

Call to Meeting May 27, 2025

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, May 27, 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: April 29, 2025

Finances

Information Items

Information Item #1: **Financial Systems and Accounts Security**

Action Items

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

Action Item #2: **Resolution to Authorize Signers on TD Bank accounts**

Action Item #3: **Extend for One Year Current Borrowing Facility**

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, June 24, 2025, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 29, 2025 – Pending Approval

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:14 p.m.

The quorum requirement was met with the following people in attendance:

Board Members present: Anthony Amiano, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Julie Mills-Worthey, Susan Morduch, David Mener, Patricia Phelan, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Andrea Bober, Alice Joselow

Also present: Dana Hysell, Director, The Field Library

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

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

MINUTES

The minutes of March 25, 2025, Board Meeting were approved on a motion by Mr. Amiano and seconded by Ms. Tabakman. The motion passed unanimously.

FINANCIAL REPORTS

Mr. Caluori presented the financial report making note of significant items. He noted that it is time to update signature cards for the TD Bank operating account, which will require a Board resolution and will be presented at the May 27, 2025, meeting. Payment registers for March 2025 were distributed. Mr. Caluori also noted that WLS is nearing the period where operating cash is lowest for the year and will be working with the Treasurer on the timing and amount of a transfer from reserves to carry the organization until funds due from Westchester County and NYS are received. The financial reports for March 2025 were approved on a motion by Ms. LeBlanc and seconded by Mr. Cartolano. The financial reports were accepted unanimously.

INFORMATION ITEMS

Employee Handbook and Policy Updates: 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. Management recommended that the Board approve the changes submitted by the Governance Committee at the May 27, 2025, meeting.

Extend for One Year Current Borrowing Facility: WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The facility allows WLS to borrow up to \$500,000 unsecured for a period of one year. There are neither facility fees nor covenants for this loan agreement. If borrowed against, the interest rate would be based on WSJ (Wall Street Journal) Prime + 50 bps (base percentage points), with a Floor of 4%. The only restriction consists of the submission of audited financial statements on the part of WLS. 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 27, 2025, meeting.

ACTION 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 and as of July 1, 2025, 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. To continue participation in NYCLASS, WLS is required to pass a Municipal Cooperation Resolution. The Board approved the Resolution to Authorize NYCLASS Account on a motion by Ms. Morduch and seconded by Mr. Amiano. The motion passed unanimously.

PRESIDENT'S REPORT

No additional comments were presented.

COMMITTEE REPORTS

Audit: Mr. Iwanski, Chair, noted that the Committee met on April 7, 2025, to receive the audit reports from Dorfman, Abrams, Music, LLC. He noted that the audit report had an unqualified opinion, which means that it is a positive report and that no significant issues were identified. He also noted that Mr. Caluori will be reporting at a future meeting on the security measures that are in place to protect access to WLS's accounts and funds.

Finance / Budget: Ms. LeBlanc, Chair, noted that the Committee met before the April 29, 2025, Board meeting. The committee received presentations from WLS management on the current status of spending on electronic content and strategies to control costs, the current status of cash reserves and investments, and reviewed the draft of the Credit Card Policy with edits recently proposed by the Governance Committee.

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.

- Dr. Kirchner provided an update regarding the New York State Budget, noting that regardless of which current budget proposal is adopted that WLS will be able to sustain operations.
- Dr. Kirchner reviewed Institute of Museum and Library Services (IMLS) funding as it relates to the New York State Library (NYSL), noting concerns that potential funding gaps would impact staffing at the Division of Library Development (DLD). Dr. Kirchner will continue to provide updates related to this issue as they become available. He also noted that Nonprofit Westchester (NPW) will be hosting a meeting at WLS between Congressman George Latimer and nonprofit organization leaders. This meeting will focus on impacts of federal funding decisions and executive orders on local nonprofit organizations.
- Dr. Kirchner gave several updates from the Member Libraries: Mount Pleasant Public Library is in the process of recruiting a new director following the retirement of John Fearon; Mount Vernon Public Library has sued the Mount Vernon School District in relation to the placement of a bond vote on the upcoming budget ballot; Purchase Free Library has hired a new part-time library administrator, Ernie Zahn.
- Dr. Kirchner reminded trustees to advocate to their elected officials about supporting libraries. The Board then discussed advocacy strategies.

PLDA LIASON'S REPORT

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

- Mr. Carlson noted that PLDA voted to increase the maximum number of holds allowed per patron from 25 to 35.
- Mr. Carlson noted that PLDA discussed strategies to forgive old fines in order to clean up dormant library card accounts.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:00 p.m. on a motion by Ms. Morduch and seconded by Ms. Tabakman that passed unanimously.

Respectively submitted,

Diane H. Tabakman
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – APRIL 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

CASH BALANCES

As of 4/30/2025 WLS's operating cash balance was \$630,900, which is low given the fact that monthly expenses typically exceed \$600,000. Revenues received are concentrated in specific periods. Most member libraries are invoiced for technology services in January and July, with payments typically received within 60 days, resulting in cash receipts in January, February, July, and August. Over 90% of New York State aid is received in July and August, covering the fiscal year beginning in April. Payments from Westchester County are made in the month following each quarter but are typically delayed 2–3 months in the first quarter due to the annual contract process, resulting in receipts in June, July, October, and the following January.

The overall impact is that WLS tends to have large swings in operating cash throughout the year. Operating cash typically reaches its lowest point in the year between May and June and its highest point between July and August of each year. WLS maintains cash reserves which are utilized to satisfy cash flow requirements during these periods. The funds borrowed from reserves are replaced when they are no longer required for operational cash flow. The WLS Investment Policy outlines this activity and the controls in place to ensure accountability for the transfers.

Accordingly, an anticipated transfer of \$250,000 will be required at the end of May to satisfy cash flow for June, provided that the payment from Westchester County is processed as expected, and will likely be returned to reserves in July as payments from member libraries are received. In addition to coordination with the Treasurer, the Board will be kept informed of this activity through the regular financial reports as well reports to the Budget and Finance Committee.

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 April 2025 are listed below:

- Amount: \$77,234
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for May 2025
- Amount: \$76,745
 - Vendor: Crown Castle Fiber, LLC
 - Purpose: Internet access for member libraries (April through June 2025)
- Amount: \$64,543
 - Vendor: Midwest Tape (Hoopla)
 - Purpose: March 2025 Patron Pay-Per-Use Digital Content

BALANCE SHEET – APRIL 2025

The Balance Sheet shows comparative figures for the period from month-ending (ME) March 2025 through ME April 2025. The key changes are a decrease in *Operating Cash & Cash Equivalents*, which was offset by reduced *Deferred Revenue* and increased *Unconditional Promises to Give*, resulting in a 3.0% 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 other assets. The net result for the period is an overall decrease in assets driven primarily by an anticipated reductions in *Operating Cash*.

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 \$565,000. With \$67,700 in receipts, activity included \$45,200 from member libraries for IT services and group purchases. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$48,500 to ByWater Solutions for the one-year renewal for hosting and support of the online catalog, and \$15,100 to Dorfman, Abrams, Music LLC (over 3 payments) for the 2024 financial audit.

Reserve Cash & Cash Equivalents (This shows the cash in WLS's reserve accounts and short-term investment holdings): This line increased by \$9,300 due to earnings on reserve funds held with NYLAF and earnings on US Treasury investments.

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 \$191,000, the result of recognizing \$213,600 in revenues from 6-month invoices to member libraries for IT services, group purchases for digital content, movie licensing, and \$7,300 in revenues from the LIU Palmer School program against the deferral of \$29,900 in revenues from 3-month invoices to member libraries for IT services and group purchases for digital content.

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE – APRIL 2025

Revenues were \$50,700 less than expenses before depreciation for April which represents \$3,400 negative variance from the budget, which had called for a \$47,300 deficit.

REVENUES:

Total revenue was essentially in line with the budget for April driven primarily by surpluses in Interest and Member Technology Fees offset by deficits in *County 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 official aid figures are released. While NYS has passed its budget, aid figures have not been received from the Division of Library Development. Early indications suggest that the revenues will align with the budget once exact aid figures have been received.

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 \$3,500 short of the budget due to a shortfall in restricted contributions where the line fell short of its grants and fundraising goal by \$5,100. 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 \$3,300 but were \$50,700 more than revenue for the month. Lines with significant variances and/or noteworthy activity are discussed below:

Equipment – This line was \$24,000 over budget for the month and \$44,600 for the YTD. The deficit in this line is driven by the computer replacement project. The computers for the project were purchased in 2024 and recorded in the computer inventory. These units are being installed during 2025, at which point the related expenses will be recognized monthly. The computer inventory, typically conducted annually, is now performed monthly during the replacement phase to provide the Board with greater visibility into the project's financial impact.

Library Materials expenses were more than the budget by \$15,200 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. The line is also \$60,300 over budget for the YTD. While increased activity is a good problem to have, WLS is exploring various paths to identify potential cost savings and keeping the finance committee apprised of developments.

Fringe Benefits is underspent by \$14,100 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. The line carries a surplus of \$44,380 for the YTD.

Contractual Services was overspent for the month by \$1,700 for the month and \$3,400 for the YTD. The overage was caused by payments to NeverTechLate (\$3,400 for the month and \$7,000 for the YTD) for services associated with the Reconnect with Tech program, which has now concluded and will no longer be incurring expenses. While a YTD overage exists at present, projections indicate it will align with the budget over the next few months.

Westchester Library System
Balance Sheet
As of April 30, 2025

	Month Ending 04/30/2025 Actual	Month Ending 03/31/2025 Actual	Month Ending 04/30/2025 Period difference	Month Ending 04/30/2025 Period variance	Year Ending 12/31/2024 Actual
Assets					
Current Assets					
Operating Cash & Cash Equivalents	630,914	1,195,886	(564,972)	(47.24) %	1,885,918
Reserve Cash & Cash Equivalents	3,003,947	2,994,662	9,285	0.31 %	2,968,992
Unconditional Promises to Give	1,448,117	1,086,087	362,030	33.33 %	365,676
Accounts Receivable	40,073	38,693	1,380	3.56 %	98,558
Prepaid Expenses	966,195	962,623	3,572	0.37 %	728,543
Total Current Assets	6,089,246	6,277,951	(188,705)	(3.00) %	6,047,687
Long-Term Assets					
Property & Equipment	436,192	484,232	(48,040)	(9.92) %	574,690
Right Of Use Asset	677,961	677,961	0	0.00 %	677,961
Total Long-Term Assets	1,114,153	1,162,193	(48,040)	(4.13) %	1,252,651
Total Assets	7,203,399	7,440,144	(236,745)	(3.18) %	7,300,338
Liabilities					
Short-Term Liabilities					
Accounts Payable	437,631	424,308	13,323	3.13 %	826,258
Deferred Revenue	492,200	683,186	(190,986)	(27.95) %	584
Short-Term Right of Use	309,841	309,841	0	0.00 %	309,841
Total Short-Term Liabilities	1,239,672	1,417,335	(177,663)	(12.53) %	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	5,308,793	5,486,456	(177,663)	(3.23) %	5,205,804
Net Assets					
Net Assets, Beg Bal	1,953,688	2,015,610	(61,921)	(3.07) %	1,809,705
Change in Net Assets	(59,082)	(61,922)	2,839	4.58 %	284,829
Total Net Assets	1,894,606	1,953,688	(59,082)	(3.02) %	2,094,534
Total Liabilities and Net Assets	7,203,399	7,440,144	(236,745)	(3.18) %	7,300,338
Net Asset Detail					
Working Capital	4,849,574	4,860,616	(11,042)	(0.22) %	4,911,004
Long-Term Net Assets	(2,954,968)	(2,906,928)	(48,040)	(1.65) %	(2,816,469)
Total Net Asset Detail	1,894,606	1,953,688	(59,082)	(3.02) %	2,094,535

Westchester Library System
Statement of Revenues and Expenditures
Comparison to Budget with Previous Years To Date
As of April 30, 2025

	Month Ending 04/30/2025			Year To Date 04/30/2023	Year To Date 04/30/2024	Year To Date 04/30/2025			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	698,441	700,032	742,018	742,030	(12)	2,226,090
County Revenues without Restrictions	111,927	114,164	(2,237)	427,340	447,680	447,709	456,653	(8,944)	1,369,960
Federal Revenues without Restrictions	11,666	11,666	0	55,000	43,320	46,664	46,667	(3)	140,000
Member Technology Fees	234,422	232,084	2,338	892,373	901,558	923,773	928,333	(4,560)	2,785,000
Fund Raising & Contributions	194	0	194	117	804	403	0	402	0
Interest	7,867	5,416	2,450	31,978	44,319	45,348	21,667	23,682	65,000
Other Revenues without Restrictions	2,051	1,375	676	4,908	11,005	6,613	5,500	1,113	16,500
State Revenues with Restrictions	52,928	52,930	(1)	201,020	201,660	211,726	211,717	9	635,150
Other Revenues with Restrictions	9,282	12,816	(3,534)	24,968	7,370	27,915	51,266	(23,352)	153,800
Total Revenue	615,846	615,958	(112)	2,336,145	2,357,748	2,452,169	2,463,833	(11,665)	7,391,500
Expenditures									
Salaries	196,935	202,741	5,806	700,909	725,571	767,314	810,966	43,654	2,432,900
Fringe Benefits	106,769	120,884	14,114	396,361	429,928	439,153	483,534	44,380	1,450,600
Professional Fees	810	4,333	3,524	11,077	10,988	10,918	17,334	6,416	52,000
Equipment	37,341	13,333	(24,008)	65,750	19,417	97,927	53,333	(44,594)	160,000
Library Materials	109,957	94,775	(15,182)	265,301	360,373	439,430	379,100	(60,329)	1,137,300
Rent and Utilities	31,616	34,825	3,209	121,755	124,085	126,637	139,300	12,662	417,900
Repairs and Maintenance	51,561	51,725	164	243,542	233,224	208,227	206,900	(1,327)	620,700
Supplies	234	3,334	3,099	1,213	1,763	5,852	13,333	7,481	40,000
Telephone and Internet	33,778	37,966	4,189	170,259	152,869	143,861	151,867	8,006	455,600
Printing and Postage	4,749	5,434	685	28,682	19,640	16,752	21,733	4,982	65,200
Bibliographic Fees	7,496	7,658	162	27,918	29,240	30,592	30,634	41	91,900
Professional Development	9,830	9,467	(363)	22,629	7,919	33,266	37,866	4,600	113,600
Travel	4,249	5,483	1,234	9,933	18,089	10,006	21,934	11,927	65,800
Memberships	2,869	2,333	(536)	12,687	9,056	6,407	9,333	2,927	28,000
Contractual Services	24,023	22,367	(1,657)	141,034	86,690	92,899	89,467	(3,432)	268,400
Delivery Service	40,739	40,417	(321)	148,106	149,945	158,132	161,666	3,534	485,000
Insurance	2,122	3,333	1,211	13,533	9,814	11,906	13,334	1,427	40,000
Miscellaneous	1,480	2,833	1,353	1,947	3,537	5,736	11,333	5,598	34,000
Total Expenditures	666,558	663,241	(3,317)	2,382,636	2,392,148	2,605,015	2,652,967	47,953	7,958,900
Total Net Revenue Before Depreciation	(50,712)	(47,283)	(3,429)	(46,491)	(34,400)	(152,846)	(189,134)	36,288	(567,400)
Non-Cash Activity									
Depreciation	12,401	12,084	(317)	57,973	59,175	49,602	48,333	(1,269)	145,000
Unrealized Gain/Loss on Investments	(4,031)	0	4,030	(3,829)	278	(2,520)	0	2,520	0
Total Non-Cash Activity	8,370	12,084	3,713	54,144	59,453	47,082	48,333	1,251	145,000
Total Net Revenue	(59,082)	(59,367)	284	(100,635)	(93,853)	(199,928)	(237,467)	37,539	(712,400)

Item: Financial Systems and Accounts Security

Background: The Audit Committee presented, and the Board of Trustees approved, the fiscal year 2024 financial audit report at the April 29, 2025, board meeting. As a follow-up to the discussion of the audit report, the Board requested additional information concerning the protection measures in place for the financial systems and accounts.

Status: WLS implements comprehensive security, leveraging multi-factor authentication, role-based access, dual authorization, and banking controls to safeguard transactions and sensitive data. These measures ensure operational integrity, minimize fraud risk, and align with governance policies.

The attached report provides details at an account and/or system level with how these measures are implemented.

May 27, 2025

WLS Financial Systems and Accounts Security

Online Account Access

Overview

WLS secures online access to financial systems through strong passwords, multifactor authentication (MFA), password aging, session timeouts, and role-based access controls.

MFA requires two or more verification methods. Secure MFA combines knowledge-based credentials (e.g., password) with possession-based methods (e.g., mobile device, physical token). Email-based MFA is less secure, as compromised emails can reset passwords and receive authentication codes.

Role-based access limits user permissions to essential functions. Password aging mandates regular updates to prevent long-term credential compromise. Session timeouts log users out after inactivity, reducing unauthorized access risks.

TD Bank – Bank Accounts

Access requires a company and user-specific username, PIN, and a rotating code from a physical token (periodically replaced). Sessions timeout automatically. Access is role-based, and sensitive tasks require multiple users. For example, the user reconciling accounts cannot transfer funds. External transfers need dual authorization.

TD Bank – Credit Cards

Access requires a username, aging password, and a time-sensitive code sent via email. Sessions timeout after inactivity. No transactions can be initiated online; the system only allows statement viewing and exporting. This account is being phased out in favor of Bill.com credit cards.

TD Wealth – Investment Account

Used to manage Treasury Bill investments. MFA requires a username, aging password, and a code sent to a mobile phone. No trades are executed online; access is for viewing only. Sessions timeout automatically.

PMA – NYLAF/NYCLASS

Used for deposits in NYLAF, merging with NYCLASS. MFA includes a username, aging password, and app-generated code. Sessions timeout automatically. Access is role-based: view-only for reconciliation and limited transfer rights to specific users.

Bill.com

Used for invoice payments, electronic receipts, and credit card management. MFA includes a username, password, and a mobile-delivered code. Sessions timeout after inactivity. Access is role-based and requires multiple users for bill processing. Transfers are automated and restricted to approved bills.

Sage Intacct

General ledger system for all financial records. MFA includes a company and user-specific username, aging password, and a code from an app or mobile phone. Sessions timeout automatically. Access is role-based and critical tasks require dual authorization.

Banking Fraud Prevention and Security

Overview

WLS uses fraud prevention tools and workflows to protect its bank accounts:

- **Check Positive Pay:** Verifies check details against pre-submitted records. Exceptions must be approved or are auto-denied.
- **Check Positive Payee:** Adds payee verification.
- **ACH Positive Pay:** Validates ACH details; exceptions require approval or are auto-denied. Filters allow recurring payments.
- **Check/ACH Block:** Rejects unauthorized check or ACH attempts.
- **Workflow Controls:** Require transaction creation and multi-user approval.

TD Bank Accounts

The operating and payroll accounts use Check Positive Pay and Positive ACH. Only the Operations Manager can upload issue files. Exceptions are reviewed by the Operations Manager and CFO.

ACH Positive Pay filters are used for recurring payments from Bill.com, ADP, and benefits providers. Fund transfers between TD accounts require Operations Manager initiation and

Executive Director approval. Non-payroll transfers also require Board Treasurer consultation.

Wire transfers require dual authorization: entry by the Operations Manager and approval by the CFO. Used mainly for NYLAF transfers, wire transfers are limited to the operating account and require Executive Director approval and Board Treasurer consultation.

All accounts are reconciled monthly by the CFO, reviewed by the Executive Director, and shared with auditors.

TD Bank – Credit Cards

Two cards (Executive Director, Operations Manager) are controlled by the assigned user per WLS policy. Monthly reconciliations are completed by the CFO and reviewed by the Executive Director and Board Treasurer. Receipts are stored in Sage Intacct.

TD Wealth – Investment Account

Used for U.S. Treasury Bill investments. Transactions are executed by the Executive Director via phone and email. Typically, two 6-month bills are laddered to meet cash flow needs. Other maturities are considered as appropriate. The Board Treasurer is consulted as needed. Monthly reconciliations are done by the CFO and reviewed by the Executive Director. Reports are shared with auditors and the Board. Investments are governed by the WLS Investment Policy.

PMA – NYLAF/NYCLASS

Used for high-yield deposits. Deposits occur via wire transfer and follow TD Bank transfer protocols. Only the Executive Director can initiate withdrawals, in consultation with the CFO and Board Treasurer. Monthly reconciliations are performed by the CFO, reviewed by the Executive Director, and shared with auditors. Investments are governed by the WLS Investment Policy.

Bill.com

- **Third-Party Payments:** Invoices are paid through Bill.com, which disburses payments via paper checks, ACH, or virtual credit cards. WLS sends funds to Bill.com, reducing exposure of WLS banking details. Vendors receive payment notices identifying WLS as the sender. Unclaimed funds are returned via ACH. Audit logs track each transaction.
- **Accounts Payable Controls:** Invoices require multi-level approval from the Executive Director, CFO, Board Treasurer, and relevant department heads.

Payments can only be released for fully approved invoices, and only by the Executive Director. All actions are logged for audit purposes.

- **Credit Cards:** WLS is transitioning from TD Bank to Bill.com credit cards, citing benefits such as:
 - Unified expense reporting
 - Automated receipt capture and storage
 - Integration with the general ledger
 - Enhanced transparency
 - Virtual card issuance for online security
 - Transaction-level spending limits

Purchases prompt receipt submission, verified via OCR. Users categorize transactions for efficient processing. Invoices are paid in full monthly to avoid interest. Reconciliations are conducted by the CFO and reviewed by the Executive Director and Board Treasurer. Card use is governed by WLS policy.

Sage Intacct

Sage Intacct is used to record all financial activity including journal entries, payroll, payables, receivables, banking, investments, and reporting. All journal entries require dual management approval, typically by the CFO and Executive Director. Reconciliations are conducted and reviewed monthly. Audit logs support all entries. The general ledger is shared during annual audits.

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.

May 27, 2025

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.

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 #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 #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/>.

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

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.

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Last approved:

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.

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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.

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.

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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

Item: Resolution to Authorize Signers on TD Bank accounts

Background: WLS primarily uses ACH (Automated Clearing House) to make payments, following approval from a hierarchy of WLS management and the WLS Treasurer. However, from time-to-time, it is necessary to make payment by paper check either due to the nature of the payment or a limitation imposed by the payee.

Pursuant to Articles III and IV of the WLS Bylaws, the President, Vice-President, Treasurer, Secretary, and Executive Director are authorized to sign checks on behalf of the organization.

TD Bank requires a Board resolution to authorize bank account signers in order to update signature cards.

Status: The attached resolution and signature cards authorize the above named signers to sign checks on behalf of the organization.

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

May 27, 2025

GOVERNMENTAL ENTITY CERTIFICATE OF RESOLUTION

(For Deposit Accounts)

Depositor (Name of Governmental Entity): WESTCHESTER LIBRARY SYS Address: 570 TAXTER RD STE 400, ELMSFORD, NY 10523	Financial Institution: TD Bank, N.A 11000 Atrium Way Mt. Laurel, NJ 08054
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I HEREBY CERTIFY that I am the duly elected and qualified Authorized Governmental Agent and keeper of records for the Depositor (also referred to as "Governmental Entity") named above, that the following is a true and complete copy of a Resolution duly adopted at a meeting of the Governing Body of said Governmental Entity held on, or dated on May 27, 2025 in accordance with the law and the by-laws of, or consent of, said Governmental Entity, and that my delivery of this Certificate of Resolution to Financial Institution certifies to Financial Institution that such Resolution is still in full force and effect.

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

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

Title	Name	Signature
Executive Director	Terry L Kirchner	
President	Nishat Hydari	
Vice President	Anthony Amiano	
Secretary	Diane Tabakman	
Treasurer	Maureen LeBlanc	

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

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

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

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

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

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

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

CERTIFIED TO AND ATTESTED BY:

SEAL

X

Authorized Governmental Agent or Assistant Authorized Governmental Agent

(Title)

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

Rev. 11/2014 | TD Bank, N.A.



ACCOUNT NUMBER: [REDACTED]

DATE FORM PRINTED: 05/09/2025

ADD'L ACCOUNT*: [REDACTED]

TIN:

LEGAL ADDRESS: (No PO Boxes)

ELMSFORD, NY 10523

ELMSFORD, NY 10523

FDIC OFFICIAL CUSTODIAN: Terry L Kirchner

(Must be an authorized signer)

IMPORTANT INFORMATION

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

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

┌───────────┴───────────┐ ┌───────────┴───────────┐ ┌───────────┴───────────┐

Signature

Printed Name

Printed Name

If Existing Signer, Enter the RM Number _____

Date Signed: _____

└──
└──
└──

Signature

Signature

Printed Name

Printed Name _____

If Existing Signer, Enter the RM Number: _____

Date Signed: _____

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, management recommends extending the borrowing agreement for one year to allow for financial flexibility. The Board is notified of any use of this line of credit.

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

May 27, 2025

WLS Executive Director Report

May 27, 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

New York State (NYS) FY2026 Budget for Library Aid

Overall, the public library related funding allocations were strong this budget cycle. WLS staff are preparing for the possibility of a mid-year cut (historically 10%) should NYS experience negative financial impacts as a result of the federal budget that is currently under review.

Library Operating Aid: \$106.325M

+ \$1.725M from Executive

+\$2.473M from last year

Public Library Construction Aid: \$44 M

+10M from Executive

= same as last year

Library Social Worker Pilot Program: \$150,000 (Program not yet defined)

- New budget item this year

Love Your Library Fund: \$100,000

= amount proposed in Executive

Dolly Parton Imagination Library: \$1M

- \$6M from Executive
+ \$500,000 from last year

The Cultural Education Fund initiative was not approved as part of the FY2026 budget process. This initiative would have provided additional funding for the New York State Library (NYSL), the Division of Library Development (DLD), and many of the other Office of Cultural Education departments, such as the State Museum, that have been threatened with a loss of Library Science and Technology Act (LSTA)/Institute of Museum and Library Services (IMLS) funding.

The 2025 LSTA/IMLS Grants-to-State funds have been ordered released to NYSL by a federal court, but the White House administration has filed an appeal. If the FY2025 LSTA/IMLS funds are released, NYSL/DLD should have sufficient funds through September 2025 and possibly through December 2025. The federal budget currently being reviewed by Congress will determine what LSTA/IMLS funding, if any, will be available in FY2026 (which begins October 1, 2025) for NYSL/DLD and other cultural institutions in NYS and throughout the nation.

WLS Trustees are encouraged to send an email, card or letter to your NYS Assembly and Senate representative to thank them for their current and ongoing support of public libraries.

Public Library Construction Aid - Funding for FY2025 and FY2026

The Division of Library Development (DLD) has begun the draft allocation process of the budgeted \$44M that was awarded during the FY2026 budget process. By early June, WLS expects to know the official allocation amount, but last year's (FY2025) statewide allocation was also \$44M and WLS received \$2,077,297. I would expect this year's allocation to be very close to last year's allocation.

For the member libraries who plan to submit a FY2026 construction project, the application portal will open in mid-June. The tentative due date to submit FY2026 projects to WLS for review will be Friday, August 22, 2025. In early September, the WLS Executive Director and a committee of Public Library Directors Association (PLDA) members who did not apply for FY2026 will review the projects and draft a recommended level of funding (library share) for each library project. This recommendation will be shared with the full PLDA membership at their September 18, 2025, meeting and on September 30, 2025, with the full WLS Board for review and approval. The WLS Board approved allocations will then be submitted to DLD, and more thorough reviews of the projects will be conducted by DLD and Dormitory Authority of the State of New York (DASNY) staff.

In mid-May, WLS was notified that an additional \$84,604 was available to provide additional support to a FY2025 project that had not yet met its match/share threshold. This additional funding was diverted from another public library system that was not able to distribute all of its allocated public library construction aid funds. The Mount Pleasant Public Library was at a 29% share threshold, well below the 50% and 80+% thresholds of all other FY2025 projects, so this additional \$84,604 was directed to the Mount Pleasant Public Library's project. This raised the Mount Pleasant Public Library's share threshold to 34% or \$699,677.

NYS Legislative Bills Expected to Move Forward

Two intellectual freedom bills are still in discussion and are expected to be passed in this legislative session by the Assembly and Senate. If passed by both houses of the legislature, the bills would then be moved to the Governor to be signed.

Freedom to Read Act

[S.1099 \(May\) A.7777 \(Simone\)](#)

Passed Senate Libraries Committee - 4/8

Libraries across our state face rapidly expanding efforts to censor materials and programming they deem objectionable based on subjective personal sensibilities and partisan ideologies. We require legislation that empowers library professionals to exercise their expertise and ensure public access to materials, services, and programs that represent their interests.

If enacted, this bill would require the commissioner of education to develop policies to ensure that school libraries and library staff are empowered to curate and develop collections that provide students with access to the widest array of developmentally appropriate materials available.

Open Shelves Act

[S.1100 \(May\) A.3119 \(Kelles\)](#)

Passed Senate Libraries Committee - 4/8

Multiple pieces of legislation intended to curb threats to patron access to materials and services in the public library setting have been introduced in the State Assembly and Senate. The New York Library Association (NYLA) has helped craft the above legislation that would include in the state's Standards of Library Service a requirement that libraries adopt policies and procedures that ensure library staff are able to curate and develop collections, services, and programming that reflect the interests of all people of the community that the library serves.

A bill and a proposed initiative that are not expected to move forward in this legislative session include:

eBooks Licensing Reform

[A.3589 \(Carroll\)](#)

This bill would help ensure libraries are able to provide patrons access to electronic books and digital audiobooks, providing requirements for contracts between libraries and publishers that involve electronic library materials.

Media Literacy in New York State

No sponsors

NYLA supports legislation that would require teachers and certified school librarians to receive professional development related to media literacy. This training, 5 hours for teachers and 15 hours for librarians, would be deducted from the required 100 hours required by education law and support the existing role of school librarians as leaders in media literacy education.

The NYLA Legislative Committee will review the status of these proposed bills and initiatives throughout the current legislative process and will continue to engage in dialogue with legislators to strengthen or refine the language of the proposed bills so that they are more likely to be approved by the legislators and signed by the Governor.

FCC/E-Rate Challenges

Wi-Fi Hotspots: The US Senate recently voted to prevent the Federal Communications Commission (FCC) from using the Universal Service Fund (USF) to fund Wi-Fi hotspots for students and libraries. The House is expected to take up the issue soon. When the FCC approved this funding in 2024, the plan was to use the E-Rate funding aimed at schools and libraries to provide hotspots and bring temporary Internet service to homes without a broadband connection. Many school districts have kept the program running at a reduced level since the pandemic and asked the FCC if it would be possible to fund an expansion of the effort. The stated reason for undoing the hotspot plan is that it violates the intentions of the E-Rate program. If you are concerned about the potential loss of these Wi-Fi hotspots in your library, contact your US Representative as soon as possible: [Hon. George Latimer \(NY-16\)](#) or [Hon. Mike Lawler \(NY-17\)](#).

E-Rate Reimbursements: Two combined lawsuits recently heard before the Supreme Court bench – Federal Communications Commission (FCC) v. Consumers' Research and Schools, Health & Libraries Coalition v. Consumers' Research – could put public libraries, as well as schools and school districts, in jeopardy of losing E-rate reimbursements.

The Universal Service Fund (USF) is a decades-old telecommunications subsidy program managed by the FCC. At issue is whether the FCC legally delegated authority to the Universal Service Administrative Company (USAC), a non-profit entity, to administer the E-rate program. The main question being brought forward is whether the USF is constitutional?

If the Supreme Court decides (expected hearing in late June 2025) that the USF is constitutional, then we should maintain status quo. **If the Supreme Court decides that the USF is not constitutional, then public libraries should be prepared to not receive E-rate reimbursements going forward.**

If you have a chance to speak to your U.S. Representative or Senator, let them know how much your library depends on the E-rate reimbursement process to fund your technology needs. Your U.S. Representative is [Hon. George Latimer \(NY-16\)](#) or [Hon. Mike Lawler \(NY-17\)](#). Your U.S. Senators are [Hon. Chuck Schumer](#) and [Hon. Kirsten Gillibrand](#).

IRS/501(c)(3) – Challenges in Congressional Budget

The current budget that is before Congress includes language that would make it easier for the U.S. Treasury to declare that an organization is supporting terrorism and then remove the organization's 501(c)(3) status. More information about this issue is available in a May 14th article in the [Chronicle of Philanthropy](#).

There is currently no clear definition of what a terrorist support action is – which is part of the concern. Should supporting ideas beyond a desired national ideology be viewed as supporting terrorism, that could present challenges to some libraries that when presenting multiple viewpoints and voices.

If you have a chance to speak to your U.S. Representative or Senator, let them know how much your library depends on its 501(c)(3) status to support your mission and to meet your financial needs. Your U.S. Representative is [Hon. George Latimer \(NY-16\)](#) or [Hon. Mike Lawler \(NY-17\)](#). Your U.S. Senators are [Hon. Chuck Schumer](#) and [Hon. Kirsten Gillibrand](#).



Career Coaching Services (CCS)

Seminar - *Managing Your Career in Changing Times*

These virtual and in-person seminars provide participants with relevant information around self-assessment and employer hiring practices. The seminars meet weekly for ninety-minute sessions over six consecutive weeks during the Winter, Spring and Fall. Two seminars were offered in late winter and early Spring:

Tuesdays, February 25, 2025 – April 1, 2025 – In person – Mornings – John C. Hart Library

Wednesdays, March 12, 2025 – April 23, 2025 – In person – Afternoon – Pelham Library

The seminars were at capacity or better. Evaluations submitted for both reflect a high level of participant satisfaction with the content and materials. The groups found the in person format to be personally engaging and were able to establish meaningful connections.

Individual Advisement and Career Coaching

Individual Advisement and Career Coaching service provides patrons who find themselves in between seminar schedules or have specific career needs which can be personally addressed with a professional Career Coach. We continue to experience a high level of interest in this service and activity has been busy with new and existing clients dealing with their individual circumstances and working toward their career goals. In addition to these clients we work with past seminar participants who will reach out to us as a resource long after the program is completed.

Community Engagement

Member libraries continue to be supportive of our programming and services. They appreciate our website resources and career programming that is offered in-person and virtually.

CCS is currently working with the Yonkers Public Library - Riverfront on a Culinary Career Pathways Apprentice Program through a grant from the United Way of Westchester and Putnam's Pepsi x Mary J. Blige Strength of a Woman Community Fund. The grant helps support young women ages 16-24 with a paid apprenticeship with a local Yonkers restaurant, access to a career coach, workshops on Career Development and certification in food safety and handling.

The library has partnered with a local restaurant, Off the Hook, which provided 5 women with paid training in a professional commercial kitchen to learn about food preparation, menu creation, hospitality management, and safety and food service health standards. The apprentices had access to a CCS career coach and facilitated career focused workshops covering topics on developing a resume, conducting a job search, current interviewing insights and acclimating to a new job. Two library staff members coordinated the program logistics ensuring a seamless communication process.

The apprentices completed all of their job training, workshops and have acquired their certifications. Each participant was enthusiastic and appreciated the opportunity to gain this

unique experience. The restaurant owner was extremely happy with each of the apprentices and their commitment to the work.

In collaboration with 28 member libraries, CCS presented a virtual '*Teen Job Search Tips, Applications, Resumes & More*' Workshop. The presentation reviews best practices on identifying the type of jobs available for teens, where to look for jobs, the job application questions, what to include in a teen resume, interview tips and follow up. The workshop also included unique perspectives from 2 local teens about their job search experiences. This event is very popular and attendance was excellent with teen patron representation from each library's community.

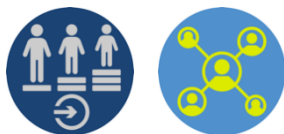
The John C. Hart Library, hosted an in-person CCS workshop entitled, '*Unleashing Career Opportunities Through Networking*'. This popular interactive workshop encourages participants to get out of their comfort zones and guides them in understanding the concept of networking, how to enhance their connections and learn how face-to-face networking and social media work together. Throughout the evening, people proactively engaged with each other using what they learned to establish new relationships and connections.

'Celebrating Remarkable Women in Business'

CCS and Small Business Resources represented and created awareness of our programs at this event sponsored by the Hudson Valley Chamber of Commerce. We informed women about WLS' services including free career services, small business resources available through the libraries and communities, as well as Blue Career, a platform designed to provide research material for the Trades.

'6th Annual Regional Workforce Development Summit'

The keynote speaker, Kellianne Murphy; Northeastern University Senior Director of Cooperative Education spoke about their co-op method of teaching for experiential learning. The panel mostly discussed programs getting HS kids and young adults on the trade track or healthcare worker track, as well as the need for them to have some social training in order to be successful interviewing, asking questions, and appropriate wardrobe. The consensus was that with so many boomers retiring and moving out of NY there is going to be a greater need for the younger pipeline.



Cataloging Services

Director of Cataloging Services Douglas Wray and Manager of Cataloging Services Melissa Glazer have begun to plan a cataloging workshop to be given at WLS headquarters, tentatively on the morning of June 18th. The primary audience is first-time attendees and the session will cover the services performed by the WLS catalogers, offer "best practices" and discuss current issues.

Mr. Wray and Integrated Library System Administrator / Systems Librarian Lindsay Stratton have contacted OCLC about a Streamlined WorldCat Holdings Update project, which would update OCLC's accounting of the titles held by the WLS member libraries. This would have a positive effect on WLS interlibrary loans, and most likely qualify the WLS catalog for OCLC's web visibility program, which helps people find collections more easily on the web.

Materials in Chinese, French, Gujarati, Hebrew, Japanese and Spanish were cataloged in the past month. All the WLS catalogers handle world languages, but Ms. Glazer specializes in the non-Roman alphabet languages, which are particularly labor intensive.

Mr. Wray often serves as a liaison between the member libraries and their vendors. Recently, Mr. Wray has assisted with the John C. Hart Memorial Library and Blackstone, and -- with assistance from Ms. Stratton -- the Rye Free Reading Room and Baker & Taylor. WLS Cataloging Services helps to make sure that the acquisitions process goes smoothly in the online environment but is not involved with the member libraries' collection development or budgeting decisions.

The WLS member libraries continue to add more and more "library of things" items to their collections. Here is a sampling of these items, all of which required original "from scratch" cataloging by Mr. Wray: an LED ring light, a watch repair kit, an infrared thermometer and a VHS-to-digital converter (all for Croton Free Library); a set of pickleball paddles and balls and a CD boombox (both for Ossining Public Library); and a portable white board (for Greenburgh Public Library).



Information Technology

Since the last board meeting, the WLS IT department has crafted a service level agreement proposal for the Child Care Council of Westchester. (CCCW). Though this non-library service level agreement would be a new type of partnership, the mission statements of CCCW and WLS are closely aligned – especially in terms of early/family literacy. This relationship, should an agreement be reached, would benefit the larger Westchester community by helping CCCW to reduce its overall IT related costs and to provide them with a more agile and flexible infrastructure. This new relationship could also foster a stronger early/family literacy partnership between the member libraries and their local childcare facilities and offer strong professional development opportunities for public library staff. A service level agreement proposal has been provided to CCCW, and a follow-up meeting has been scheduled to review the documentation and to answer questions.

The public computer replacement project is still underway at the local libraries, with only a few locations remaining. The public computers workstations are being replaced with new hardware and include Office 2024.

This month the libraries are being prepared for a major ILS update for staff. Integrated Library System Administrator / Systems Librarian Lindsay Stratton and ILS Discovery Specialist Allison Pryor have hosted several information sessions for staff to attend.



Outreach Services

High School Equivalency (HSE) Program

Pam Hoffman, HSE program coordinator, has been expanding the reach of our HSE program while encouraging volunteers to test out novel ways to support students. Ms. Hoffman has been coordinating with the HSE program at Westchester Community College (WCC) to help them enroll their students in our Essential Ed learning app - as both an additional practice resource, and an alternative offering if someone is unable to complete WCC's HSE course. The Westchester Educational Opportunity Center in Yonkers is also interested in familiarizing their HSE students with our service. Ms. Hoffman has also encouraged two volunteers - one with a teaching background, and the other with a journalism background - to lead weekly group sessions with students, focusing entirely on math and essay writing for the GED. These group sessions are slightly more rigorous, with students completing homework assignments and progressing rapidly. While this group session approach is not the right fit for all students who come through the HSE program, we have seen steady progress among those students who opt in and are able to stick with the week-by-week curriculum!

Legal Aid Society Promotional Video

The Legal Aid Society (LAS) of Westchester County asked WLS to provide a short video to promote library resources to their clients. The video will be played in the LAS waiting room, to be accompanied by print brochures and flyers. We intend to look for similar opportunities to use a multimedia approach to reach people in many different settings.



Expanding the Senior Law Day Collaborative

WLS Director of Outreach Services Krishna Brodigan serves as a co-chair of the Senior Law Day Collaborative (SLDC). At a recent SLDC meeting, the leadership explored opportunities to expand both the reach and impact of SLDC's programming. One topic under discussion concerned the creation of a monthly, audio-only Zoom support group. These moderated sessions would rotate facilitators from among the SLDC's diverse professionals, offering a safe, recurring space for peer connection and guidance. Another discussion focused on organizing smaller events modeled after the successful Yonkers Senior Law Day format, with potential partnerships extending to libraries beyond Westchester, possibly including the Mahopac Public Library, to



help broaden our regional reach and to better support seniors from Northern Westchester. These ideas are part of a broader effort to expand, tailor, and customize offerings based on the growing senior population and the longer time frame that many older adults spend in the “senior” category during their lives.

Disconnect 2 Reconnect Campaign

The 0 to 6 Early Childhood Planning Committee [a committee of the Westchester County Board of Legislators Family Task Force] has launched the Disconnect 2 Reconnect (D2R) campaign through a partnership of Westchester Children’s Museum, the Westchester Library System, and the Child Care Council of Westchester. The Westchester County Board of Legislators provided funding to distribute activity kits as part of this initial launch (The Field [Peekskill], Mount Vernon, and Yonkers libraries each received some of these activity kits). This campaign aims to educate parents about the effects of social media usage and to provide alternative activities, helping families feel more in control of their children's choices.

Public library programs and services are a natural fit with the goals of the Disconnect 2 Reconnect (D2R) campaign: summer reading activities, story times, book clubs, game/chess nights, and arts programs are just a few examples of programs that are a natural fit.

This is an easy and no-cost way to highlight the important role of public libraries in early child development. WLS has encouraged each public library in Westchester County to sign up as a supporter of this campaign at <https://www.discoverwcm.org/d2r#join>.



Small Business and Workforce Development

Our community engagement and building awareness of our Small Business Resources website and BlueCareer continues to make progress.

In April, WLS Small Business and Workforce Development attended the Diverse Abilities job fair sponsored by Westchester County Economic Development. This event allowed us to share BlueCareer and small business resource information with over 85 attendees (visited our resource table). Also, it provided valuable networking opportunities with various Westchester County workforce and economic development organizations.

WLS attended the recent Hudson Valley Greater Chamber of Commerce (HVGCC) Spring Festival event at the Jefferson Valley Mall in Yorktown. The HVGCC event was open to the public and offered us an opportunity to raise awareness of our library-based resources including BlueCareer and the small business website. At this event, WLS engaged with approximately 100 community residents. Overall, there was an interest in how the library provides career, include BlueCareer – skilled trades, and small business resources. In addition, it provided an opportunity to connect, listen, and learn from small business owners, including those in the skilled trades.





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.

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/>.



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 (meganbrown@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

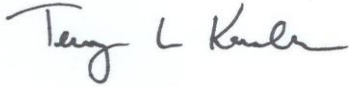
2025 Velma K. Moore Award: Presented by the Library Trustees Association Section (LTAS) of NYLA – due by June 30, 2025

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.



Respectively Submitted,



Terry L. Kirchner PhD
Executive Director