,243
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for June 2024

BALANCE SHEET – MAY 2024

The Balance Sheet shows comparative figures for the period from month-ending (ME) April 2024 thru ME May 2024. The key changes for the period are a decrease in WLS's *operating cash and cash equivalents*, which is lower by \$404,100 and a decrease in *deferred revenue* of \$225,800. 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 \$404,100. With \$153,600 in receipts, activity included \$70,400 from member libraries for IT services and group purchases, \$65,200 from Westchester County for the final 5% payment for 2023 and, \$4,700 from retirees for contributions to health benefits. Notable expenditure aside from rent, payroll and benefits, Internet, and delivery to libraries included \$48,500 to ByWater solutions for the Aspen online catalog and \$45,600 to Hoopla for pay-per-use digital content for library patrons.

Unconditional Promises (These are promises to give money to WLS without any conditions attached): The figure in this line increased by \$283,000 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 against the receipt of \$65,200 from Westchester County for the final 5% payment for 2023 which was held by the County until the receipt of WLS's audited financial report.

LIABILITIES:

This section shows WLS's near-term obligations.

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$225,800 the result of recognizing revenues from 6-month and 3-month invoices to member libraries for IT services, group purchases for digital content, and movie licensing.

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE –

MAY 2024

SUMMARY:

Revenues were essentially in line with expenses for May and less than expenses by 1% (\$36,400) for the year-to-date (YTD); noteworthy variances are discussed below.

REVENUES:

Total revenue was \$14,500 short of the budget for May. 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. The funding that did not materialize in this line was planned for a special project. The project has since been restructured to minimize the impact of the shortfall.

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 \$2,500 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 May \$36,400 more than revenues for the YTD. Expenses came in under budget by \$59,900 for the monthly budget and \$304,300 for the YTD. Lines with significant variances and/or noteworthy activity are discussed below:

Equipment was underspent by \$18,500 compared to budget. Activity in this line for 2024 primarily consists of purchases of computers for member libraries which generally occurs in larger, less frequent transactions.

Repairs and Maintenance – While this line came in underbudget by \$7,200 for month and \$6,700 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.

Delivery Service ran overbudget by \$2,800 for the month due to the number of delivery days within the month. The line is underbudget by \$6,500 for the YTD and is expected to come in within the budget for the year, barring a sharp increase in fuel costs.

Rent and Utilities came in \$2,600 less than the budget for the month and \$13,100 for the YTD. However, there are three noteworthy items that will impact this line in the second half of the year that will bring the YTD totals more in-line with the budget: (1) monthly rent is scheduled to increase in July by approximately \$600 per month; (2) the line includes budgeting for Common Area Maintenance which is charged to WLS once annually and has not yet been applied, and; (3) the line includes a budget for WLS-directed maintenance such as carpet cleaning and painting which has not yet taken place.

Westchester Library System
Balance Sheet
As of May 31, 2024

	Month Ending 05/31/2024 <u>Actual</u>	Month Ending 04/30/2024 <u>Actual</u>	Month Ending 05/31/2024 <u>Period difference</u> <u>Period variance</u>		Year Ending 12/31/2023 <u>Actual</u>
Assets					
Current Assets					
Operating Cash & Cash Equivalents	362,721	766,786	(404,064)	(52.69) %	1,823,004
Reserve Cash & Cash Equivalents	2,904,928	2,890,846	14,081	0.48 %	2,859,669
Unconditional Promises to Give	1,761,577	1,478,604	282,973	19.13 %	346,714
Accounts Receivable	138,092	204,226	(66,134)	(32.38) %	124,245
Prepaid Expenses	973,036	1,052,198	(79,162)	(7.52) %	961,146
Total Current Assets	<u>6,140,354</u>	<u>6,392,660</u>	<u>(252,306)</u>	<u>(3.94) %</u>	<u>6,114,778</u>
Long-Term Assets					
Property & Equipment	387,382	400,602	(13,219)	(3.29) %	459,776
Right Of Use Asset	923,258	923,257	0	0.00 %	923,257
Total Long-Term Assets	<u>1,310,640</u>	<u>1,323,859</u>	<u>(13,219)</u>	<u>(0.99) %</u>	<u>1,383,033</u>
Total Assets	<u>7,450,994</u>	<u>7,716,519</u>	<u>(265,525)</u>	<u>(3.44) %</u>	<u>7,497,811</u>
Liabilities					
Short-Term Liabilities					
Accounts Payable	435,060	454,811	(19,750)	(4.34) %	599,269
Deferred Revenue	232,358	458,124	(225,767)	(49.28) %	1,105
Short-Term Right of Use	288,392	288,392	0	0.00 %	288,392
Total Short-Term Liabilities	<u>955,810</u>	<u>1,201,327</u>	<u>(245,517)</u>	<u>(20.43) %</u>	<u>888,766</u>
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	<u>4,799,379</u>	<u>4,799,379</u>	<u>0</u>	<u>0.00 %</u>	<u>4,799,379</u>
Total Liabilities	<u>5,755,189</u>	<u>6,000,706</u>	<u>(245,517)</u>	<u>(4.09) %</u>	<u>5,688,145</u>
Net Assets					
Net Assets, Beg Bal	1,715,813	1,731,820	(16,008)	(0.92) %	2,043,721
Change in Net Assets	(20,008)	(16,007)	(4,000)	(24.99) %	(234,055)
Total Net Assets	<u>1,695,805</u>	<u>1,715,813</u>	<u>(20,008)</u>	<u>(1.16) %</u>	<u>1,809,666</u>
Total Liabilities and Net Assets	<u>7,450,994</u>	<u>7,716,519</u>	<u>(265,525)</u>	<u>(3.44) %</u>	<u>7,497,811</u>
Net Asset Detail					
Working Capital	5,184,544	5,191,333	(6,789)	(0.13) %	5,226,011
Long-Term Net Assets	(3,488,739)	(3,475,520)	(13,219)	(0.38) %	(3,416,345)
Total Net Asset Detail	<u>1,695,805</u>	<u>1,715,813</u>	<u>(20,008)</u>	<u>(1.16) %</u>	<u>1,809,666</u>

Westchester Library System
Statement of Revenues and Expenditures
Comparison to Budget with Previous Years To Date
As of May 31, 2024

	Month Ending 05/31/2024			Year To Date 05/31/2022	Year To Date 05/31/2023	Year To Date 05/31/2024			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	799,746	873,051	875,040	875,042	(2)	2,100,100
County Revenues without Restrictions	111,920	125,025	(13,105)	458,776	536,855	559,600	625,125	(65,525)	1,500,300
Federal Revenues without Restrictions	10,830	10,834	(4)	264,380	68,750	54,150	54,166	(16)	130,000
Member Technology Fees	221,437	226,500	(5,063)	1,169,739	1,115,758	1,122,995	1,132,500	(9,505)	2,718,000
Fund Raising & Contributions	0	0	0	508	211	804	0	803	0
Interest	21,745	4,958	16,787	1,065	47,606	66,064	24,792	41,273	59,500
Other Revenues without Restrictions	3,319	208	3,110	3,995	5,973	14,324	1,042	13,282	2,500
State Revenues with Restrictions	50,415	50,425	(10)	229,465	251,275	252,075	252,125	(50)	605,100
Other Revenues with Restrictions	2,535	18,792	(16,256)	274,942	26,326	9,905	93,958	(84,053)	225,500
Total Revenue	597,209	611,750	(14,541)	3,202,616	2,925,805	2,954,957	3,058,750	(103,793)	7,341,000
Expenditures									
Salaries	192,090	191,827	(264)	969,144	884,523	917,661	959,134	41,473	2,301,921
Fringe Benefits	112,671	114,859	2,189	512,316	491,135	542,843	574,295	31,452	1,378,309
Professional Fees	2,250	4,750	2,500	5,486	11,548	13,238	23,750	10,512	57,000
Equipment	515	19,000	18,485	107,989	72,368	21,656	95,000	73,344	228,000
Library Materials	86,722	86,654	(68)	301,294	332,610	447,095	433,271	(13,824)	1,039,850
Rent and Utilities	31,023	33,634	2,611	161,378	152,183	155,108	168,171	13,063	403,610
Repairs and Maintenance	50,960	58,175	7,216	206,392	287,672	284,183	290,875	6,692	698,100
Supplies	563	3,504	2,940	12,106	1,350	2,323	17,521	15,198	42,050
Telephone and Internet	34,171	37,862	3,691	184,007	208,851	187,039	189,308	2,269	454,340
Printing and Postage	2,150	9,746	7,595	37,470	31,264	20,071	48,729	28,658	116,950
Bibliographic Fees	7,752	7,656	(95)	32,891	35,400	36,992	38,279	1,287	91,870
Professional Development	916	6,583	5,667	24,949	23,255	8,835	32,917	24,082	79,000
Travel	3,184	5,396	2,212	5,568	11,312	21,274	26,979	5,706	64,750
Memberships	924	2,375	1,451	10,913	12,686	9,735	11,875	2,139	28,500
Contractual Services	26,228	31,854	5,626	208,107	170,169	112,918	159,271	46,353	382,250
Delivery Service	42,681	39,833	(2,847)	202,373	188,280	192,626	199,167	6,541	478,000
Insurance	3,164	3,334	168	16,438	16,113	12,979	16,666	3,688	40,000
Miscellaneous	1,254	2,083	830	2,264	2,349	4,790	10,417	5,626	25,000
Total Expenditures	599,218	659,125	59,907	3,001,085	2,933,068	2,991,366	3,295,625	304,259	7,909,500
Total Net Revenue Before Depreciation	(2,009)	(47,375)	45,366	201,531	(7,263)	(36,409)	(236,875)	200,466	(568,500)
Non-Cash Activity									
Depreciation	13,219	14,667	1,447	56,104	72,465	72,394	73,333	939	176,000
Unrealized Gain/Loss on Investments	4,780	0	(4,779)	(169)	1,956	5,058	0	(5,058)	0
Total Non-Cash Activity	17,999	14,667	(3,332)	55,935	74,421	77,452	73,333	(4,119)	176,000
Total Net Revenue	(20,008)	(62,042)	42,034	145,596	(81,684)	(113,861)	(310,208)	196,347	(744,500)

Temporarily Restricted Net Assets
as of May 31, 2024

Code	Asset Title	Asset Description	Temporarily Restricted Net Assets December 31, 2023	2024 Revenue	2024 Expenses	Temporarily Restricted Net Assets February 29, 2024
34000	Central Library	Library materials, services & training	\$96,081	\$156,750	\$102,011	\$150,820
70116	Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$15,544	\$0	\$0	\$15,544
70126	RWT 2024 (Carvel)	2024 Support for Reconnect w/ Tech.	\$15,000	\$0	\$0	\$15,000
70127	Homebound Delivery (FH)	Support for delivery to homebound patrons	\$15,000	\$0	\$0	\$15,000
70119	NYS GIA - Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$12,720	\$0	\$0	\$12,720
80008	Outreach Fundraising	Fundraising to support outreach activities	\$8,993	\$2,345	\$413	\$10,925
70125	RWT 2024 (ConEd)	2024 Support for Reconnect w/ Tech.	\$10,000	\$0	\$0	\$10,000
70108	Early Literacy/Private Contributions	Early literacy activities	\$7,360	\$0	\$0	\$7,360
70102	TASC - Private contributions	Private monies for adult literacy programs	\$3,113	\$0	\$450	\$2,663
70128	RWT / DE 2024 (M&T)	2024 Support for Reconnect w/ Tech. and Digital Equity	\$2,500	\$0	\$0	\$2,500
39001	People and Stories	Literacy support program	\$2,096	\$0	\$0	\$2,096
70117	STEM ConEd	STEM Programming	\$1,895	\$0	\$0	\$1,895
70111	Digital Resources	Educational equity through access to resources & information	\$1,647	\$0	\$0	\$1,647
70123	101 Answers	101 Answers guide (M&T)	\$1,500	\$0	\$0	\$1,500
80007	Music & Memory	Music and Memory project funded by M&T Bank.	\$1,450	\$0	\$0	\$1,450
70100	Battle of the Books	Fundraising to support Battle of the Books (BoB)	\$835	\$0	\$59	\$775
80020	P. Rosen Fund for Senior Svcs	Donations made in honor of Phyllis Rosen for Senior Services	\$30	\$0	\$0	\$30
70103	Bruni Verges	Children's programs celebrating cultural diversity	\$23	\$0	\$0	\$23
70120	Schmidt Innovation	Digital inclusion for reentry populations	\$16,424	\$0	\$16,424	\$0
	TOTALS		\$212,210	\$159,095	\$119,357	\$251,949

History of TRNA balance as of 12/31
2019 - \$239,361
2020 - \$264,015
2021 - \$314,375
2022 - \$423,228
2023 - \$212,210

Item: Public Computer Replacement

Background: The 2024 Operating Budget included funding (\$120,000) to replace a portion of the public computers installed at member libraries. The budget also included funding (\$25,000) to upgrade the Microsoft Office Suite to the most recent version.

Following discussions with Dell, there is a significant price increase on devices and the trend is that prices will continue to increase sharply in the coming year. While the original intention was to replace all 400 PCs over the course of the 2024 thru 2026 budget cycles, it would be more cost effective to complete the project within 2024. To complete the project, additional equipment to provision the PCs will also need to be purchased.

Status: To complete the entire project in 2024, \$277,100 is requested to be added to the 2024 Operating Budget and \$10,000 is requested for a capital purchase. Details are illustrated in the chart below:

Item	Original Budget	Additional Request	Total Spend
Dell PCs and Monitors	\$ 120 , 000	\$270 , 000	\$390 , 000
Office 2021	\$ 25 , 000	\$ 2 , 000	\$ 27 , 000
Cloner (capital purchase)	\$ 0	\$ 13 , 000	\$ 13 , 000
Total	\$145 , 000	\$285 , 000	\$430 , 000

The Cloner is a device used to duplicate a computer's hard drive from a master image. This expedites the deployment of the PCs and the additional cloner will allow for a more speedy installation.

Due to the increasing costs to WLS, the price charged to the member libraries will also need to be increased. Libraries are currently charged \$900 per device, per year which includes maintenance of the hardware, help desk support, productivity software (Office) and cybersecurity software. The price in 2025 will increase to \$1,100 per device, per year.

June 25, 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).

The Committee brought the policies listed below for review and discussion at the May 28, 2024 regular meeting.

Status: The following policies have been reviewed and discussed by the Governance Committee and the Board of Trustees:

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

**Recommended
Action:**

Management is recommending that the Board approve the attached policies listed above as presented.

June 25, 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

WESTCHESTER LIBRARY SYSTEM

POLICY #6

Subject: Corrective Action

Application: Employees

In order to promote employee development and maintain the desired work environment, Westchester Library System (WLS) will correct an employee's deficient performance, misconduct or violation of WLS policy.

"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.

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 timeline 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.

Last approved:

WESTCHESTER LIBRARY SYSTEM

POLICY #6

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 an employee's 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 timeline 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~~

WESTCHESTER LIBRARY SYSTEM

POLICY #10

Subject: Internet Safety and Use

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

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.

WLS supports the right to privacy and confidentiality of library users in accordance with the American Library Association's (ALA) 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.

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.

Adults and minors are prohibited from use of the Internet for any illegal activity including but not limited to fraud, harassment, threats or any 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.

As with other library materials, a 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 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 filtering 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 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.

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 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

Upon request by the WLS Board of Trustees staff will report on the impact of the filter on the patron Internet experience.

Last approved:

Revised:

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 filter~~ ing 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 30-minute paid break every three hours. An employee may take additional time that is either unpaid or use accrued paid time off 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.

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.

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.

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.

Recommended Action: We are recommending that the Board approve the extension of the borrowing facility with TD Bank for an additional year and that the Board be notified if the line of credit is used for any reason.

June 25, 2024

Item: Resolution to Authorize Opening of NYLAF Account

Background: At its April 30, 2024 meeting, the Westchester Library System (WLS) Board of Trustees authorized management to move forward with opening an account with the New York State Liquid Asset Fund (NYLAF), designating it as an approved depository.

NYLAF, which is an investment cooperative exclusive to schools, libraries and municipalities within New York, offers investment vehicles that make competitive interest rates available to these eligible groups while also providing FDIC and collateralization to protect their deposits as required under General Municipal Law

Status: Opening the account requires the attached resolution to be adopted by the Board of Trustees.

Recommended Action: Management recommends the Board approve and adopt the attached resolution.

June 25, 2024

Resolution of the Board of Trustees (“Governing Body”) of the Westchester Library System (“Participant”), authorizing the execution and delivery of an amended and restated Municipal Cooperation Agreement and related documents by and among the several municipal corporations, school district, fire districts and/or boards of cooperative educational services to provide for the cooperative temporary investment of public funds.

WHEREAS, the Participant, pursuant to the provisions of the General Municipal Law and its investment policy, after due investigation, evaluation and deliberation, has determined that it is in the best interest of the Participant to invest a portion of its public funds on a cooperative basis pursuant to the terms of a Municipal Cooperation Agreement dated as of April 29, 2016 (the “Agreement”) among the Red Hook Central School District, as Lead Agent, and various other municipal corporations, under the trade name “New York Liquid Asset Fund” (“NYLAF”);

NOW, THEREFORE, be it resolved by the Governing Body (the “Finance Board”) of the Participant, located in Westchester County, State of New York, as follows:

Section 1. The terms, conditions and provisions of the Agreement attached hereto are hereby approved. The Title of Chief Financial Officer (the “Chief Fiscal Officer”) of the Participant is hereby authorized to execute and deliver the Agreement, and the Chief Fiscal Officer is hereby authorized to affix the seal of the Participant thereto and attest such seal. The Chief Fiscal Officer is hereby authorized to from time to time effect and consent to such changes to the Agreement in the form attached hereto as may be necessary or convenient in order to further carry out the purposes of the Agreement or to clarify or correct the terms thereof. The Chief Fiscal Officer is hereby authorized to delegate the foregoing duties to his or her designees as authorized by the Law (as that term is defined in the Agreement), which designee is an authorized employee officer of the Participant. Upon the execution in full and delivery of the Agreement, the Participant shall become a Participant, as that term is defined in the Agreement.

Section 2. Notwithstanding any term or provision of the Agreement to the contrary, the Participant may withdraw from the Agreement at any time upon thirty (30) days written notice to the Governing Board of NYLAF by the Chief Fiscal Officer and thereafter the Participant shall cease to have any rights or obligations under the Agreement.

Section 3. This resolution shall be effective immediately upon its due adoption by the Finance Board.`

Executive Directors Report June 25, 2024

WLS Strategic Initiatives:



Promoting Equity & Access



Expand Community/Member/Partner Engagement



Update & Improve Our Infrastructure

Career Coaching Services (CCS)

Seminar - *Managing Your Career in Changing Times*

These virtual seminars provide participants with relevant information around self-assessment and employer hiring practices. The last spring seminar was completed at the end of May. Individuals were enthusiastic and rated the program as excellent.

The seminars meet weekly for ninety-minute sessions over six consecutive weeks during the Winter, Spring and Fall. Seminars will resume in early October 2024.



Individual Advisement and Career Coaching

Individual Advisement and Career Coaching has been highly 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

Fighting Ageism was offered in early June and hosted at the Scarsdale Public Library. This in person, 90-minute workshop engaged participants to think about how they present themselves and provided strategies to protect themselves from age bias by learning how to address assumptions and myths, modernizing their resumes and other online profiles. Emphasis placed on relationship building and networking.

LinkedIn 101 was offered in mid-June at the John C. Hart Library. This interactive 90 minute in person workshop was geared toward beginners, to help them understand why LinkedIn is important in the job search, as well as creating a profile to include one's skills, experience, education and more. It also addressed the benefits of connecting with others and using this tool for networking within industry.



Preparing for the Job Fair - Tips for Success was presented to White Plains High School students registered for the City of White Plains Youth Bureau Summer Job Fair scheduled for Friday, June 14th. Employers recruiting at the fair were from a variety of city departments, camps, and non-profit organizations. The workshop was facilitated during 3 consecutive lunch periods where students were able to actively practice their introductions and learn how to be well prepared to meet local employers.



Workforce and Business Development

WLS CCS staff participated in a "Level-Up: Start, Launch and Grow a Business" small business networking event sponsored by SCORE and SUNY Westchester. The economic development event offered an opportunity for entrepreneurs to learn more about the many resources available to small businesses. The participating organizations ranged from non-profit to government agencies. Over 40 diverse small business owners attended the event. It offered them an opportunity to collaborate with fellow entrepreneurs and a one-stop shop for business resources they need to succeed. WLS provided participants with a new Library Small Business Resources brochure that highlights WLS' resources that are available to assist small businesses. The small business participants were extremely interested in these resources, and it reinforced the need for libraries' collaborative participation in the Westchester County small business ecosystem.



We continue to build a network with small business organizations and increase the awareness of the library's resources to support them. We recently attended a Westchester SCORE team meeting which allowed us to network and provide the SCORE mentors with an overview of the library's small business-related services. SCORE is an affiliate of the U.S. Small Business Administration and provides free mentoring to small business owners.



Cataloging Services

Director of Cataloging Services Douglas Wray was contacted by Amelia Buccarelli-Rende, Local History & Cat Liaison Librarian at Greenburgh Public Library because, as she said, her library “recently received a donation of 469 CDs that are part of Spoken Arts Inc. (created in 1956), which is one of the first two recording companies in the world to create the audiobook industry by recording and selling spoken-word recordings to the public. Spoken Arts, Inc. initially became known for recording well-known authors from the 20th century reading their own works (Arthur Miller, W.H. Auden, Dorothy Parker, Langston Hughes, Gertrude Stein, Pablo Neruda, Cynthia Ozick, William Butler Yeats, etc.) and then went on to produce classic literary recordings for children and adults.”

WLS Cataloging Services will soon begin cataloging this collection, which will provide access to some valuable and fascinating cultural artifacts.

The WLS catalogers add works in many languages to the catalog. Over the past month, some of the languages represented were Arabic, Chinese, English, French, German, Gujarati, Hindi, Italian, Japanese, Korean, Portuguese, Punjabi and Russian. Manager of Cataloging Services Melissa Glazer and Part-time Cataloger Steven Pisani did the bulk of this cataloging, which often requires intensive study and “detective work,” and which provides a service to non-English speaking members of the Westchester community.

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. Here are three recent examples of original cataloging by Mr. Wray:

Parading with Pride: Rediscovering the Pinkster Festival / by Shakeema Funchess.

This colorful and education children’s book focuses on an almost-forgotten annual festival which had Dutch roots, but which evolved into an event where enslaved Africans were permitted to congregate, celebrate with dancing and music, and engage in subtle mockery of their captors via artistic expression. (Cataloged for Yonkers Public Library)

Garrison / George Carroll Whipple III; foreword by Mark Forlow and Cassie Ward; introduction by Lisa Aurello.

A recent addition to the popular *Postcard History Series*, this work presents the history of the Putnam County town Garrison through reproductions of period postcards. (Cataloged for the Warner Library)

Aklot AKC23 concert ukulele

This musical instrument was one of the latest additions to the “library of things” items owned by the WLS member libraries. (Cataloged for Yonkers Public Library)



Outreach Services / Public Innovation and Engagement

Legislative Advocacy Breakfast Series

POUND RIDGE PUBLIC LIBRARY



On Wednesday, June 12 WLS kicked off the first of four breakfasts to celebrate the partnerships between the libraries and our local, county, and state delegations. Jennifer Coulter, Director of the Pound Ridge Library District was a wonderful host alongside Library Trustees Bonnie Schwartz (President), Michael Clark (Treasurer), and Anne Benefico (Secretary). We were also joined by neighboring library directors Cindy Rubino from Lewisboro and Cathleen Sulli from North Salem along with Library Trustee Edris Scherer. A representative from Assemblymember Chris Burdick's office was on hand to tour the library and explore future possibilities for collaboration. Terry Kirchner, Dana Hysell, and Allison

Pryor were in attendance to represent WLS along with WLS Trustee Anthony Amiano from District 5 which includes Armonk, Bedford Village, Mount Pleasant, and Pound Ridge. A beautiful breakfast was provided by The Market at Pound Ridge Square.

LARCHMONT PUBLIC LIBRARY



On Monday, June 17 we held the second legislative breakfast at the Larchmont Public Library. Library Director Laura Eckley, alongside Library Board Chair Lauren Gottfried and

Library Trustee Barbara Flickinger welcomed County Executive George Latimer, Senator Nathalia Fernandez, Assemblymember Steve Otis, Town Supervisor of Mamaroneck Jaime Eney, Village of Larchmont Mayor Sarah Bauer, and Sabrina Fiddelman, Councilwoman for the Town of Mamaroneck. Terry Kirchner, Dana Hysell, Phyllis Blake, and Linda Smith from WLS were joined by neighboring library directors Jennifer O'Neill

from Mamaroneck, Beth Bermel from Scarsdale, Augusta Turner from Pelham, and interim director from New Rochelle Joslyn Bowling Dixon. Bradley's Desserts and Catering provided a lovely array of breakfast options to tempt everyone in attendance.

There will be two more opportunities in July to join us for breakfast with the legislators. Wednesday June 10 at the Hendrick Hudson Free Library in Montrose and Wednesday July 17 at the Hastings-on-Hudson Public Library.



Correctional Facility Record of Arrests and Prosecutions (RAP) Sheet Program

As part of our ongoing collaboration with the Westchester Department of Correction, our Outreach department has added a RAP Sheet course to the WLS Connections Guide on the jail tablets. This addition aims to provide transparency and empower individuals to understand and correct any mistakes in their criminal records. Many justice involved individuals are not aware of what is on their RAP Sheet or how to access it. We have also created a printed version to distribute to organizations and people reentering the community.

To support individuals who are currently incarcerated and have limited access to resources, we have provided 500 envelopes to staff at the County jail that are pre-stamped and pre-addressed to the New York State Division of Criminal Justice Services Record Review Unit. Inmates can obtain the NY State Inmate Criminal History Record Information (CHRI) request form from the Law Librarian at the Westchester County Department of Correction. By filling out this form and mailing it in one of the provided envelopes, individuals can request their criminal history record. After a few weeks, they will receive an unsuppressed version of their Rap Sheet by mail.



Neighbors Link

The outreach team had a sit down with representatives from Neighbors Link, one of Westchester's largest immigrant-serving organizations, to discuss outreach strategy and potential for collaboration. Reflecting a scenario we see often, Neighbors Link expressed a need to reach and serve more clients around the County- particularly families who live far from their three locations in Yonkers, Mt Kisco, and Ossining. Our brainstorming session centered around the work that Neighbors Link has done, the services they could provide through a one-off event at a member library, and our desire to expand library offerings to help Spanish speaking families feel welcome and connected to their community. We will be having follow-up conversations with Neighbors Link to bring some of these mutually beneficial ideas to action.



Why Reasonably Accommodate People with Disabilities?

On Tuesday, June 18 WLS hosted The Westchester County Office for People with Disabilities and the Westchester Independent Living Center to provide member library staff and administration with some basic understanding of ADA compliance and providing reasonable accommodations for people with disabilities who come into the library. This is a continuation of the work started with our All on the Same Page workshops back in January of this year. This training provided WLS with additional perspective on our next steps as we explore this important topic. We look forward to continuing to build on our skills in this area.



New Library Director at Briarcliff Manor Public Library

The Briarcliff Manor Public Library Board of Trustees announced the appointment of Kim Naples as the new Library Director beginning in July. Kim holds a Master of Science in Library and Information Science from the University of Illinois at Urbana-Champaign, where she received the Robert Goldhor Award for Public Librarianship. Her experience includes roles as Adult/Young Adult Librarian at the Katonah Village Library, Head of Adult Services at the Nanuet Public Library, and Teen and Children's Librarian at the Nyack Library.



ALICE Report 2024 Update

An updated ALICE report for New York State is available at <https://unitedforalice.org/New-York>. ALICE is an acronym for Asset Limited, Income Constrained, Employed, and represents the growing number of families who are unable to afford the basics of housing, childcare, food, transportation, health care, and technology. These workers often struggle to keep their own households from financial ruin, while keeping our local communities running. In Westchester County, 36% of families fall below the ALICE threshold. WLS and the libraries can use the ALICE research to inform long range/strategic plans, budgeting, policies, and programming.



NYS Office of Cultural Education (OCE) Diversity, Equity, and Inclusion (DEI) Toolkit

The NYS Office of Cultural Education created a Diversity, Equity, and Inclusion (DEI) Toolkit for Collecting Institutions. The toolkit can be accessed at <https://nyslibrary.libguides.com/dei/home>.

The DEI Toolkit is designed to provide practical guidance for and applications of diversity, equity, inclusion, accessibility, antiracism, and justice for New York's museums, libraries, archives, historical and genealogical societies, and cultural heritage sites.



Joseph F. Shubert Library Excellence Award - Nominations due July 12, 2024

The New York State Regents Advisory Council on Libraries announced that applications are being accepted for the Joseph F. Shubert Library Excellence Award and will be due on July 12, 2024. Special attention will be given to applications highlighting efforts aligned with the Regents Advisory Council on Libraries Vision for Libraries:

- Universal Access,
- Equity for All,
- Resilient Communities,
- Passionate Advocates, and
- Innovation Engines.

These efforts are described in more detail at <https://www.nysl.nysed.gov/libdev/rac/vision22.htm>.

Yonkers Public Library was the 2023 Shubert Library Excellence Award Winner for their Summer Reading Buddies program that trains volunteer mentors, who are mainly older adults, in the best practices around reading with and to new readers, many of whom are first generation English speakers.

For more information about the Shubert Award and the application form, please visit the Joseph F. Shubert Library Excellence Award page at <https://www.nysl.nysed.gov/libdev/rac/award/index.html> or contact Tor Loney, Library Development Specialist I, via email at Tor.Loney@nysed.gov.



NYS Regents Advisory Council on Libraries - Nominations due by August 1

The New York State Library is seeking recommendations for membership on the New York State Regents Advisory Council on Libraries by August 1. The Regents Advisory Council on Libraries advises the New York State Board of Regents regarding the New York State Library, library development programs, library aid programs and other matters related to the operations of libraries and library systems in New York. The Council works with the officers of the State Education Department in developing a comprehensive statewide library and information plan and makes recommendations to the Regents concerning the implementation of the program of library service.

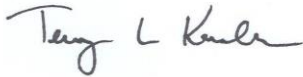
Jesse Montero, Director of the Yonkers Public Library, is currently serving on this council and his term ends on December 31, 2027.

The New York State Board of Regents will appoint three (3) Regents Advisory Council members to serve five-year terms from December 1, 2024, to November 30, 2029. The Council meets a minimum of four times a year. Members of the Regents Advisory Council are leaders in a wide variety of endeavors across the State, including business, human services, education, and libraries. For more information, see <http://www.nysl.nysed.gov/libdev/rac/index.html>.

Send nominations, along with a resume, for the Regents Advisory Council on Libraries by August 1 to: Margaret Weis, Administrative Assistant, Office of the State Librarian and Assistant Commissioner for Libraries, New York State Library, 10B41 Cultural Education Center, Albany, NY 12230; email Margaret.Weis@nysed.gov.



Respectfully Submitted,



Terry L. Kirchner, PhD.
Executive Director