

Call to Meeting
April 29, 2025

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, April 29, 2025, at 6:00 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523.

Regular Meeting Agenda

Minutes: March 25, 2025

Finances

Information Items

Information Item #1: **Employee Handbook and Policy Updates**

Information Item #2: **Extend for One Year Current Borrowing Facility**

Action Items

Action Item #1: **Resolution to Authorize NYCLASS Account**

President's Report

WLS Committee Reports

Executive Director's Report

PLDA Report – Erik Carlson, Director, Dobbs Ferry Public Library

NEXT MEETING: The next Regular Meeting will be held on Tuesday, May 27, 2025, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 25, 2025 – Pending Approval

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:01 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, Alice Joselow, Karen Kelley, Maureen LeBlanc, Julie Mills-Worthey, Susan Morduch, David Mener, Patricia Phelan, Barbara Tepper, Diane Tabakman, Karen Zevin

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

Public Library Directors Association (PLDA) Representative: Erik Carlson, Director, Dobbs Ferry Public Library

MINUTES

The minutes of February 25, 2025, Board Meeting were approved on a motion by Mr. Amiano and seconded by Ms. Tepper. The motion passed unanimously. [Mr. Cartolano, Ms. Mills-Worthey and Ms. Morduch were not present for the vote.]

FINANCIAL REPORTS

Mr. Caluori presented the financial report making note of significant items on the Balance Sheet and Statement of Revenues and Expenditures. Mr. Caluori also presented the Schedule of Temporarily Restricted Net Assets making note of the significant reduction of restricted assets being carried on the books compared to prior years. Payment registers for February 2025 were distributed. The financial reports for February 2025 were approved on a motion by Ms. Tabakman and seconded by Mr. Amiano. The financial reports were accepted unanimously. [Ms. Mills-Worthey was not present for the vote.]

INFORMATION ITEM

Resolution to Authorize NYCLASS Account: Westchester Library System (WLS) currently participates in the New York State Liquid Asset Fund (NYLAF) as an approved depository. NYLAF is an investment cooperative exclusive to schools, libraries, and municipalities within New York. PMA administers NYLAF. PMA recently announced that it has acquired Public Trust, which operates a similar cooperative called NYCLASS. As of July 1, 2025, the NYLAF investment pool will be eliminated in favor of NYCLASS. The two cooperatives operate in similar structures and are overseen by member boards from participating agencies. To continue participation in NYCLASS, WLS is required to pass a Municipal Cooperation Resolution. Management recommended that the Board approve and adopt the resolution at the April 29, 2025, meeting.

ACTION ITEM

WLS System Annual Report to New York State for 2024: All public libraries and library systems that receive funding from the State of New York are responsible for submitting an annual report on the operational and financial activities. The State’s Annual Report format for Systems mirrors the Annual Report for the member libraries. While WLS does have similar functions, many of our services are quite different, and this annual report is cash-based and not accrual-based. The numbers given may be reflected in different categories and are not always tied to what is seen on monthly WLS financial reports shared at the board meetings. The Board approved the System Annual Report on a motion by Ms. Tabakman and seconded by Mr. Iwanski. The motion was approved unanimously.

PRESIDENT’S REPORT

Ms. Hydari noted the recent Executive Order regarding elimination of the Institute of Museum and Library Services (IMLS). She and Dr. Kirchner shared their thoughts on the issue and potential impacts to NYS and WLS and noted that they will continue to monitor the situation and keep the Board apprised of updates as they are available.

COMMITTEE REPORTS

Audit: Mr. Iwanski, Chair, noted that the Committee will meet April 7, 2025 to receive the audit reports from Dorfman, Abrams, Music, LLC. The auditors will be attending the meeting via Zoom. The committee will present the reports to the Board for approval at their April 29, 2025, meeting.

Governance: Ms. Bober, Chair, noted that the Committee will meet in early May to update five policies.

Finance / Budget: Ms. LeBlanc, Chair, noted that the Committee is set to meet before the April 29, 2025 Board meeting.

Nominating & Board Education: Ms. Kelley, Chair, reminded the Board of two upcoming Trustee Handbook Book Clubs: April 30, 2025, 5:00 PM-6:30 PM – *Trustee Handbook Book Club – Board Development: Recruitment, Orientation, Education and Evaluation*, and July 15, 2025, 5:00 PM-6:30 PM – *Trustee Handbook Book Club: Recruiting & Retaining Quality Staff*. Non-Profit Westchester is hosting a workshop entitled *Foundations of Nonprofit Governance: Practices for Effective Boards of Directors* on May 13, 2025 at WLS. All are encouraged to attend.

EXECUTIVE DIRECTOR’S REPORT

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

- Mr. Arana gave an update on ByWater, the vendor that supports the WLS App, noting that they have encountered bot attacks that they were not prepared for. They are currently updating load times for all WLS products, and Mr. Arana is optimistic that they will address current issues head on.
- Mr. Arana noted that the IT team is working on a network design rebuild at each WLS-hosted library location. In addition, the IT team is beginning to implement reputation-based website security on the networks of the WLS-hosted libraries.

- Dr. Kirchner gave an update on IMLS funding as it relates to the New York State Library (NYSL). In a best-case scenario, IMLS would be able to issue all or a portion of the \$8M funding to NYSL before the end of the Congressional budget extension that ends on September 30, 2025. The more likely scenario is that NYSL will not receive any IMLS funds. There is a Plan B that is in motion. New York State currently supports many of the Office of Cultural Education departments, which include the New York State Library, through the Cultural Education Fund. The source of revenue for the Cultural Education Fund is a small surcharge that is added to every residential and commercial mortgage that is processed in New York State. This fund has an average annual balance of \$12M. Because the surcharge has not been increased since it was put in place many years ago, the Office of Cultural Education decided to use IMLS funds to support many of the NYSL staff positions and use the Cultural Education Fund to support the NYS Museum and its other departments. Dr. Kirchner will continue to provide any updates related to this funding challenge as they become available.
- Dr. Kirchner has been consulting with various libraries who are dealing with issues such as open carry of firearms, chartered service area boundary issues, open meetings law in relation to video conferencing, and questions regarding patrons who have library cards and who do not live in Westchester County but are otherwise qualified to have a card within the system.
- Dr. Kirchner noted that he will be a panelist for Non-Profit Westchester's roundtable entitled *Navigating the Impact of Federal Executive Orders and Federal Actions* on Friday, April 4, 2025.

PLDA LIASON'S REPORT

Erik Carlson, PLDA Vice President and WLS Board Liaison, provided the PLDA Report covering the February PLDA Meeting:

- Mr. Carlson noted that PLDA has been preparing their Committees for this year.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:13 p.m. on a motion by Mr. Amiano and seconded by Ms. Morduch that passed unanimously.

Respectively submitted,

Diane H. Tabakman
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – MARCH 2025

REPORT NOTES

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

This month's report includes the following financial statements:

- Balance Sheet
- Statement of Revenues and Expenditures with Comparison to Budget

Please note that while this report contains financial statements for the month-end of March 2025, the reports also contain year-end financial data for FY2024. While the audit work is complete, FY2024 figures are considered unaudited until the final audit report is presented to and approved by the WLS Board of Trustees.

PAYMENTS OVER \$50,000

The WLS Purchasing Policy (Policy #13) requires that purchases exceeding \$50,000 without prior budget approval be formally reported to the Board at the next regularly scheduled meeting. To meet and exceed the policy directive, all payments over \$50,000 in March 2025 are listed below:

- Amount: \$76,202
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for April 2025
- Amount: \$74,456
 - Vendor: NewBeg, Inc.
 - Purpose: Two-year software subscription and hardware support for Nutanix servers
- Amount: \$59,701
 - Vendor: Midwest Tape (Hoopla)
 - Purpose: January 2025 Patron Pay-Per-Use Digital Content

BALANCE SHEET – MARCH 2025

The Balance Sheet shows comparative figures for the period from month-ending (ME) February 2025 through ME March 2025. The key changes are decreases in *Operating Cash & Cash Equivalents* and *Accounts Receivable*, which were offset by reduced *Deferred Revenue* and increased *Unconditional Promises to Give*, resulting in a 2.9% decrease in *Net Assets*. 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. The net result for the period is an overall decrease in assets driven primarily by an anticipated reduction in *Operating Cash* and *Accounts Receivable*.

Operating Cash & Cash Equivalents (This shows the cash in WLS's operating and payroll bank accounts and petty cash): WLS's operating cash decreased by \$342,600. With \$234,500 in receipts, activity included \$204,000 from member libraries for IT services and group purchases. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$74,500 to NewBeg, Inc for the two-year renewal for software subscriptions and hardware support for Nutanix server hardware, and \$59,100 to Midwest Tape (Hoopla) for pay-per-use digital content for patrons in February 2025.

Accounts Receivable (These are monies due to WLS from member libraries and outside organizations): This line decreased sharply by \$226,400 which was primarily driven by member libraries paying invoices for member library technology fees and digital content, but also included payments from participants in the LIU Palmer School program.

Unconditional Promises (These are promises to give money to WLS such as governmental aid): This line increased \$362,000, the result of recording receivable revenues from NYS, Westchester County, and the federal E-Rate program.

LIABILITIES:

This section shows WLS's near-term obligations. The net result for the period is an overall reduction in liabilities, primarily driven by the recognition of *Deferred Revenue*. Details are discussed below:

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$235,800, 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, as well as revenue related to the LIU Palmer School program.

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE –

MARCH 2025

SUMMARY:

Revenues were \$50,800 less than expenses before depreciation for March which represents \$3,500 negative variance from the budget, which had called for a \$47,300 deficit.

REVENUES:

Total revenue was \$7,100 less than the budget for March driven primarily by a surplus in Interest offset by deficits in *County Revenues with Restrictions*, *Other Revenues with Restrictions*, and *Other Revenues with Restrictions*, which is discussed in detail below.

State Revenues without Restrictions and *State Revenues with Restrictions* – These lines are flat against the budget. This is based on WLS's procedure to recognize NYS revenues in line with the budget until New York State releases official aid figures which will not be known until after NYS passes a budget and figures are released by the Division of Library Development later in the spring.

Interest revenues exceeded budget for the month. While this is expected due to conservative budgeting, interest was also greater than anticipated due to depositing funds in NYLAF (New York State Liquid Asset Fund), which gives WLS access to higher interest rates.

Other Revenues with Restrictions ended the month \$5,400 short of the budget due to a shortfall in restricted contributions, the line fell short of its grants and fundraising goal by \$5,800. Other activity in this line includes revenue from New Rochelle BTOP (Broadband Technology Opportunity Program) and the Palmer School program through Long Island University.

EXPENSES:

Expenses before depreciation came in under budget by \$3,600 but were \$50,800 more than revenue for the month. Lines with significant variances and/or noteworthy activity are discussed below:

Equipment – This line was \$18,300 over budget for the month and \$20,600 for the YTD. The deficit in this line is driven by the computer replacement project. The computer inventory, which normally occurs once annually, is now conducted monthly during the replacement to ensure that the Board gains insight into the financial impact of the project. Most of the computers for the project were purchased in 2024, placing them on the computer inventory, and will be installed in 2025.

Library Materials expenses were more than the budget by \$14,800 and was driven by greater-than-anticipated patron activity in pay-per-use materials from Hoopla and Kanopy. A majority of the overage in this area is related to Hoopla activity, which continues to increase. While increased activity is a good problem to have, WLS is working with the vendor to identify potential cost savings. The finance committee will be discussing Library Materials expenses in more detail at their April 29, 2025 meeting.

Fringe Benefits is underspent by \$8,300 for the month. This was primarily driven by 2025 health insurance premiums being essentially flat against 2024 rates despite a 15% increase being accounted for in the budget. WLS should expect a significant surplus in this line for the year provided NYS does not adjust premium rates mid-year.

Delivery Service was overspent for the month by \$5,400 due to the timing of invoices. The line is \$3,900 less than the budget for the YTD and is expected to remain in line with the budget for the year.

Westchester Library System
Balance Sheet
As of March 31, 2025

	Month Ending	Month Ending	Month Ending		Year Ending
	03/31/2025	02/28/2025	03/31/2025		12/31/2024
	Actual	Actual	Period difference	Period variance	Actual
Assets					
Current Assets					
Operating Cash & Cash Equivalents	1,195,886	1,538,472	(342,587)	(22.26) %	1,885,918
Reserve Cash & Cash Equivalents	2,994,662	2,984,211	10,452	0.35 %	2,968,992
Unconditional Promises to Give	1,086,087	724,057	362,030	50.00 %	365,676
Accounts Receivable	38,693	265,126	(226,433)	(85.40) %	98,558
Prepaid Expenses	962,623	1,065,573	(102,950)	(9.66) %	728,543
Total Current Assets	6,277,951	6,577,439	(299,488)	(4.55) %	6,047,687
Long-Term Assets					
Property & Equipment	484,232	527,412	(43,180)	(8.18) %	574,690
Right Of Use Asset	677,961	677,962	0	0.00 %	677,961
Total Long-Term Assets	1,162,193	1,205,374	(43,180)	(3.58) %	1,252,651
Total Assets	7,440,144	7,782,813	(342,668)	(4.40) %	7,300,338
Liabilities					
Short-Term Liabilities					
Accounts Payable	421,558	469,264	(47,705)	(10.16) %	826,258
Deferred Revenue	683,186	918,977	(235,791)	(25.65) %	584
Short-Term Right of Use	309,841	309,841	0	0.00 %	309,841
Total Short-Term Liabilities	1,414,585	1,698,082	(283,496)	(16.69) %	1,136,683
Long-Term Liabilities					
Long-Term Right of Use	506,113	506,113	0	0.00 %	506,113
Post-Retirement Benefits Payable	3,563,008	3,563,008	0	0.00 %	3,563,008
Total-Long-Term Liabilities	4,069,121	4,069,121	0	0.00 %	4,069,121
Total Liabilities	5,483,706	5,767,203	(283,496)	(4.91) %	5,205,804
Net Assets					
Net Assets, Beg Bal	2,015,610	2,065,785	(50,175)	(2.42) %	1,809,705
Change in Net Assets	(59,172)	(50,175)	(8,997)	(17.93) %	284,829
Total Net Assets	1,956,438	2,015,610	(59,172)	(2.93) %	2,094,534
Total Liabilities and Net Assets	7,440,144	7,782,813	(342,668)	(4.40) %	7,300,338
Net Asset Detail					
Working Capital	4,863,365	4,879,357	(15,991)	(0.32) %	4,911,004
Long-Term Net Assets	(2,906,927)	(2,863,747)	(43,181)	(1.50) %	(2,816,469)
Total Net Asset Detail	1,956,438	2,015,610	(59,172)	(2.93) %	2,094,535

Westchester Library System
Statement of Revenues and Expenditures
Comparison to Budget with Previous Years To Date
As of March 31, 2025

	Month Ending 03/31/2025			Year To Date 03/31/2023	Year To Date 03/31/2024	Year To Date 03/31/2025			Year Ending 12/31/2025
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
Revenue									
State Revenues without Restrictions	185,509	185,507	2	523,830	525,024	556,509	556,522	(13)	2,226,090
County Revenues without Restrictions	111,927	114,164	(2,237)	317,825	335,760	335,782	342,490	(6,708)	1,369,960
Federal Revenues without Restrictions	11,666	11,666	0	41,250	32,490	34,998	35,000	(2)	140,000
Member Technology Fees	228,823	232,084	(3,261)	671,304	676,427	689,351	696,250	(6,900)	2,785,000
Fund Raising & Contributions	0	0	0	117	512	209	0	209	0
Interest	9,201	5,416	3,785	25,665	36,974	37,481	16,250	21,232	65,000
Other Revenues without Restrictions	1,441	1,375	66	3,568	8,188	4,562	4,125	437	16,500
State Revenues with Restrictions	52,928	52,930	(1)	150,765	151,245	158,798	158,788	10	635,150
Other Revenues with Restrictions	7,373	12,816	(5,444)	16,305	6,071	18,633	38,450	(19,817)	153,800
Total Revenue	608,868	615,958	(7,090)	1,750,629	1,772,691	1,836,323	1,847,875	(11,552)	7,391,500
Expenditures									
Salaries	189,803	202,741	12,939	539,552	542,185	570,379	608,225	37,847	2,432,900
Fringe Benefits	112,624	120,884	8,259	295,918	317,923	332,384	362,651	30,266	1,450,600
Professional Fees	3,702	4,333	631	9,884	10,166	10,109	13,000	2,891	52,000
Equipment	31,610	13,333	(18,277)	65,102	16,766	60,585	40,000	(20,585)	160,000
Library Materials	109,519	94,775	(14,744)	202,769	271,106	329,473	284,325	(45,148)	1,137,300
Rent and Utilities	31,616	34,825	3,209	83,224	93,065	95,021	104,475	9,454	417,900
Repairs and Maintenance	49,095	51,725	2,630	198,241	181,252	156,666	155,175	(1,491)	620,700
Supplies	175	3,334	3,158	583	897	5,618	10,000	4,382	40,000
Telephone and Internet	36,318	37,966	1,649	133,428	116,062	110,083	113,900	3,817	455,600
Printing and Postage	7,095	5,434	(1,661)	18,342	15,605	12,003	16,300	4,297	65,200
Bibliographic Fees	7,744	7,658	(86)	21,078	22,019	23,096	22,975	(121)	91,900
Professional Development	9,875	9,467	(408)	21,877	7,010	23,355	28,400	5,045	113,600
Travel	2,938	5,483	2,545	5,048	15,044	5,757	16,450	10,693	65,800
Memberships	1,182	2,333	1,151	12,972	8,433	3,537	7,000	3,463	28,000
Contractual Services	16,081	22,367	6,286	105,155	62,822	66,208	67,100	892	268,400
Delivery Service	45,784	40,417	(5,368)	114,573	112,733	117,394	121,250	3,856	485,000
Insurance	3,260	3,333	74	7,301	8,465	9,784	10,000	216	40,000
Miscellaneous	1,241	2,833	1,592	1,575	2,749	4,256	8,500	4,244	34,000
Total Expenditures	659,662	663,241	3,579	1,836,622	1,804,302	1,935,708	1,989,726	54,018	7,958,900
Total Net Revenue Before Depreciation	(50,794)	(47,283)	(3,511)	(85,993)	(31,611)	(99,385)	(141,851)	42,466	(567,400)
Non-Cash Activity									
Depreciation	12,400	12,084	(317)	43,480	45,956	37,201	36,250	(951)	145,000
Unrealized Gain/Loss on Investments	(4,022)	0	4,023	(3,829)	279	1,511	0	(1,511)	0
Total Non-Cash Activity	8,378	12,084	3,706	39,651	46,235	38,712	36,250	(2,462)	145,000
Total Net Revenue	(59,172)	(59,367)	195	(125,644)	(77,846)	(138,097)	(178,101)	40,004	(712,400)

Item: **Employee Handbook and Policy Updates**

Background: The WLS Governance Committee met on April 22, 2025, to review the Paid Sick Leave section of the WLS Employee Handbook and five policies: #2 Anti-Harassment; #8 Records Retention & Disposition; #11 Privacy; #14 Credit Card Usage and #18 Data Security Program, Safeguards and Policy.

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 was Terry Kirchner (Executive Director).

Status: The Governance Committee reviewed and discussed the Paid Sick Leave section of the WLS Employee Handbook and five policies. All items were recommended for approval by committee members in attendance at the April 22, 2025, meeting.

Summary of documents reviewed:

- **Employee Handbook – Paid Sick Leave** – clarifies no limit on paid sick leave, but that NYSLRS maintains the maximum allowable sick days that may be applied to retirement benefits
- **Policy 2 – Anti-Harassment** - Significant revisions recommended concerning NYS protected classes
- **Policy 8 – Records Retention & Disposition** – Updated language to include electronic messaging; expanded retention period from 3 to 7 years for banking statements & reconciliations; purchase orders; requisitions; and expired insurance policies
- **Policy 11 - Privacy** – Minor edits to streamline/simplify language
- **Policy 14 – Credit Card Usage** – Updated language to reflect current practices and procedures
- **Policy 18 – Data Security Program, Safeguards and Policy** – Update roles and responsibilities of WLS staff

Recommended

Action: Approval of the recommendations submitted by the Governance Committee at the May 27, 2025, meeting.

Proposed Changes:(page 22, second paragraph “Paid Sick Leave”)

In accordance with the New York Paid Sick Leave Law employees are permitted to accumulate paid sick leave without limitation. Hourly and salaried employees may be paid 7 hours of regular pay for every 21 hours of unused sick leave earned during the period of the prior year December 1 to the current year November 30. While there are no limits on the accumulation of paid sick leave, the New York State and Local Retirement System (NYSLRS) applies limitations based on retiree tier to the amount of paid sick leave that can be applied to retirement benefits. NYSLRS maintains the maximum allowable sick days that may be applied to retirement benefits on its website:

<https://www.osc.ny.gov/retirement/>. The limits applied by NYSLRS to retirement benefits will also apply to all retirement benefits provided by WLS.

Proposed change to the **Paid Sick Leave section of the** employee handbook

Current Language:(page 22, second paragraph “Paid Sick Leave”)

Full-time employees are permitted to accumulate up to 165 days (1155 hours) of sick leave; part-time regular employees are permitted to accumulate the prorated equivalent of 165 days. Hourly and salaried employees may carry over their unused sick days into the following year or can be paid one day of regular pay for every 3 full days of unused sick leave earned during the period of the prior year December 1 to the current year November 30. Only one option may be chosen each year.

With Markup

Proposed Changes:(page 22, second paragraph “Paid Sick Leave”)

In accordance with the New York Paid Sick Leave Law ~~Full-time~~ employees are permitted to accumulate ~~up to 165 days (1155 hours) of paid~~ sick leave ~~without limitation;~~ ~~part-time regular employees are permitted to accumulate the prorated equivalent of 165 days.~~ Hourly and salaried employees may ~~carry over their unused sick days into the following year or can~~ be paid ~~one day~~ 7 hours of regular pay for every ~~3 full days~~ 21 hours of unused sick leave earned during the period of the prior year December 1 to the current year November 30. ~~Only one option may be chosen each year.~~

While there are no limits on the accumulation of paid sick leave, the New York State and Local Retirement System (NYSLRS) applies limitations based on retiree tier to the amount of paid sick leave that can be applied to retirement benefits. NYSLRS maintains the maximum allowable sick days that may be applied to retirement benefits on ~~their~~ its website: <https://www.osc.ny.gov/retirement/>. The limits applied by NYSLRS to retirement benefits will also apply to all retirement benefits provided by WLS.

Clean Version with all changes:

Proposed Changes:(page 22, second paragraph “Paid Sick Leave”)

In accordance with the New York Paid Sick Leave Law employees are permitted to accumulate paid sick leave without limitation. Hourly and salaried employees may be paid 7 hours of regular pay for every 21 hours of unused sick leave earned during the period of the prior year December 1 to the current year November 30. While there are no limits on the accumulation of paid sick leave, the New York State and Local Retirement System (NYSLRS) applies limitations based on retiree tier to the amount of paid sick leave that can

be applied to retirement benefits. NYSLRS maintains the maximum allowable sick days that may be applied to retirement benefits on its website: <https://www.osc.ny.gov/retirement/>. The limits applied by NYSLRS to retirement benefits will also apply to all retirement benefits provided by WLS.

WESTCHESTER LIBRARY SYSTEM

POLICY #2

Subject: Anti-Harassment

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

Westchester Library System (WLS) is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. WLS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

WLS expressly prohibits any form of employee harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and sexual harassment. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Sexual harassment is a form of gender and/or sex discrimination and is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual on the basis of sex, sexual orientation, gender identity, or the status of being transgender. This includes, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example, submission to or rejection of such conduct by an individual is used as a term or condition of a person's employment or as a basis for employment decisions affecting such individual; such conduct is so severe and pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance; or such conduct creates an intimidating, hostile, or offensive working environment.

Harassment on the basis of other protected characteristics is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of their race, color, national origin, immigration or citizenship status, religion, creed, age, sex, gender identity, sexual orientation, marital status, pregnancy, disability, military status, arrest or conviction record, domestic violence victim status, or any other trait or characteristic protected by law and that such conduct is so severe and pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance; or such conduct creates an intimidating, hostile, or offensive working environment.

Individuals who believe they have experienced conduct that they deem is contrary to WLS's policy or who have concerns about such matters should file their complaints with their immediate supervisor or speak with the Executive Director. Individuals are not obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of the Executive Director or any other member of management.

Cleaned up version

Allegations of harassment will be investigated promptly, discreetly and confidentially by management. WLS prohibits retaliation or attempted retaliation against any individual who reports harassment or participates in an investigation of such a report and will be subject to disciplinary action.

Any manager or supervisor is required to report any complaint of harassment that they receive, or any harassment that they observe to the Executive Director so it can be investigated in a timely and confidential manner. Individuals who engage in acts of discrimination and/or harassment are subject to immediate disciplinary action, which may include termination of employment. Harassers may also be subject to individual liability.

Last approved: TBD

WESTCHESTER LIBRARY SYSTEM

POLICY #2

Subject: Anti-Harassment

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

Westchester Library System (WLS) is committed to providing a work environment that is free from all forms of discrimination and ~~unwelcome or unlawful~~ conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. WLS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

WLS expressly prohibits any form of employee harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and sexual harassment. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Sexual harassment is a form of gender and/or sex discrimination and is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual on the basis of sex, sexual orientation, gender identity, or the status of being transgender. This includes, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example, ~~submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;~~ submission to or rejection of such conduct by an individual is used as a term or condition of a person's employment or as a basis for employment decisions affecting such individual; such conduct is so severe and pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance; or such conduct creates an intimidating, hostile, or offensive working environment.

~~Sexual harassment may include a range of behaviors that may involve individuals of the same or different gender.~~

Harassment on the basis of other protected characteristics is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his/hers/their race, color, national origin, immigration or citizenship status, religion, creed, age, sex, gender identity, sexual orientation, marital status, pregnancy, disability, ~~veteran~~ military status, arrest or conviction record, domestic violence victim status, or any other trait or characteristic protected by law and that such conduct is so severe and pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance; or such conduct creates an intimidating, hostile, or offensive working environment.

Individuals who believe they have experienced conduct that they deem is contrary to WLS's policy or who have concerns about such matters should file their complaints with their immediate supervisor or speak with the Executive Director. Individuals are not obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of the Executive Director or any other member of management.

Allegations of harassment will be investigated promptly, ~~and~~ discreetly and confidentially by management. ~~To the extent possible, your the confidentiality of the potential victim, and that of any witnesses, and the alleged harasser will be protected against unnecessary disclosure.~~ WLS prohibits retaliation or attempted retaliation against any individual who reports harassment or participates in an investigation of such a report and will be subject to disciplinary action. ~~Retaliation against an individual is unlawful, is a violation of this policy, and will be subject to disciplinary action.~~

Any manager or supervisor is required to report any complaint of harassment that they receive, or any harassment that they observe to who becomes aware of possible unlawful harassment must immediately advise the Executive Director so it can be investigated in a timely and confidential manner. Individuals who engage in acts of discrimination and/or harassment are subject to immediate disciplinary action, which may include termination of employment. Harassers may also be subject to individual liability.

Last approved: ~~May 26, 2015~~ TBD

WESTCHESTER LIBRARY SYSTEM

POLICY #8

Subject: Records Retention & Disposition

Application: Employees

Westchester Library System (WLS) business records are important assets. Records include essentially all administrative, legal and financial documents created and retained by employees and trustees as part of their regular duties and activities, whether paper or electronic. A record may be a memorandum, an email or a contract, or something not as obvious, such as a computerized desk calendar, a voicemail, an appointment book or an electronic message.

State law requires WLS to maintain certain types of records, usually for a specified period of time and to make them available to the public in accord with the NYS Freedom of Information Law, as well as in the course of legal discovery. Failure to retain such records for those minimum periods could subject WLS and its employees to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place WLS in contempt of court or seriously disadvantage WLS in litigation.

WLS will use the State's requirements as guidelines for retention and destruction of records, as exemplified in the appendix at the end of this policy. Destruction of documents is prohibited if there is notice of pending or active litigation.

WLS expects all employees to fully comply with any published records retention or destruction policies and schedules. This Policy applies to all WLS records, copies or excerpts or summaries of such records, whether retained on site, off-site, in a personal computer or other device, or otherwise in employees' business or personal files. This Policy applies specifically and without limitation to e-mail, voicemail and to electronic messages including, but not limited to, online chat and cellular text messages. It also applies to WLS-related documents created by employees personally and not during active employment hours.

To ensure compliance with this Policy, the Operations Manager will be delegated the role of Records Management Officer and the overall supervision and responsibility for this Policy. They will coordinate education and training of employees to ensure compliance with this Policy; periodically provide updates to employees based on changes in State records retention and disposition requirements; and will ensure the proper storage of records and their orderly destruction. In addition, the Operations Manager will also be designated as WLS's Records Access Officer and ensure that WLS is compliant with the NYS Freedom of Information Law. In the absence of the Operations Manager, the Chief Financial Officer will serve as the Records

Management Officer and Records Access Officer unless otherwise delegated by the Executive Director.

There are three kinds of records: Temporary, Final and Permanent.

Temporary Records

Temporary records include business documents that are intended to be superseded by Final Records or Permanent Records, or which are intended to be used only for a limited period of time, including, but not limited to written memoranda and dictation to be typed in the future, reminders, to-do lists, reports, drafts, and interoffice correspondence regarding a client or business transaction.

Temporary records will be destroyed or, if in electronic format, permanently deleted when a project or matter is closed. However, before temporary records are destroyed or deleted, there should be retained a copy of the final record pertaining to the project or matter. Upon destruction or deletion, the final records should be marked "Final" and stored appropriately.

Final Records

Final records include business documents which are not superseded by modification or addition, including but not limited to records given (or sent via electronic form) to any third party not employed by WLS or to any government agency. These include final memoranda and reports, correspondence, handwritten telephone memoranda not further transcribed, minutes, specifications, journal entries, etc. All accounting records shall be deemed Final Records.

Permanent Records

Permanent records include all business documents that define WLS's scope of work. These include but are not limited to contracts, proposals, financial statements, tax returns, payroll registers, and formal minutes of meetings. Except as provided in the attached Document Retention Schedule, all permanent documents are to be retained indefinitely.

Electronic Communications Policies

All electronic communication systems as well as all communications and stored information transmitted, received or contained on WLS's information systems are the property of WLS. Employees using this equipment for personal purposes do so at their own risk. Such usage is discouraged.

E-mails relating to audit work papers and financial controls should be retained for at least 7 years.

Any messages exchanged between WLS and third parties (such as consultants and auditors) should be archived, regardless of their content. Electronic messages and voice mail have the same status as e-mails and should be treated identically.

Storage

Active records and records that need to be easily accessible may be sent to a secure off-site storage facility and, as necessary for operations, stored in WLS's office.

Destruction/Deletion

Records should be destroyed by shredding or some other means that will render them unreadable. If there are any questions on a record that you do not know how to destroy, ask the advice from the Records Management Officer.

Last approved: TBD

APPENDIX

DOCUMENT RETENTION & DISPOSITION SCHEDULE

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
General	Correspondence	Compile and store current correspondence in appropriate subject files or in accordance with general corporate filing guidelines.	Three Years.	Archive only correspondence important to business activities. Useless documents should be recycled or shredded.
Financial	Accounts payable, ledgers and schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Archive with financial records and shred at the end of period.
	Accounts receivable, ledgers and schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Archive with financial records and shred at the end of period.
	Annual information returns (IRS Forms 990)	Federal law ¹ requires that copies of the three most recent years' returns be kept in the organization headquarters and be made available for public inspection.	Permanent. Store with financial records.	Not applicable.

¹ This requirement is found in Section 6104(d) of the Internal Revenue Code of 1986, as amended.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Audit reports	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Banking statements and reconciliations	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Budget	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period
	Cash books	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Chart of accounts	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Cancelled checks	For important payments, i.e., taxes, purchases of property, special contracts, etc., checks should be filed with the papers pertaining to the underlying transaction. Otherwise, compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Depreciation schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Duplicate deposit slips	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Expense analyses and distribution schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Financial statements (year-end, other optional)	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	General/private ledgers, year-end trial balances	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Journal entries	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Notes receivable, ledgers and schedules	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Payroll records and summaries	Compile and file records on an annual basis.	Permanent. Store with financial records.	Shred at the end of the retention period.
	Petty cash vouchers	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Property records including costs, depreciation reserves, yearend trial balances, depreciation schedules, blueprints, plans, insurance policy, and leases	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Purchase orders	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Requisitions	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Tax returns, worksheets and revenue agents' reports	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Time cards	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Vouchers (invoices) for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers and consultants for travel and entertainment expenses)	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Withholding tax statements	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
Governance	Board of Directors minutes, notes and reports from all years	Compile and file records on an annual basis.	Permanent. Store with other corporate records.	Not applicable.
	Governing documents including articles of incorporation, bylaws, amendments, membership and other related documents	File documents with other corporate records.	Permanent. Store with other corporate records.	Not applicable.
Grants	Proposals, original contract agreements, supporting data, accounting documents, financials, subrecipient policy reports, time cards, invoices for payments to subawardees, subaward agreements, procurement documents, A133 audits and related correspondence	Compile and file records on an annual basis.	Seven Years. Store with other grant records.	Archive with grant records for three years at the end of the retention period following the filing of the closing report and acceptance by the funding agency.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
Human Resources	Employment applications	Compile and file records on an annual basis.	Length of Employment. Store with other human resources records.	Shred at the end of the retention period.
	Personnel files (current)	Compile and file records on an annual basis.	Length of Employment. Store with other human resources records.	Shred at the end of the retention period.
	Personnel files (from date of termination)	Compile and file records on an annual basis.	Seven Years. Store with other human resources records.	Shred at the end of the retention period.
	Retirement and pension records	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable.
	Records of pension paid to employees or beneficiaries (after final payment)	Compile and file records on an annual basis.	Seven Years. Store with other human resources records.	Shred at the end of the retention period.
	Insurance policies (expired)	Compile and file records on an annual basis.	Seven Years. Store with other human resources records.	Shred at the end of the retention period.
	Insurance records, current accident reports, claims	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable.
	Garnishments	Compile and file records on an annual basis.	Seven Years. Store with other human resources records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
Whistleblower	Records relating to employee complaints or concerns pursuant to WLS's Whistleblower Policy	Compile and file records on an annual basis.	Seven Years; notwithstanding any shorter period provided above for the particular category of document. Store with other whistleblower records.	Unless otherwise provided above for the particular category of document, shred at the end of the retention period.

WESTCHESTER LIBRARY SYSTEM

POLICY #8

Subject: Records Retention & Disposition

Application: Employees

Westchester Library System (WLS) business records are important assets. Records include essentially all administrative, legal and financial documents created and retained by employees and trustees as part of their regular duties and activities, whether paper or electronic. A record may be a memorandum, an email or a contract, or something not as obvious, such as a computerized desk calendar, a voice mail, an appointment book or an ~~instant~~electronic message.

State law requires WLS to maintain certain types of records, usually for a specified period of time and to make them available to the public in accord with the NYS Freedom of Information Law, as well as in the course of legal discovery. Failure to retain such records for those minimum periods could subject WLS and its employees to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place WLS in contempt of court or seriously disadvantage WLS in litigation.

WLS will use the State's requirements as guidelines for retention and destruction of records, as exemplified in the appendix at the end of this policy. ~~No documents will be destroyed~~Destruction of documents is prohibited if there is notice of pending or ~~threatened~~active litigation.

WLS expects all employees to fully comply with any published records retention or destruction policies and schedules. This Policy applies to all WLS ~~records, or records,~~ copies or excerpts or summaries of such records, whether retained on site, off-site, in a personal computer or other device, or otherwise in employees' business or personal files. This Policy applies specifically and without limitation to e-mail, voicemail and to ~~instant~~electronic messages including, but not limited to, online chat and cellular text messages. It also applies to WLS-related documents created by employees personally and not during active employment hours.

To ensure compliance with this Policy, the ~~Executive Director will designate the Records Management Officer, who~~Operations Manager will be delegated the role of Records Management Officer and the overall supervision and responsibility for this Policy. ~~He/She/They will~~coordinate education and training of employees to ensure compliance with this Policy; periodically provide updates to employees based on changes in State records retention and disposition requirements; and will ensure the proper storage of records and their orderly destruction. In addition, the ~~Executive Director~~Operations Manager will also be designated as WLS's Records Access Officer and ensure that ~~the system~~WLS is ~~in compliance~~compliant with the NYS Freedom of Information Law. In the absence of the Operations Manager, the Chief Financial

Officer will serve as the Records Management Officer and Records Access Officer unless otherwise delegated by the Executive Director.

There are three kinds of records: Temporary, Final and Permanent.

Temporary Records

Temporary records include business documents that are intended to be superseded by Final Records or Permanent Records, or which are intended to be used only for a limited period of time, including, but not limited to written memoranda and dictation to be typed in the future, reminders, to-do lists, reports, drafts, and interoffice correspondence regarding a client or business transaction.

Temporary records will be destroyed or, if in electronic format, permanently deleted when a project or matter is closed. However, before temporary records are destroyed or deleted, there should be retained a copy of the final record pertaining to the project or matter. Upon destruction or deletion, the final records should be marked “Final” and stored appropriately.

Final Records

Final records include business documents which are not superseded by modification or addition, including but not limited to records given (or sent via electronic form) to any third party not employed by WLS or to any government agency. These include final memoranda and reports, correspondence, handwritten telephone memoranda not further transcribed, minutes, specifications, journal entries, etc. All accounting records shall be deemed Final Records.

Permanent Records

Permanent records include all business documents that define WLS’s scope of work. These include but are not limited to contracts, proposals, financial statements, tax returns, payroll registers, and formal minutes of meetings. Except as provided in the attached Document Retention Schedule, all permanent documents are to be retained indefinitely.

E-mail Electronic Communications Policies

All electronic communication systems as well as all communications and stored information transmitted, received or contained on WLS’s information systems are the property of WLS. Employees using this equipment for personal purposes do so at their own risk. Such usage is discouraged.

E-mails relating to audit work papers and financial controls should be retained for at least 7 years.

Any messages exchanged between WLS and third parties (such as consultants and auditors) should be archived, regardless of their content. ~~Instant~~Electronic messages and voice mail have the same status as e-mails and should be treated identically.

Storage

Active records and records that need to be easily accessible may be sent to a secure off-site storage facility and, as necessary for operations, stored in WLS's office.

Destruction/Deletion

Records should be destroyed by shredding or some other means that will render them unreadable. If there are any questions on a record that you do not know how to destroy, ask the advice from the Records Management Officer.

Last approved: ~~May 26, 2015~~TBD

APPENDIX

DOCUMENT RETENTION & DISPOSITION SCHEDULE

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
General	Correspondence	Compile and store current correspondence in appropriate subject files or in accordance with general corporate filing guidelines.	Three Years.	Archive only correspondence important to business activities. Useless documents should be recycled or shredded.
Financial	Accounts payable, ledgers and schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Archive with financial records and shred at the end of period.
	Accounts receivable, ledgers and schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Archive with financial records and shred at the end of period.
	Annual information returns (IRS Forms 990)	Federal law ¹ requires that copies of the three most recent years' returns be kept in the organization headquarters and be made available for public inspection.	Permanent. Store with financial records.	Not applicable.

¹ This requirement is found in Section 6104(d) of the Internal Revenue Code of 1986, as amended.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Audit reports	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Banking statements and reconciliations	Compile and file records on an annual basis.	Three Seven Years. Store with financial records.	Shred at the end of the retention period.
	Budget	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period
	Cash books	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Chart of accounts	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Cancelled checks	For important payments, i.e., taxes, purchases of property, special contracts, etc., checks should be filed with the papers pertaining to the underlying transaction. Otherwise, compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Depreciation schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Duplicate deposit slips	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Expense analyses and distribution schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Financial statements (year-end, other optional)	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	General/private ledgers, year-end trial balances	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Journal entries	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Notes receivable, ledgers and schedules	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Payroll records and summaries	Compile and file records on an annual basis.	Permanent. Store with financial records.	Shred at the end of the retention period.
	Petty cash vouchers	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Property records including costs, depreciation reserves, yearend trial balances, depreciation schedules, blueprints, plans, insurance policy, and leases	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Purchase orders	Compile and file records on an annual basis.	Three Seven Years. Store with financial records.	Shred at the end of the retention period.
	Requisitions	Compile and file records on an annual basis.	Three Seven Years. Store with financial records.	Shred at the end of the retention period.
	Tax returns, worksheets and revenue agents' reports	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Time cards	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Vouchers (invoices) for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers and consultants for travel and entertainment expenses)	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Withholding tax statements	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
Governance	Board of Directors minutes, notes and reports from all years	Compile and file records on an annual basis.	Permanent. Store with other corporate records.	Not applicable.
	Governing documents including articles of incorporation, bylaws, amendments, membership and other related documents	File documents with other corporate records.	Permanent. Store with other corporate records.	Not applicable.
Grants	Proposals, original contract agreements, supporting data, accounting documents, financials, subrecipient policy reports, time cards, invoices for payments to subawardees, subaward agreements, procurement documents, A133 audits and related correspondence	Compile and file records on an annual basis.	Seven Years. Store with other grant records.	Archive with grant records for three years at the end of the retention period following the filing of the closing report and acceptance by the funding agency.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
Human Resources	Employment applications	Compile and file records on an annual basis.	Length of Employment. Store with other human resources records.	Shred at the end of the retention period.
	Personnel files (current)	Compile and file records on an annual basis.	Length of Employment. Store with other human resources records.	Shred at the end of the retention period.
	Personnel files (from date of termination)	Compile and file records on an annual basis.	Seven Years. Store with other human resources records.	Shred at the end of the retention period.
	Retirement and pension records	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable.
	Records of pension paid to employees or beneficiaries (after final payment)	Compile and file records on an annual basis.	Seven Years. Store with other human resources records.	Shred at the end of the retention period.
	Insurance policies (expired)	Compile and file records on an annual basis.	Three Seven Years. Store with other human resources records.	Shred at the end of the retention period.
	Insurance records, current accident reports, claims	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable.
	Garnishments	Compile and file records on an annual basis.	Seven Years. Store with other human resources records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
Whistleblower	Records relating to employee complaints or concerns pursuant to WLS's Whistleblower Policy	Compile and file records on an annual basis.	Seven Years; notwithstanding any shorter period provided above for the particular category of document. Store with other whistleblower records.	Unless otherwise provided above for the particular category of document, shred at the end of the retention period.

WESTCHESTER LIBRARY SYSTEM

POLICY #11

Subject: Privacy

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

The Westchester Library System (WLS) and its member libraries are committed to protecting the privacy of our staff, donors, customers and other external contacts. The WLS privacy policy defines our commitment not to collect any personal information about users who visit WLS websites or register for a program or a library card unless users choose to provide such information. Any information provided will only be used to more effectively provide and better target library services throughout the County.

This confidentiality extends to information sought or received, materials consulted, borrowed, acquired; and includes database search records, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

WLS places account information on the secure portion of its computer system. For this reason, patrons are asked to input their barcode number and PIN each time they want to access their account information on the website.

Cookies

Users accessing the WLS or member library websites will need to enable cookies in order to access a number of resources available through WLS. WLS's servers use cookies solely to verify that a person is an authorized user of library resources or to facilitate web site functionality. WLS servers will not employ cookies for advertising or marketing.

Emails and Web Forms

Identifying information provided by e-mails or web forms will be used only for such purposes as described at the point of collection (for example, on a web form), such as: to send information or provide library services, update membership records or to better target library services to meet demands.

WLS or a member library may contact a patron to clarify a comment or question, to learn about customer satisfaction with library services or to deliver information regarding a library card account. To do so requires contact information provided by the patron. WLS will not

Cleaned up version

use patron/customer emails for commercial purposes, nor will it provide such information to external organizations.

Information Collected and Stored Automatically

WLS does not collect data that is connected to a patron's personal information or identity. However, when a patron visits a WLS website to browse through the web site, read pages, or download information, certain information will be automatically gathered and stored about the visit to these pages:

1. The Internet domain (for example, "xcompany.com" if a private Internet access account, or "aschool.edu" if connected from a university) and IP address (an IP address is a number that is automatically assigned to a computer whenever it is connected to the Internet) from which access to the WLS web site is gained;
2. The type of browser and operating system used to access the WLS website;
3. The date and time of access to the website;
4. The pages visited and for how long; and
5. The address of the website from which the initial visit to the WLS or member library site was launched, if any.

WLS uses this information to help make its site more useful to visitors and to learn about the number of visitors to the site and the types of technology used.

Links to Other Sites

WLS's websites contain links to other sites. WLS and our member libraries are not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy.

Library users should be aware that WLS and its member libraries use third-party vendors to supply electronic services and content. Patrons that choose to use these services are responsible for making themselves aware of the privacy policies of these providers before and while using those services. WLS maintains a list of third-party service providers used by WLS that can be accessed through <https://www.westchesterlibraries.org/about-wls/patron-privacy/>.

Cleaned up version

Customer Circulation Records

WLS member libraries use a computerized system to collect and track customer circulation records. Each Library maintains information provided by our customers from the registration form they complete when they register for a library card. When an item is checked out, that item is then tied to that customer's record in the WLS system. WLS and member libraries make every effort to break the link between a customer and their circulation activity as soon

as possible. Records are maintained as needed to report anonymized statistics, collect debts and complete the successful return of borrowed items. Patrons also have the option to extend retention of records to enable additional library account management features such as reading lists.

Privacy & Confidentiality of Library Records

Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 ([NYS CPL 4509](#)). These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Revisions

WLS reserves the right to change or modify this privacy statement at any time. If WLS revises this privacy statement, changes will be posted on the WLS homepage in a timely manner.

Last approved: TBD

With markup

Formatted: Header

WESTCHESTER LIBRARY SYSTEM

POLICY #11

Subject: Privacy

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

The Westchester Library System (WLS) and its member libraries are committed to protecting the privacy of our staff, donors, customers and other external contacts. The WLS privacy policy defines our commitment not to collect any personal information about ~~our~~ users who ~~en~~ visit ~~ing~~ WLS websites or register ~~ing~~ for a program or a library card unless ~~such~~ users choose to provide such information. Any information provided will only be used to more effectively provide and better target library services throughout the County.

This confidentiality extends to information sought or received, materials consulted, borrowed, acquired; and includes database search records, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

WLS places account information on the secure portion of its computer system. For this reason, patrons are asked to input their barcode number and PIN each time they want to access their account information on the website.

Cookies

Users accessing the WLS or member library websites will need to enable cookies in order to access a number of resources available through WLS. WLS's servers use cookies solely to verify that a person is an authorized user of library resources or to facilitate web site functionality. WLS server ~~s~~ will not employ cookies for advertising or marketing.

Emails and Web Forms

Identifying information provided by e-mails or web forms will be used only for such purposes as ~~are~~ described at the point of collection (for example, ~~a~~ on a web form), such as ~~to~~ send information or provide library services, update membership records or to better target library services to meet ~~constituent~~ demands.

WLS or a member library may contact a patron to clarify a comment or question, to learn about customer satisfaction with library services or to deliver information regarding a library card account. To do so requires contact information provided by the patron. WLS will not use patron/customer emails for commercial purposes nor will it provide such information to external organizations.

With markup

Formatted: Header

Information Collected and Stored Automatically

WLS ~~does not collect information that identifies individual patrons~~ ~~does not collect data that is connected to a patron's personal information or identity~~. However, when a patron visits a WLS website to browse through the web site, read pages, or download information, certain information will be automatically gathered and stored about the visit to these pages:

1. The Internet domain (for example, "xcompany.com" if a private Internet access account, or "aschool.edu" if connected from a university) and IP address (an IP address is a number that is automatically assigned to a computer whenever it is connected to the Internet) from which access to the WLS web site is gained;
2. The type of browser and operating system used to access the WLS website;
3. The date and time of access to the website;
4. The pages visited and for how long; and
5. The address of the website from which the initial visit to the WLS or member library site was launched, if any.

WLS uses this information to help make its site more useful to visitors and to learn about the number of visitors to the site and the types of technology used. The ~~data that is collected is not connected to a patron's personal information or identity~~.

Links to Other Sites

WLS's websites contain links to other sites. WLS and our member libraries are not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy.

Library users should be aware that WLS and its member libraries use third-party vendors to supply electronic services and content. Patrons that choose to use these services are responsible for making themselves aware of the privacy policies of these providers before and while using those services. WLS maintains a list of third-party service providers used by WLS that can be accessed through <https://www.westchesterlibraries.org/about-wls/patron-privacy/privacy/>.

Customer Circulation Records

WLS member libraries use a computerized system to collect and track customer circulation records. Each Library maintains information provided by our customers from the registration form they complete when they register for a library card. When an item is checked out, that

With markup

item is then tied to that customer's record in the WLS system. WLS and member libraries make every effort to break the link between a customer and their circulation activity as soon

as possible. Records are maintained as needed to report anonymized statistics, collect debts and complete the successful return of borrowed items. Patrons also have the option to extend retention of records to enable additional library account management features such as reading lists.

Privacy & Confidentiality of Library Records

Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (NYS CPL 4509). These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Revisions

WLS reserves the right to change or modify this privacy statement at any time. If WLS revises this privacy statement, changes will be posted on the WLS homepage [in a timely manner](#).

Last approved: [September 29, 2020 – TBD](#)

Formatted: Header

WESTCHESTER LIBRARY SYSTEM

POLICY #14

Subject: Credit Card Usage

Application: Employees

The Board of Trustees permits the issuance and usage of credit cards for authorized, reimbursable Westchester Library System (WLS) business-related expenses that are incurred in the performance of work-related duties for the System. Credit cards may only be used for legitimate business-related expenditures that meet all legal and WLS requirements, and use of the card must follow the WLS Purchasing Policy.

The type of card obtained and the number of authorized cardholders/signers for the account will be determined jointly by the Executive Director and the Chief Financial Officer, with the approval of the Board Treasurer. The criteria for choosing the card will include acceptability, annual fees, monthly payment and interest terms. Any benefits derived from the use of the credit card are the property of WLS. To the extent practical, credit card invoices are to be paid in full following the end of each billing cycle to avoid interest charges.

Credit cards are to be used to make purchases when a purchase order or a check is unacceptable or unavailable, for expenses which require immediate payment, to facilitate purchasing materials online, for professional development and travel costs, for buying supplies in bulk, and for other library-related purposes jointly approved by the Executive Director and the Chief Financial Officer. Unauthorized use or misuse of the card(s) is the personal responsibility of the cardholder(s) and will result in the immediate suspension of the credit card. Under no circumstances may the card(s) be used for any personal expenses.

All transactions are to be accounted for in accordance with WLS purchasing policies and procedures for authorized library purchases and require submission of the transaction receipt(s).

When the monthly statement is received, the charges must be reviewed and approved following the library expense approval policy. All receipts are to be matched and submitted to the related expense in the online portal or paper statement as soon as possible and no later than the end of the month in which the account statement ends. Individual expenses must be allocated to the proper expense categories for accounting purposes. Payment of the invoice requires an itemized voucher which has been approved in accordance with WLS accounts payable procedures.

The credit card is to be surrendered immediately upon request of the Executive Director, Chief Financial Officer, or when the cardholder leaves the employ of WLS.

Cleaned up version

Last approved:

WESTCHESTER LIBRARY SYSTEM

POLICY #14

Subject: Credit Card Usage

Application: Employees

The Board of Trustees permits the issuance and usage of ~~a~~ credit cards for authorized, reimbursable Westchester Library System (WLS) business-related expenses that are incurred in the performance of work-related duties for the System. Credit cards may only be used for legitimate business-related expenditures that meet all legal and [Library WLS](#) requirements, and ~~to the greatest extent possible,~~ use of the card must follow the WLS Purchasing Policy.

The type of card obtained and the number of authorized cardholders/signers for the account will be determined jointly by the Executive Director and the Chief Financial Officer, with the approval of the Board Treasurer. The criteria for choosing the card will ~~be include~~ acceptability, annual fees, monthly payment and interest terms. Any benefits derived from the use of the credit card are the property of WLS. To the extent practical, credit card invoices are to be paid in full following the end of each billing cycle to avoid interest charges.

~~The~~ Credit cards ~~is are~~ to be used to make purchases when a purchase order or a check is unacceptable or unavailable, for ~~an~~ expenses which requires immediate payment, to facilitate purchasing materials online, for professional development and travel costs, for buying supplies in bulk, ~~for payments on invoices which provide a benefit to WLS,~~ and for other library-related purposes jointly approved by the Executive Director and the Chief Financial Officer. Unauthorized use or misuse of the card(s) is the personal responsibility of the cardholder(s) and will result in the immediate suspension of the credit card. Under no circumstances may the card(s) be used for any personal expenses.

All transactions are to be accounted for in accordance with WLS purchasing policies and procedures for authorized library purchases, and require submission of the ~~original-transaction~~ receipt(s).

When the monthly statement is received, the charges must be reviewed and approved following the library expense approval policy. All ~~charge~~ receipts are to be ~~attached~~ matched and submitted to the ~~monthly statement~~ related expense transaction in the online portal or paper statement as soon as possible and no later than the end of the month in which the account statement ends. ~~and the individual~~ Individual expenses must be allocated to the proper expense categories for accounting purposes. Payment of the invoice requires an itemized voucher which has been approved in accordance with WLS accounts payable procedures.

The credit card is to be surrendered immediately upon demand request of the Executive Director, Chief Financial Officer, or when the cardholder leaves the employ of WLS.

| [With Markup](#)

| *Last approved: ~~October 24, 2023~~*

WESTCHESTER LIBRARY SYSTEM (WLS)

POLICY #18

Subject: Data Security Program, Safeguards and Policy

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

Purpose:

In order to maintain a secure operating environment that safeguards private data of both patrons of Westchester Library System (WLS) member libraries and WLS employees, the following policy will address:

- Scope of WLS' information security role regarding the NYS SHIELD Act
- Roles within WLS that function to maintain information security
- Definition, inventory and limits on data stored in WLS systems

Scope of Policy:

The NYS SHIELD Act, defines how businesses respond to both potential and confirmed data breaches on electronic systems.

WLS, having less than 50 total employees, is defined as a “small business” by the NYS SHIELD Act. As a small business WLS must adopt a security program with “reasonable administrative, technical and physical safeguards that are appropriate for the size and complexity of the small business, the nature and scope of the small business’s activities, and the sensitivity of the personal information the small business collects from or about consumers.”

The scope of data covered under this policy is limited to “private data” as defined in [NYS General Business Law 899-bb2\(b\)](#) and [899-aa \(1\) \(a\) and \(b\)](#).

Roles:

The Director of Information Technology (IT) at WLS will serve as the Data Security Coordinator. The Data Security Coordinator, or their appointee, will be responsible for implementing data safeguards for member library data held on WLS systems. The Data Security Coordinator will report directly to the Executive Director in all matters relating to the data security program regardless of direct reports defined in their job description. In the absence of the Director of IT, the Executive Director will serve as the Data Security Coordinator.

The Data Security Coordinator will further develop and maintain an inventory of all private information as defined in the “scope” section of this policy. The inventory will include the data point, storage location and users impacted in the event of a breach or potential breach. The portion of the inventory impacting public users (library patrons) is to be posted on the WLS website Privacy Page. The inventory and public posting are to be updated at least annually.

Cleaned up version

The Operations Manager charged with managing Human Resources data is responsible for implementing the safeguards as it relates to data about WLS employees.

Access Control:

The NYS Office of the State Comptroller (OSC) guidelines will serve as the primary source for best practices. Any WLS system that stores data safeguarded under this policy must comply with the OSC guidelines for IT Governance regarding access control including, but not limited to:

- A review of all system accounts [will] be periodically conducted and any account that cannot be associated with an authorized user or application [will] be disabled.
- Each user should have his or her own user account (username and password)
- Passwords will be maintained with length, complexity and history requirements set by the WLS IT Department in alignment with the OSC guidelines.

The entire OSC guide on IT Governance can be found here:
<https://www.osc.state.ny.us/localgov/pubs/listacctg.htm#lgmg>

Data Stored on WLS Systems by Member Libraries:

WLS maintains two systems that have the potential to store data safeguarded under this policy:

- Shared Library Management System (LMS)
- File servers

Shared Library Management System (LMS)

The LMS is used to manage patron accounts for the lending of physical materials and patron user account authentication for access to electronic resources. The following chart defines patron data points specifically authorized for and barred from us on the LMS:

Authorized Data	Unauthorized Data
Name	Social Security ID number
Address	Driver’s license ID number
Email address	Non-driver ID number
Date of birth	Credit card number
Library card number	Debit card number
Account PIN or password	Bank account number
Reserve and transaction data	Biometric information including photos

WLS recognizes the username or e-mail address in combination with PIN or password used to access a patron’s online account constitutes private information protected by the NYS SHIELD Act. Should this information be breached or suspected of being breached, WLS will change the user password for each account. The new password will be communicated to each patron via email along with notification of the breach or potential breach and instructions to change the password.

Cleaned up version

File Servers

WLS provides member library access to file servers. These file servers store the data in users' "My Documents" folders as well as file shares for each library. Under this policy the use of these file server services by any member library for the purpose of storing any data that is defined as "private data" referenced in the "scope" section of this policy is unauthorized.

Upon adoption of this policy and annually thereafter, member libraries will be notified of the data points specifically unauthorized and notified to take action to remove these data points from the LMS and file servers if presently in use. The notification will further inform the library that any unauthorized data stored in the LMS and on file servers is done so at the sole liability of the member library.

Data Minimization for Member Libraries

Data minimization in this regard refers to reducing the amount of private data as defined by the NYS SHIELD Act stored in electronic form on these systems.

It is generally accepted that libraries use one or more of the unauthorized data points to eliminate duplicate registrants, to verify residency or other registration purposes. The intent of this policy is not to dissuade a library from continuing to use these data points for that purpose, but rather to ensure that the library will not store it in the shared LMS.

It is further recommended that member libraries take inventory of all private data stored in any other electronic systems and to implement practices of data minimization in compliance with the NYS SHIELD Act in the event of a breach or potential breach on any system used by the member library.

Data Stored on WLS Systems for Internal Human Resource Management:

WLS stores multiple instances of data defined as private information protected by the NYS SHIELD Act for the purpose of managing human resources as both active personnel and retirees.

This data includes, but is not limited to, Social Security ID numbers and bank account information. WLS will follow the OSC guidelines for securing access to these information resources.

Should a breach or potential breach occur, employees and/or retirees whose data may have been impacted by such a breach will be notified in a timely manner of such compromise by hand-delivered letter with acceptance acknowledgement or certified mail with return receipt.

Data Minimization

Human resources staff will make every effort to practice data minimization. In this context data minimization refers to keeping as few electronic records as possible that contain data points defined as private as referenced in the scope section of this policy.

Cleaned up version

Internal Compliance Audits

The Data Security Coordinator or their designee shall be granted access necessary to conduct periodic reviews, to take place at least annually, to ensure compliance with the access control guidelines set forth by the OSC and the data minimization guidelines herein.

Approved: TBD

WESTCHESTER LIBRARY SYSTEM (WLS)

POLICY #18

Subject: Data Security Program, Safeguards and Policy

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

Purpose:

In order to maintain a secure operating environment that safeguards private data of both patrons of Westchester Library System (WLS) member libraries and WLS employees, the following policy will address:

- Scope of WLS' information security role regarding the NYS SHIELD Act
- Roles within WLS that function to maintain information security
- Definition, inventory and limits on data stored in WLS systems

Scope of Policy:

The NYS SHIELD Act, ~~which took effect in March 2020 changes~~ defines how businesses respond to both potential and confirmed data breaches on electronic systems.

WLS, having less than 50 total employees, is defined as a “small business” by the NYS SHIELD Act. As a small business WLS must adopt a security program with “reasonable administrative, technical and physical safeguards that are appropriate for the size and complexity of the small business, the nature and scope of the small business’s activities, and the sensitivity of the personal information the small business collects from or about consumers.”

The scope of data covered under this policy is limited to “private data” as defined in [NYS General Business Law 899-bb2\(b\)](#) and [899-aa \(1\) \(a\) and \(b\)](#).

Roles:

The ~~senior-Director of Information technology~~ Technology (IT) ~~employee~~ at WLS will serve as the Data Security Coordinator. The Data Security Coordinator, or their appointee, will be responsible for implementing data safeguards for member library data held on WLS systems. The Data Security Coordinator will report directly to the Executive Director in all matters relating to the data security program regardless of direct reports defined in their job description. In the absence of the Director of IT, the Executive Director will serve as the Data Security Coordinator.

The Data Security Coordinator will further develop and maintain an inventory of all private information as defined in the “scope” section of this policy. The inventory will include the data point, storage location and users impacted in the event of a breach or potential breach. The portion of the inventory impacting public users (library patrons) is to be posted on the WLS website Privacy Page. The inventory and public posting are to be updated ~~no less frequently than~~ at least annually.

[With markup](#)

The [WLS employee Operations Manager](#) charged with managing Human Resources data is responsible for implementing the safeguards as it relates to data about WLS employees.

Access Control:

The NYS Office of the State Comptroller (OSC) guidelines will serve as the primary source for best practices. Any WLS system that stores data safeguarded under this policy must comply with the OSC guidelines for IT Governance regarding access control including, but not limited to:

- “A review of all system accounts [will] be periodically conducted and any account that cannot be associated with an authorized user or application [will] be disabled.”²
- “Each user should have his or her own user account (username and password)”²
- Passwords will be maintained with length, complexity and history requirements set by the WLS IT Department in alignment with the OSC guidelines.

The entire OSC guide on IT Governance can be found here:

<https://www.osc.state.ny.us/localgov/pubs/listacctg.htm#lgmg>

Data Stored on WLS Systems by Member Libraries:

WLS maintains two systems that have the potential to store data safeguarded under this policy:

- Shared Library Management System (LMS)
- File servers

Shared Library Management System (LMS)

The LMS is used to manage patron accounts for the lending of physical materials and patron user account authentication for access to electronic resources. The following chart defines patron data points specifically authorized for and barred from use on the LMS:

Authorized Data	Unauthorized Data
<ul style="list-style-type: none"><input type="checkbox"/> Name<input type="checkbox"/> Address<input type="checkbox"/> Telephone number<input type="checkbox"/> Email address<input type="checkbox"/> Date of birth<input type="checkbox"/> Library card number<input type="checkbox"/> Account PIN or password<input type="checkbox"/> Reserve and transaction data<input type="checkbox"/>	<ul style="list-style-type: none"><input type="checkbox"/><input type="checkbox"/> Social Security ID number<input type="checkbox"/> Driver’s license or non-driver ID number<input type="checkbox"/> Credit/debit card number<input type="checkbox"/> Bank account number<input type="checkbox"/> Biometric information including photos

WLS recognizes the username or e-mail address in combination with PIN or password used to access a patron’s online account constitutes private information protected by the NYS SHIELD Act. Should this information be breached or suspected of being breached, WLS will change the user password for each account. The new password will be communicated to each patron via email along with notification of the breach or potential breach [and instructions to change the password](#).

With markup

File Servers

WLS provides member library access to file servers. These file servers store the data in users' "My Documents" folders as well as file shares for each library. Under this policy the use of these file server services by any member library for the purpose of storing any data that is defined as "private data" referenced in the "scope" section of this policy is unauthorized.

Upon adoption of this policy and annually thereafter, member libraries will be notified of the data points specifically unauthorized and notified to take action to remove these data points from the LMS and file servers if presently in use. The notification will further inform the library that any unauthorized data stored in the LMS and on file servers is done so at the sole liability of the member library.

Data Minimization for Member Libraries

Data minimization in this regard refers to reducing the amount of private data as defined by the NYS SHIELD Act stored in electronic form on these systems.

It is generally accepted that libraries use one or more of the unauthorized data points to eliminate duplicate registrants, to verify residency or other registration purposes. The intent of this policy is not to dissuade a library from continuing to use these data points for that purpose, but rather to ensure that the library will not store it in the shared LMS ~~and create a point of compliance.~~

It is further recommended that member libraries take inventory of all private data stored in any other electronic systems and to implement practices of data minimization ~~to reduce the impact of~~ in compliance with the NYS SHIELD Act ~~compliance~~ in the event of a breach or potential breach on any system used by the member library.

Data Stored on WLS Systems for Internal Human Resource Management:

WLS stores multiple instances of data defined as private information protected by the NYS SHIELD Act for the purpose of managing human resources as both active personnel and retirees.

This data includes, but is not limited to, Social Security ID numbers and bank account information. WLS will follow the OSC guidelines for securing access to these information resources.

Should a breach or potential breach occur, employees and/or retirees whose data may have been impacted by such a breach will be notified in a timely manner of such compromise by hand-delivered letter with acceptance acknowledgement or certified mail with return receipt.

Data Minimization

Human resources staff will make every effort to practice data minimization. In this context data minimization refers to keeping as few electronic records as possible that contain data points defined as private as referenced in the scope section of this policy.

| [With markup](#)

Internal Compliance Audits

| The Data Security Coordinator or their designee shall be granted access necessary to conduct periodic reviews, to take place ~~no less frequent than~~ at least annually, to ensure compliance with the access control guidelines set forth by the OSC and the data minimization guidelines herein.

| *Approved: ~~September 29, 2020~~ TBD*

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 4%. 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. Approval would be further conditioned on a requirement to notify the Board of any use of this line of credit.

There is no action required at this time. This will be brought to the Board as an action item at the May 2025 meeting.

April 29, 2025

Item: Resolution to Authorize NYCLASS Account

Background: Westchester Library System (WLS) currently participates in New York State Liquid Asset Fund (NYLAF) as an approved depository. NYLAF is an investment cooperative exclusive to schools, libraries and municipalities within New York. PMA administers NYLAF.

There is a similar investment cooperative, called NYCLASS, which is administered by Public Trust.

Status: PMA, recently announced that it has acquired Public Trust and as of July 1, will be eliminating the NYLAF investment pool in favor of NYCLASS. The two cooperatives operate in similar structures and are overseen by member boards from participating agencies.

In order to continue participation, WLS is required to pass the attached resolution.

Recommended

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

Municipal Cooperation Resolution

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the Westchester Library System wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023;

WHEREAS the Westchester Library System wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Terry L. Kirchner, Executive Director of Westchester Library System is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023.

WLS Executive Director Report April 29, 2025

WLS Strategic Initiatives



Promoting equity and access



Expand Community/Member Library/Partner Engagement



Update and Improve Our Infrastructure

New York State and Federal Funding Updates

The New York State Senate and Assembly released their one house bills with proposed funding allocations for the FY2025-2026 budget. The budget was due for release on April 1, 2025, but the delayed release date is expected to be during the first week of May.

	Executive Budget Proposal	Senate One House Proposal	Assembly One House Proposal	New York Library Assoc. (NYLA) Ask
Library Operating Aid	\$104.6M	\$109.6M	\$107.1M	\$176.8M
Public Library Construction Aid	\$34M	\$68M	\$54M	\$175M
School Library Materials Aid	\$6.25/pupil	\$11.50/pupil	\$11.33/pupil	\$11.33/pupil
NOVELny	\$3M	\$3M	\$3.25M	\$3.1M

On March 14, 2025, President Donald Trump signed an Executive Order advancing elimination of the Institute of Museum and Library Services (IMLS). It is estimated that the New York State

Library will face a cut of approximately \$8M due to this cut in IMLS funding. A proposal to increase the Cultural Education Fee by \$5.00 per mortgage transaction has been presented to the NYS Assembly and Senate. Should this fee increase be approved, it would generate approximately \$8M in revenue that could be used to offset the loss of IMLS funds. Should the fee increase not be approved, WLS can anticipate delayed payments of the Library Operating Aid, and reduced turnaround times and support in reviewing and approving annual reports and public library construction aid applications (which will result in delayed payments to the member libraries).



Cataloging Services

In late winter, WLS arrived at a strategy for dealing with requests to catalog library materials about which WLS catalogers have noticed possible legal issues regarding copyright and licensing. When such an item is encountered by WLS Cataloging Services, it is returned to its member library with a letter and form which asks the library to assert that they believe the item conforms to specific code. If the library returns the form to WLS Cataloging Services with a positive answer, WLS will catalog the item and add it to the shared catalog. The completed forms are retained for 3 years as per the records retention policy. So far, the new plan has been employed twice. In both cases, the libraries did respond with positive assessments of their items' integrity, and the cataloging was completed for the item.

In March, WLS Cataloging Services instituted a new policy aimed at making the cataloging of world language titles more equally timely for all the member libraries. There is now a 10- item limit for each shipment of these materials. This change was made because any given library's very large shipments of these labor-intensive titles were delaying the cataloging of other libraries' much smaller shipments of them. In the past month, Arabic, Chinese, French, Italian, Japanese and Spanish works were cataloged. All the WLS catalogers handle these, but Manager of Cataloging Services Melissa Glazer specializes in the non-Roman alphabet languages, which are particularly challenging. She cataloged over 80 of these titles, and roughly 75% of them required completely original ("from scratch") cataloging.

Director of Cataloging Services Douglas Wray often serves as a liaison between the member libraries and their vendors. WLS Cataloging Services is not involved with the member libraries' collection development or budgeting decisions, but rather with making sure that the acquisitions process goes smoothly in the online environment. Recently, Mr. Wray has assisted with the John C. Hart Memorial Library and Brodart, and -- with help from WLS Integrated Library System Administrator / Systems Librarian Lindsay Stratton -- the Scarsdale Public Library and Brodart, and the Rye Free Reading Room and Baker & Taylor.

The WLS catalogers perform original cataloging when a bibliographic record is neither available from the OCLC WorldCat database, nor 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 some recent examples of original cataloging:

Our Children, Our Hearts: Journeys of Child Loss and Remembrance / edited by Emily Laitmon, LCSW, with Terry Toll

Tuckahoe's Bereavement Center of Westchester is the source of this collection of essays about 25 children who died prematurely, and the ways that their loved ones have grieved and remembered them. The contributors are members of Ms. Laimon's Child Loss Support Group at the center. (Cataloged for the Larchmont Public Library by Part-time Cataloger Steven Pisani)

This Side of the Tracks / John Carnevalla

The author presents short stories that reflect his perspective on growing up in the Brentwood area of Harrison, New York in the 1960s. The book contains a generous number of photographs. (Cataloged for the Harrison Public Library by Cataloger Jenna Caccavale)

GhostStop Ghost Hunting Equipment

Lynchburg, Tennessee's GhostStop company creates these kits, which include various pieces of detection equipment for people who are interested in investigating reportedly haunted places. (Cataloged for the Rye Free Reading Room by Mr. Wray)

Mr. Wray also cataloged an assortment of "library of things" objects, including a full page-sized magnifying glass for the Tuckahoe Public Library, a portable DVD player for the Lewisboro Library and an umbrella for the Ossining Public Library.



Integrated Library System (ILS) & Discovery

ILS & Discovery has been continuing work on several on-going projects. We have been working with Unique to set up their MessageBee service to manage ILS-related text notifications. This process involves an update to the WLS Patron Privacy policy, which is currently undergoing Board review.

We have also been working on transferring oversight of Interlibrary Loan (ILL) functions from the Outreach team to the ILS & Discovery team. This change will streamline the technical, catalog, and circulation aspects of ILL service. We are currently reviewing the technical and process aspects of ILL platforms ILLiad vs. Tipasa. Information was presented to the Public Library Directors Association (PLDA) at their April meeting and will be shared with the PLDA Technology Committee during their May meeting.

Integrated Library System Administrator / Systems Librarian Lindsay Stratton has been working with the Rye library and Baker & Taylor to start using the Acquisitions Module and electronic

ordering. We are in the testing phase and should have them up and running shortly. MS. Stratton is also in the planning phase of the upcoming, June 2025, ILS upgrade, from software version 3.12 to 3.14 (or possibly 3.15).

ILS Discovery Specialist Allison Pryor and Ms. Stratton held the first Technical Services interest group meeting. The goal of this group is to provide a forum to focus on issues relating to technical services and holdings and catalog maintenance. The first meeting raised many good discussion topics and suggestions for future meetings. The Technical Services and the Circulation meetings will occur on alternate months going forward.

Ms. Pryor has continued collaborating with the vendor of the WLS mobile app to address issues that have been raised. Most notably, service tickets for mobile app logouts have decreased significantly after an update in mid-April. We are still monitoring the overall performance of the mobile app and keeping our options open to pursue another mobile app provider if necessary.

Ms. Pryor attended the Computers in Libraries (CiL) conference in March. At CiL, she joined staff from several WLS member libraries and was able to engage in some follow-up conversations about the exhibits and the workshops attended. These conversations highlighted a shared interest in strengthening engagement and fostering deeper collaboration between the system and its libraries in a more casual light. A recurring theme throughout the conference was the growing presence of artificial intelligence (AI) in the library landscape. Inspired by these discussions, Ms. Pryor is planning to co-develop an AI navigation course with WLS Junior Systems Administrator Andres O'Connor-Annakie aimed at helping library staff better understand and utilize AI tools in their work.



Outreach Services

Senior Law Day Returns to Yonkers Public Library

Senior Law Day returned to the Yonkers Public Library, Grinton I. Will Branch, for a successful morning and afternoon event featuring workshops, free one-on-one consultations, and information stations. A total of 38 consultations were provided, and feedback was positive—90% of survey respondents reported they are very likely to take action based on what they learned. Workshops included:



- Getting Organized for the Future – Joanna C. Feldman, Esq. (Maker, Fragale & Di Costanzo, LLP) *This session was based on the popular Planning Checklist, created by Co-Chair Sarah Steckler. The checklist is used as a tool for current planning and tracking the location of important documents and account information.*
- Mapping Out Estate Planning Documents – Kristine Garcia-Elliott, Esq. (Vishnick, McGovern, Milizio LLP)
- After Someone Passes Away – Brian L. Miller, Esq., CELA (Littman Krooks LLP)

The event continues to be a valuable resource for older adults and caregivers seeking legal and financial guidance.



Disconnect 2 Reconnect Kits Heading to Three Member Libraries

On March 26th, WLS invited four groups from Volunteer New York’s RISE program (adults with intellectual and developmental disabilities) to the Westchester Children’s Museum to assist in constructing 5,000 family activity kits for distribution through the upcoming County-wide Disconnect 2 Reconnect campaign. As part of an initiative of the 0 to 6 Early Childhood Planning Committee, these kits will be distributed to families throughout the county, at a variety of community locations including service organizations, community centers, early education centers, pediatric offices, libraries, and more!



Three libraries will be participating in initial distribution: The Field Library (Peekskill), Mount Vernon Public Library, and the Yonkers Public Library Riverfront Branch. We also set aside 100 kits for our interactions with new parents in jail and reentry settings.

The initiative will officially launch on April 30th, after which the 0 to 6 Early Childhood Planning Committee will turn its attention towards further promoting “offline, off-screen” activities, and towards seeking additional sponsors for future kit distributions.



Reconnect with Tech - Final Cohort Under Current Grant Cycle

In March, we completed the final Reconnect with Tech (RWT) cohort under the current grant cycle. RWT is our digital equity initiative designed to support formerly incarcerated individuals as they build essential technology skills. This grant cycle was generously funded by Con Edison and Carvel.

For this final cohort, WLS contracted with NeverTechLate, who provided a comprehensive curriculum focused on cybersecurity and basic computer skills. The cohort was hosted at the Reformed Church of Bronxville and reached full capacity with 10 participants.



As part of the program, we distributed the remaining Dell laptops and Wi-Fi hotspots—each bundled with one year of free internet service. Participants also received library cards and were introduced to a range of library resources and services, reinforcing our commitment to digital inclusion and lifelong learning.



Small Business and Workforce Development



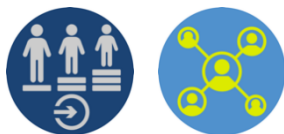
In late March, WLS Small Business and Workforce Development attended a Hudson Valley Greater Chamber of Commerce Celebrating Women in Business event. We had forty attendees visit our table which highlighted the WLS small business website, BlueCareer, career coaching and outreach services. Our updated Small Business Resources brochure and event table displays (with QR code for ease of access to BlueCareer and the small business website) generated interest and positive feedback.

In addition, WLS hosted a SCORE Westchester Chapter (U.S. Small Business Administration affiliate) meeting in mid-April (at WLS headquarters) which provided the

SCORE mentors an opportunity to gain more information regarding WLS small business resources website, BlueCareer, as well as other member library services. The WLS Small Business website was identified by the group as an important and helpful tool for SCORE mentors in their efforts to support Westchester’s business start-up clients.



WLS will host BlueCareer and Small Business Resources @ Library website information sessions for the member libraries in late May and early June.



Strategic Data Analysis and Member Library Support

Allison Midgley, Manager of Strategic Data Analysis and Member Library Support, has approved twenty of the WLS member libraries’ New York State annual reports and has forwarded them to the Division of Library Development (DLD) for their final review and approval. The remaining eighteen libraries have submitted their annual reports, and Ms. Midgley

is working with the libraries to complete the initial review process before submitting the reports to DLD.

In late April, Ms. Midgley held a 2024 Annual Report Follow-up virtual discussion with library staff who worked on the annual reports to review this year's annual report content and process, provide anecdotal information about trends that are apparent through her review process, and make recommendations for making the 2025 Annual Report data collection easier and more relevant for library planning and operations.

The WLS Data-Driven Resources & Practices project focused on developing a second version of an interactive data dashboard in response to further discussions with key WLS and Member Library partners. Top priorities are the inclusion of Westchester County community profiles on the dashboard to provide context for decision-making, identifying indicators for year-over-year analysis that are key for WLS strategic planning, making user experience improvements, and piloting data collection of indicators such as Wi-Fi use to provide seasonal and other analysis. With instruction from Bijan Kimiagar, AEQUA Strategies consultant, Allison Midgley learned essential steps for importing, designing, and sharing visualized data in a visualization platform, in this case Google Looker Studio.

In April, two digital resource webinars: *medici.tv From the Experts!* and, the second in a three-part series, *The hoopla Resource Center – Market, Learn, and More!*, were organized by Ms. Midgley and led by vendor customer relations managers. These webinars provided staff with information and resources to increase patron awareness and use of these valuable platforms. To follow-up, *medici.tv* will provide updated and customized User Guides that will be distributed to libraries and at WLS Outreach tabling events, and *hoopla* will present *hoopla Administration - Collection Creation, Curation, & More!* In late May. Other upcoming training sessions for WLS and member library staff include *Tutor.com - Join the Expert!* and *The Modern Landscape of eAccessibility in Public Libraries*



Trustee Education Opportunities

Trustee Handbook Book Club

This year's Trustee Handbook Book Club sessions have been announced. These sessions, as well as previously recorded sessions, count towards the required 2-hours/year of trustee education.

April 30, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Board
Development: Recruitment, Orientation, Education and Evaluation

July 15, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club: Recruiting &
Retaining Quality Staff

November 18, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Next Level
Trusteeship: Building an Effective and Impactful Board Culture

To register for and to learn more information about each of the 2025 sessions, go to the Trustee Handbook Book Club website at <https://midhudson.org/trusteebookclub/>. Archived recordings of earlier sessions are available on the Trustee Handbook Book Club Archive at <https://midhudson.org/trustee-handbook-book-club-archive/>.

NPW Resilient Nonprofit Tools

(all webinars are from 3:00 PM-4:00 PM)

May 5, 2025 – Change & Crisis Management – [Registration required](#).

May 12, 2025 – Budget Analysis & Planning – [Registration required](#).

May 19, 2025 – Protecting Your Nonprofit: Best Practices for Risk Management Through Insurance Coverage – [Registration required](#).

All 3 NPW webinars are free (since all WLS member libraries are NPW members through WLS). *These 3 webinars count towards the trustee education and public librarian certification requirements.*



Upcoming Events – Check Your Calendar!

Fun Run 2025 – July 10, 2025 – Join the WLS Speed Readers Team

Register for the July 10th Fun Run (or Fun Walk) at Westchester Community College (Student Center), 75 Grasslands Road, Valhalla, NY 10595. There is no cost to public library staff, trustees or volunteers for this fun evening with colleagues. Free post-race water, beer and pizza, event swag, AND a Speed Reader tank top will be yours!

Event Times:

5:00-6:30 Team packet pickup-company gathering

6:30-7:30 5k Run Walk

7:30-9:00 Party and Awards

Friends and family members can be part of our Speed Reader team at the special "library rate" of \$28. [Please register your friends and family members and send a check - made out to Westchester Library System](#). Mail it to Westchester Library System, ATTN: Megan Brown, 570 Taxter Road, Suite 400, Elmsford NY 10523).

If you have any questions about this event, email outreach@wlsmail.org or contact this year's team captains: Megan Brown (meganhbrown@wlsmail.org) and Elena Falcone (elena@wlsmail.org).

[Register to join the WLS Speed Readers Team](#). We're looking forward to seeing you on July 10th!

2025 Battle of the Books – October 25, 2025, at the Anne M. Dorner Middle School in Ossining

Register to be a volunteer at this year's Battle of the Books at <https://forms.gle/ExXwLGfNsPGy9vw29>. This is truly a fun and exciting volunteer activity that focuses on friendly team competition.

The book selections for 2025 Battle of the Books are:

Grades 4 – 7:

- *Adia Kelbara and the Circle of Shamans* by Isi Hendrix
- *Any Day With You* by Mae Respicio
- *Book Scavenger* by Jennifer Chambliss Bertmann
- *A Duet for Home* by Karina Yan Glaser
- *Freestyle* by Gale Galligan

Grades 6 – 12

- *Bloom* by Kenneth Oppel
- *Brownstone* by Samuel Teer & Mar Julia
- *In the Wild Light* by Jeff Zentner
- *Snowglobe* by Soyoung Park, translated by Joungmin Lee Comfort
- *Thieves' Gambit* by Kayvion Lewis



Volunteer Awards

2025 Velma K. Moore Award: Presented by the Library Trustees Association Section (LTAS) of NYLA – due by June 30, 2025

The award will be given to an 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, community members, library boards, or any volunteer individual or volunteer group who supports libraries. Nominations can be made by anyone in the library community. More information about the Velma K. Moore Award application process can be found at [https:// www.nyla.org/library-trustees-section---our-awards](https://www.nyla.org/library-trustees-section---our-awards). The deadline for receipt of nominations is Monday, June 30, 2025.

