

**Call to Meeting**  
**June 24, 2025**

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, June 24, 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:** May 27, 2025

**Finances**

**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, September 30, 2025, at 6:00 p.m.

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**May 27, 2025 – Pending Approval**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:03 p.m.

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

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

Board Members absent: Alice Joselow, Julie Mills-Worthey, Karen Zevin

Also present from WLS were: Wilson Arana, Rob Caluori, Terry Kirchner, Kate Meyer

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

**MINUTES**

The minutes of April 29, 2025, Board Meeting were approved on a motion by Ms. Tepper and seconded by Mr. Amiano. The motion passed unanimously. [Ms. Phelan was not present for the vote.]

**FINANCIAL REPORTS**

Mr. Caluori presented the financial report making note of significant items. Payment registers for April 2025 were distributed. Mr. Caluori also noted that WLS is at a period where operating cash is lowest for the year and has coordinated with the Treasurer to transfer \$300,000 from reserves to carry the organization until funds due from Westchester County and NYS are received. The financial reports for April 2025 were approved on a motion by Ms. LeBlanc and seconded by Ms. Kelley. The financial reports were accepted unanimously. [Ms. Phelan was not present for the vote.]

**INFORMATION ITEMS**

***Financial Systems and Account Security:*** Mr. Caluori noted that 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.

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. Mr. Caluori shared a detailed report on each of these measures with the Board.

## ACTION 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. Proposed changes to #14 Credit Card Usage were also reviewed by the Budget and Finance Committee. The Board approved the changes submitted by the Governance Committee on a motion by Ms. Bober and seconded by Mr. Mener. The motion passed unanimously.

***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. Currently, there is no foreseen need to borrow under this facility for the coming year. Given there are no encumbrances, covenants or facility fees, extending the borrowing agreement for one year to allow for financial flexibility is recommended. Approval is further conditioned on a requirement to notify the Board of any use of this line of credit. The Board approved the Extend for One Year Current Borrowing Facility on a motion by Mr. Amiano and seconded by Ms. Bober. The motion passed unanimously.

## PRESIDENT'S REPORT

Ms. Hydari noted that Westchester County government has a new signature process on their website, and a new portal that offers a 3-year contract to obtain County funds.

## EXECUTIVE DIRECTOR'S REPORT

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

- Dr. Kirchner informed the Board that WLS has received notice that a charge of employment discrimination has been filed with the EEOC against WLS and NYPL under The Americans With Disabilities Act of 1990 (ADA). The circumstances of the alleged discrimination are based on disability and involves issues of hiring. Dr. Kirchner believes WLS was erroneously named and believes this is related to some of the member libraries.
- Dr. Kirchner noted that the NYLA Legislative Committee met, and the NYS Senate passed the Open Shelves and Freedom to Read bills. Sessions run through June 12 and this needs to be passed through the Assembly.
- Dr. Kirchner noted that this year's NYLA Conference is entitled "Actionable Advocacy," and four sessions will be held by WLS staff: Small Business (Peter Riffel), Budgets (Rob Caluori), Strategic Data (Allison Midgley) and Minimum Standards (Terry Kirchner).
- Connecticut has passed a new eBook bill to address reform in book licensing, but it will not go into effect unless other states with a population of over 7 million pass a similar bill. This will be discussed at the PLDA conference this summer.

- A new bill was introduced which would require libraries to implement programs to “protect library employees” but was not vetted by NYLA and does create an unfunded mandate for libraries which usually means it will not pass.
- IMLS 2025 funding should be released to take libraries to October 2025, and some 2024 funds have yet to be disbursed.

### **PLDA LIASON’S REPORT**

Erik Carlson, PLDA Vice President and WLS Board Liaison, noted he had nothing to report.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 6:38 p.m. on a motion by Mr. Cartolano and seconded by Ms. LeBlanc that passed unanimously.

Respectively submitted,

Diane H. Tabakman  
Secretary

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# WESTCHESTER LIBRARY SYSTEM

## FINANCIAL STATEMENTS WITH NOTES – MAY 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 \$434,000, which is low given the fact that monthly expenses typically exceed \$600,000. Accordingly, \$300,000 was transferred in May to satisfy cash flow for June and the payment from Westchester County is expected in mid-June. Reserves borrowed in May will be returned 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 as reports to the Budget and Finance Committee.

#### *EXPLANATION*

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.

### 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 May 2025 are listed below:

- Amount: \$73,947
  - Vendor: NYS Employees Health Insurance Program (NYSHIP)
  - Purpose: Employee health insurance for June 2025
- Amount: \$63,450
  - Vendor: Midwest Tape (Hoopla)
  - Purpose: April 2025 Patron Pay-Per-Use Digital Content

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## BALANCE SHEET – MAY 2025

The Balance Sheet shows comparative figures for the period from month-ending (ME) April 2025 through ME May 2025. The key changes include a decrease in cash, which was partially offset by reduced *Deferred Revenue* and increased *Unconditional Promises to Give*, resulting in a 2.9% decrease in *Net Assets*. Details are discussed below.

### ASSETS:

This section indicates the organization's liquidity by showing what assets WLS holds in cash and other assets. The net result for the period is an overall decrease in assets driven primarily by an anticipated reductions in 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 \$196,900. With \$13,800 in receipts, activity included \$6,400 from member libraries for IT services and group purchases and \$2,000 from retirees for contributions to health care benefits. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$63,500 to Hoopla for pay-per-use materials for patrons, \$32,200 to GovConnection for a subscription to the SentinelOne cybersecurity service, \$30,000 to Kanopy for the one-year renewal of e-content subscriptions, and \$10,000 to Dorfman, Abrams, Music LLC for the 2024 financial audit. Activity also included a transfer of \$300,000 from reserves to cover operating expenses until payments from Westchester County and NYS are received.

*Reserve Cash & Cash Equivalents* (This shows the cash in WLS's reserve accounts and short-term investment holdings): This line decreased by \$291,000, the result of a transfer of \$300,000 to the operating account, which was offset by \$9,000 in earnings on reserve funds held with NYLAF, TD Bank, 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 \$235,800, the result of recognizing revenues from 6-month and 3-month invoices to member libraries for IT services, group purchases for digital content, movie licensing, and \$7,300 in revenues from the LIU Palmer School program.

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## STATEMENT OF REVENUE AND EXPENDITURES

### COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE – MAY 2025

Revenues were \$34,900 less than expenses before depreciation for May which represents \$12,400 positive variance from the budget, which had called for a \$47,300 deficit.

#### REVENUES:

Total revenue was essentially in line with the budget for May driven primarily by surpluses in *Interest* and *Other Revenues without Restrictions* 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. The adopted NYS budget suggests 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 \$3,400 short of the budget due to a shortfall in restricted contributions where the line fell short of its grants and fundraising goal by \$5,800. Other activity in this line includes revenue from New Rochelle BTOP (Broadband Technology Opportunity Program) and the Palmer School program through Long Island University.

#### EXPENSES:

Expenses before depreciation came in under budget by \$12,400 but were \$34,800 more than revenue for the month. Lines with significant variances and/or noteworthy activity are discussed below:

*Equipment* – This line was \$19,700 over budget for the month and \$64,300 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 \$18,000, 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 \$78,300 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.

*Travel* was overspent by \$2,700 for the month of May due to staff attendance at conferences and local events. Conference attendance included: (1) two staff members attending JMT Innovate, which focused on professional development in the use of financial management systems and; (2) two staff members attending Nutanix NEXT which focused on the hardware and software that is central to WLS's server infrastructure. Despite the deficit this month, the line carries a \$9,300 surplus for the YTD and will be monitored to ensure it ends the year within budget.

**Westchester Library System**  
**Balance Sheet**  
**As of May 31, 2025**

	Month Ending 05/31/2025 Actual	Month Ending 04/30/2025 Actual	Month Ending 05/31/2025 Period difference	Month Ending 05/31/2025 Period variance	Year Ending 12/31/2024 Actual
<b>Assets</b>					
<b>Current Assets</b>					
Operating Cash & Cash Equivalents	434,047	630,914	(196,866)	(31.20) %	1,885,918
Reserve Cash & Cash Equivalents	2,713,001	3,003,947	(290,947)	(9.68) %	2,968,992
Unconditional Promises to Give	1,810,147	1,448,117	362,030	25.00 %	365,676
Accounts Receivable	40,159	40,073	87	0.21 %	98,558
Prepaid Expenses	874,988	966,195	(91,208)	(9.43) %	728,543
<b>Total Current Assets</b>	<b>5,872,342</b>	<b>6,089,246</b>	<b>(216,904)</b>	<b>(3.56) %</b>	<b>6,047,687</b>
<b>Long-Term Assets</b>					
Property & Equipment	388,365	436,192	(47,827)	(10.96) %	574,690
Right Of Use Asset	677,961	677,961	0	0.00 %	677,961
<b>Total Long-Term Assets</b>	<b>1,066,326</b>	<b>1,114,153</b>	<b>(47,827)</b>	<b>(4.29) %</b>	<b>1,252,651</b>
<b>Total Assets</b>	<b>6,938,668</b>	<b>7,203,399</b>	<b>(264,731)</b>	<b>(3.67) %</b>	<b>7,300,338</b>
<b>Liabilities</b>					
<b>Short-Term Liabilities</b>					
Accounts Payable	465,109	438,231	26,878	6.13 %	826,258
Deferred Revenue	256,409	492,200	(235,791)	(47.90) %	584
Short-Term Right of Use	309,841	309,841	0	0.00 %	309,841
<b>Total Short-Term Liabilities</b>	<b>1,031,359</b>	<b>1,240,272</b>	<b>(208,913)</b>	<b>(16.84) %</b>	<b>1,136,683</b>
<b>Long-Term Liabilities</b>					
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
<b>Total-Long-Term Liabilities</b>	<b>4,069,121</b>	<b>4,069,121</b>	<b>0</b>	<b>0.00 %</b>	<b>4,069,121</b>
<b>Total Liabilities</b>	<b>5,100,480</b>	<b>5,309,393</b>	<b>(208,913)</b>	<b>(3.93) %</b>	<b>5,205,804</b>
<b>Net Assets</b>					
Net Assets, Beg Bal	1,894,006	1,953,688	(59,682)	(3.05) %	1,809,705
Change in Net Assets	(55,818)	(59,682)	3,864	6.47 %	284,829
<b>Total Net Assets</b>	<b>1,838,188</b>	<b>1,894,006</b>	<b>(55,818)</b>	<b>(2.94) %</b>	<b>2,094,534</b>
<b>Total Liabilities and Net Assets</b>	<b>6,938,668</b>	<b>7,203,399</b>	<b>(264,731)</b>	<b>(3.67) %</b>	<b>7,300,338</b>
<b>Net Asset Detail</b>					
Working Capital	4,840,982	4,848,974	(7,992)	(0.16) %	4,911,004
Long-Term Net Assets	(3,002,794)	(2,954,968)	(47,826)	(1.61) %	(2,816,469)
<b>Total Net Asset Detail</b>	<b>1,838,188</b>	<b>1,894,006</b>	<b>(55,818)</b>	<b>(2.94) %</b>	<b>2,094,535</b>



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

	Month Ending 05/31/2025			Year To Date 05/31/2023	Year To Date 05/31/2024	Year To Date 05/31/2025			Year Ending 12/31/2025
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
<b>Revenue</b>									
State Revenues without Restrictions	185,509	185,507	2	873,051	875,040	927,527	927,537	(10)	2,226,090
County Revenues without Restrictions	111,927	114,164	(2,237)	536,855	559,600	559,636	570,817	(11,181)	1,369,960
Federal Revenues without Restrictions	11,666	11,666	0	68,750	54,150	58,330	58,333	(3)	140,000
Member Technology Fees	230,078	232,084	(2,006)	1,115,758	1,122,995	1,153,850	1,160,417	(6,567)	2,785,000
Fund Raising & Contributions	0	0	0	211	804	403	0	403	0
Interest	19,650	5,416	14,233	47,606	66,064	64,999	27,083	37,915	65,000
Other Revenues without Restrictions	2,871	1,375	1,496	5,973	14,324	9,484	6,875	2,609	16,500
State Revenues with Restrictions	52,928	52,930	(1)	251,275	252,075	264,654	264,646	9	635,150
Other Revenues with Restrictions	9,418	12,816	(3,398)	26,326	9,905	37,333	64,084	(26,750)	153,800
Total Revenue	624,047	615,958	8,089	2,925,805	2,954,957	3,076,216	3,079,792	(3,575)	7,391,500
<b>Expenditures</b>									
Salaries	196,936	202,741	5,806	884,523	917,661	964,250	1,013,709	49,458	2,432,900
Fringe Benefits	116,279	120,884	4,604	491,135	542,599	555,432	604,417	48,985	1,450,600
Professional Fees	837	4,333	3,496	11,548	13,238	11,755	21,667	9,912	52,000
Equipment	33,055	13,333	(19,721)	72,368	19,932	130,982	66,667	(64,316)	160,000
Library Materials	112,732	94,775	(17,958)	332,610	447,096	552,162	473,875	(78,287)	1,137,300
Rent and Utilities	32,108	34,825	2,717	152,183	155,107	158,745	174,125	15,380	417,900
Repairs and Maintenance	47,363	51,725	4,362	287,672	284,183	255,591	258,624	3,035	620,700
Supplies	954	3,334	2,380	1,350	2,327	6,806	16,667	9,860	40,000
Telephone and Internet	34,723	37,966	3,243	208,851	187,040	178,583	189,833	11,250	455,600
Printing and Postage	6,074	5,434	(641)	31,264	21,790	22,826	27,167	4,341	65,200
Bibliographic Fees	7,809	7,658	(150)	35,400	36,992	38,401	38,292	(109)	91,900
Professional Development	97	9,467	9,370	23,255	8,835	33,963	47,333	13,370	113,600
Travel	8,156	5,483	(2,673)	11,312	21,130	18,163	27,417	9,254	65,800
Memberships	1,453	2,333	880	12,686	9,980	7,859	11,666	3,807	28,000
Contractual Services	14,041	22,367	8,326	170,169	113,061	106,939	111,834	4,894	268,400
Delivery Service	41,766	40,417	(1,349)	188,280	192,626	199,899	202,083	2,185	485,000
Insurance	3,250	3,333	83	16,113	12,979	15,156	16,667	1,511	40,000
Miscellaneous	1,251	2,833	1,582	2,349	4,790	6,987	14,166	7,179	34,000
Total Expenditures	658,884	663,241	4,357	2,933,068	2,991,366	3,264,499	3,316,209	51,709	7,958,900
Total Net Revenue Before Depreciation	(34,837)	(47,283)	12,446	(7,263)	(36,409)	(188,283)	(236,417)	48,134	(567,400)
<b>Non-Cash Activity</b>									
Depreciation	12,186	12,084	(103)	72,465	72,394	61,788	60,417	(1,371)	145,000
Unrealized Gain/Loss on Investments	8,795	0	(8,795)	1,956	5,058	6,276	0	(6,276)	0
Total Non-Cash Activity	20,981	12,084	(8,898)	74,421	77,452	68,064	60,417	(7,647)	145,000
<b>Total Net Revenue</b>	<b>(55,818)</b>	<b>(59,367)</b>	<b>3,548</b>	<b>(81,684)</b>	<b>(113,861)</b>	<b>(256,347)</b>	<b>(296,834)</b>	<b>40,487</b>	<b>(712,400)</b>

## WLS Executive Director Report June 24, 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 and Legislative Updates

#### **NYS Budget/Legislation 2025-2026 Update**

We should be prepared 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.

As noted last month, the Cultural Education Fund initiative was not approved. 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. The 2025 LSTA/IMLS Grants-to-State funds have been ordered released to NYSL. Once the funds are released, NYSL/DLD should have sufficient funds to last until at least September 30, 2025.

In all likelihood, there will be budget discussions this fall that would restart the Cultural Fund initiative – so if you speak with your legislators over the summer, let them know that you support the initiative.

#### ***Legislative Bills***

One of the Intellectual Freedom bills was passed by the NYS Assembly and Senate in this legislative session. That bill, the Freedom to Read Act (which focuses on school libraries), will next go to the Governor's Office for approval. The second bill, the Open Shelves Act (which

focuses on public libraries), did not move forward in the Assembly, but will be reintroduced in the next legislative session.

### **Freedom to Read Act**

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

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 \(Kelles\)](#)

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.

### **Public Library Construction Aid - Funding for FY2026**

The Division of Library Development (DLD) completed the allocation process of the budgeted statewide amount of \$44M in public library construction aid that was awarded during the FY2026 budget process. WLS received \$2,077,297, which is the same allocation as received last year.

For the member libraries who plan to submit a FY2026 construction project, the application portal opened on June 16, 2025. The due date to submit FY2026 projects to WLS for review is 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.

### **SAVE THE DATE: AN ADVOCACY SOCIAL EVENT**

We will host a casual meet & greet to thank our County, State and Federal elected officials for their ongoing support. All are welcome to attend. And yes, we will have food! More details to follow. ***Tuesday, July 22, 2025 – 5:30 PM-7:30 PM (In-person) – WLS Headquarters***



## Career Coaching Services (CCS)

### 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. The interest level for this service has been consistently active with new and existing clients working toward their career goals, including job search, job transition and workplace management.

### Community Engagement

Member libraries are supportive of our programming and services. They appreciate our website resources and career programming that is offered in-person and virtually. We are working with several libraries for in person workshops this summer and fall.

Career Coaches facilitated a Job Fair Prep Workshop for the White Plains Youth Bureau for their annual event. Workshops were conducted during 3 lunch periods on June 5th at the White Plains High School. Each session was well attended, and students were engaged in the role-playing activity as well as learning best practices to prepare for the fair.

In collaboration with the METRO Library Council, CCS coordinated a two-day virtual LinkedIn Bootcamp for the Council's membership. Dr. Elisse Barnes facilitated the workshops. She guides participants in understanding the power of LinkedIn for their job search, career transition, networking, entrepreneurship, and non-profit leadership. The interactive sessions offer a wide range of insight as to how to use the platform and creating strong profiles to highlight one's professional brand and value. This was an extremely popular event with full attendance.



## Cataloging Services

Director of Cataloging Services Douglas Wray and Manager of Cataloging Services Melissa Glazer led an in-person cataloging services workshop at the WLS headquarters on June 18, 2025. Cataloger Jenna Caccavale also participated in the workshop. The presenters described and defined the services performed by the WLS catalogers, offered "best practices," discussed current issues and responded to attendees' questions.

The WLS member libraries continue to add non-traditional ("library of things") items to their collections to meet the community needs. Examples, all of which were cataloged by Mr. Wray, include: two ukulele beginner kits (for the Town of Pelham Public Library); a power consumption meter (for the Chappaqua Library); and a CD/DVD/Blu-ray external drive, an

audiocassette digital converter, a laser level, automobile jumper cables and a set of cake pans (all for the Croton Free Library). These items required original “from scratch” cataloging, as no applicable bibliographic records existed anywhere. Without bibliographic records in the catalog to represent them, materials owned by the member libraries would be invisible to the public.

Titles in Arabic, Chinese, French, Haitian French Creole, Hebrew, Japanese, Portuguese, 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.



## ILS Delivery Services

On June 4th, Evergreen was upgraded to version 3.14. In preparation for this upgrade, Integrated Library System Administrator / Systems Librarian Lindsay Stratton spent most of May testing and preparing the platform. While the upgrade was generally a smooth process, a few issues arose pertaining to logging in to the Evergreen platform, to staff interface configuration changes, and to report access. Most issues have been resolved, but report access issues are still being addressed.

The Tech Services Interest Meeting met for the second time on June 10, 2025, with the focus of the conversation being on the Evergreen 3.14 upgrades. Ms. Stratton and ILS Discovery Specialist Allison Pryor explained workarounds for bug-related issues with accessing report outputs, hold queue position displays, column configurations, and accessibility features (primarily about the text color in the patron's item-out interface).

Ms. Pryor has been working on updating and migrating information from the IT wiki in preparation for a new wiki, with a focus and emphasis on Accessibility after attending the “The Modern Landscape of eAccessibility in Public Libraries” workshop hosted by WLS on May 28, 2025. This workshop was available for all WLS member libraries to attend.

Ms. Stratton attended the Evergreen International Online Conference, May 13-14, 2025. This event was particularly valuable for information about new developments and major projects in the Evergreen software. Ms. Stratton has started her second year of a three year term on the Evergreen Project Board, and has been elected to serve as Board Treasurer.

Ms. Stratton has been working with Director of Cataloging Services Doug Wray, Equinox (a vendor providing Evergreen support services) and OCLC to coordinate a streamlined holdings registration in the Evergreen catalog and OCLC’s WorldCat catalog, in order to maximize our libraries' visibility on the Internet and ensure the best possible access to our collections when Internet searches occur.

On June 12, 2025, Ms. Pryor attended the Westchester Library Association Annual Business Meeting and Conference and found new opportunities to collaborate with the SUNY Westchester

Community College's Harold L. Drimmer Library and the Westchester County Historical Society to promote their services in the WLS Evergreen catalog.



## Outreach Services

### Senior Law Day Returns to Yonkers Public Library

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

Workshops included:



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

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

### Disconnect to Reconnect (D2R)

Disconnect to Reconnect (D2R) is a campaign that aims to promote healthier, balanced lifestyles for children. D2R supports the reduction in screen time by children and encourages family-friendly activities without screens.

The Outreach Department has been working in close collaboration with Family Services of Westchester Head Start sites to offer workshops for parents highlighting the many free resources available through WLS before the end of the school year. We were able to distribute close to 100 Disconnect to Reconnect (D2R) activity backpacks to Head Start Families in Port Chester and Mount Vernon. Twelve WLS member libraries (Ardsley, Dobbs Ferry, Greenburgh, Mount Kisco, Ossining, Port Chester Rye Brook, Pound Ridge, Rye, Scarsdale, Tarrytown [Warner], and White Plains) have now signed up with WLS as participating





collaborators in support of the D2R campaign! WLS Trustee can also sign up as individual supporters of the D2R initiative.

### **Pride & Juneteenth Tabling Events**

On June 1, 2025, WLS had the opportunity to attend and table at Westchester Pride alongside our friends and colleagues from the White Plains Public Library. The Pride event was filled with great energy, a strong sense of community, and a wonderful opportunity to connect with people from all walks of life. Our table was busy all day as we answered questions, handed out information, and celebrated Pride together. It was a wonderful way to show our support, foster visibility, and highlight the role libraries play in serving and welcoming everyone in our community.



We're looking forward to additional tabling events in June — WLS will be tabling alongside the White Plains Public Library at White Plains' Juneteenth Celebration on Saturday, June 14, 2025, and we will be sharing a table with The Field Library at Peekskill's Juneteenth Celebration on Saturday, June 21, 2025, and again at the Peekskill Pride on Saturday, June 28, 2025.

### **Growing Our Communities**

Last month we were able to collaborate with DIG Farm in the distribution of 250 "Grow Bags" each planted with lettuce, tomatoes, turnips, and basil to families in Mount Vernon. The aim of this event was to connect the community with hands-on nutrition education with the goal of helping families make more informed food choices and strengthen community through participation in the community garden at the First Presbyterian Church of Mount Vernon. WLS had a table at the event and distributed information regarding resources and programs available to library card holders. Several temporary library cards were activated at this fun family event.

### **Supporting Local Hospitals with Information Needs**

Saint Vincent's Hospital has reached out to WLS to inquire about the possibility of collaboration in support of a patient/staff/family lending library staffed by volunteer consumers at the hospital. Printed information, pamphlets, and resources will be dropped off this week in the first step of building this collaborative project.

### **Spring on the Hill**

Communications and Marketing Coordinator Megan Brown attended NYLA Spring on the Hill May 20 in Albany — a day filled with insightful sessions on advocacy and strengthening libraries across the state. Some workshop offerings include the State of the State Library update, the We Love New York: State Laws Supporting Our Libraries workshop, Incorporating Advocacy into Organizational Operations, and A National Look at State Advocacy. These sessions provided a deep dive into the current legislative climate for libraries, the legal framework that supports them, strategies for integrating advocacy into daily operations, and a broader view of what is happening across the country — all key knowledge for strengthening our own advocacy efforts here in Westchester.

### **Correctional Facility Training**

The outreach teams of WLS, Ramapo Catskill Library System (RCLS), and Mid-Hudson Library System (MHLS) held our annual collaborative training day for Correctional Facility (CF) Librarians at RCLS headquarters. This event provides an opportunity for CF librarians from

across our systems to come together, share challenges and solutions, participate in professional development, and sign their annual service contracts with their corresponding library systems.

This year, we are pleased to report that all CF Librarian positions within the WLS service area are filled, with Sing Sing's librarian being the most recent addition. Westchester County has three correctional facilities — Bedford Hills, Taconic, and Sing Sing — all now staffed with librarians who will be supported by WLS through:

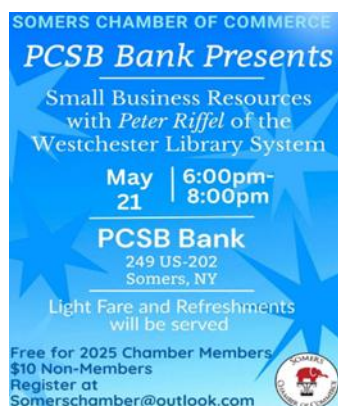
- Collections development
- Program guidance
- Delivery and borrowing of materials from member libraries
- Other informational and reference help

Leah Dudak, Ph.D. candidate at Syracuse University's iSchool and a former public librarian, presented a workshop on Trauma-Informed Librarianship, Mental Health, and Self-Care, offering valuable strategies for serving incarcerated people while protecting librarians' well-being. The annual training underscores our ongoing commitment to strengthening services and resources in correctional facilities and to addressing the unique needs of this community.



## Small Business and Workforce Development

Our community engagement and awareness of the Small Business Resources website and [BlueCareer](#) continue to make progress through mid-year 2025.

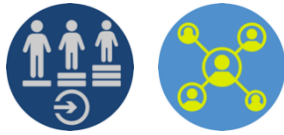


WLS Small Business and Workforce Development presented on the library resources available to support small businesses to the Somers Chamber of Commerce. There were 25 small business owners, from various industries, in attendance. Specifically, WLS provided a deep dive into the [Small Business Resources @ Library](#) website and reviewed the content in a new small business resources brochure – A Library Card is an Employee Benefit. The small business owner's response to the new brochure was positive. A handout identifying top small business issues and where the WLS small business website could help address these issues was provided to the attendees. The general comments from the Chamber members consistently noted their increased awareness of the resources available in the library due to the presentation. The Chamber's hosting organization, Putnam County Saving Bank - Somers Branch, will highlight this presentation to its management team and encourage those in other Chambers of Commerce to consider a similar WLS small business resources presentation for its members.

WLS attended the June 18, 2025, Clean Energy Job Fair sponsored by Sustainable Westchester, Westchester County, Catalyst, and New Yorkers for Clean Energy. The Clean Energy Job Fair provided an opportunity to highlight BlueCareer, along with WLS' [FirstFind.org](#) and [Career Coaching Services \(CCS\)](#), to the job fair attendees. Also, we networked with community



workforce development organizations with a specific intent to raise awareness of the BlueCareer skilled trades career assessment and planning tool. Over 300 individuals normally attend the Clean Energy Job Fairs.



## Strategic Data Analysis and Member Library Support

As of June 12, 2025, the Department of Library Development (DLD) has approved the WLS System Annual Report and twenty-nine WLS member library 2024 Annual Reports. Most requests for correction to the other libraries' reports are minor, and Allison Midgley, Manager of Strategic Data Analysis and Member Library Support, anticipates that these corrections will be completed, and the report will be resubmitted to DLD by the June WLS Board meeting.

Data from the DLD-approved annual reports will be the basis for the 2024 WLS Member Libraries Report, anticipated in early fall. This year's report will reflect the work of the WLS Data-Driven Resources & Practices project: including key demographic information, putting each library's outcomes in the context of those demographics, and focusing more attention on WLS' roles and strategic initiatives.

The WLS Data-Driven Resources & Practices project also included further development of and planning for demonstrations of and training about the interactive data dashboard to be held for WLS staff in late June and member library staff in July. Ms. Midgley and Bijan Kimiagar of AEQUA Strategies will also lead a pre-conference workshop about the development of an interactive data dashboard and fostering a data-driven decision-making organizational culture at the 2025 NYLA Annual Conference to be held in early November.

Ms. Midgley began developing strategies and a project plan to integrate artificial intelligence (AI) into WLS staff workflows with emphasis on use appropriate to individual staff needs and capabilities, while adhering to WLS policies – especially in terms of protecting privacy and minimizing risk.

Ms. Midgley also facilitated well-attended workshops for WLS and member library staff led by vendor customer relations managers, *hoopla Administration – Collection Creation, Curation, & More!* and *Tutor.com - Join the Expert!* Ms. Midgley is working with Maxine Nebro of Tutor.com to schedule virtual sessions that will focus on supporting adults, college-bound students, and high school students in late July and August. On May 28, 2025, twenty-three WLS and member library staff attended “*The Modern Landscape of eAccessibility in Public Libraries*”. Participant feedback focused on their appreciation for the clear actions that are most beneficial for creating accessible digital materials and the benefit of continued access to coursework created by the webinar creator and leader, Sonya Schryer Norris.



# Trustee Education Opportunities

## *Fundraising*

Pat Brigham, WLS Director of Strategic Partnerships and Development, will be hosting a series of 1-hour virtual workshops (Zoom) related to fundraising best practices this summer. Information for the first session is below. Trustees, directors, and volunteers from the member libraries, Friends, and Foundations are invited to participate. These sessions will count towards the annual trustee education and public librarian certification requirements. Additional fundraising resources are available on the [WLS Fundraising and Marketing website](#).

*Tuesday, July 1, 2025: 1 PM-2 PM*

*The Power of Storytelling For Advocacy and Fundraising (Virtual)*

Register at <https://westchesterlibraries.libcal.com/event/14764681>

Uncover the hidden, powerful stories that reside within your library, not on the shelves, but among your staff, patrons, and community members. Good impactful stories can motivate volunteers, engage business leaders, galvanize public officials, and inspire donors.

The New York State Library's Reference Services Unit is also hosting some online sessions this summer that focus on fundraising. These sessions also count towards the trustee education and public librarian certification requirements.

*Tuesday, July 8, 2025: 11 AM-12:30 PM - Intro to Proposal Writing (Virtual)*

Speaker: Tracy Kaufman, Candid

This program provides participants with an overview of how to write a standard project proposal to a foundation. The class includes the basic elements of a proposal; the “dos” and “don’ts” of writing and submitting a proposal; and how to follow up whether the answer is yes or no.

[Register for Intro to Proposal Writing](#)

*Tuesday, August 5, 2025: 11 AM-12:30 PM - Intro to Fundraising Planning (Virtual)*

Speaker: Tracy Kaufman, Candid

This course provides basic steps for developing a fundraising plan for organizations unfamiliar with the process. Participants will learn strategies for devising a plan that best reflects their organization's needs and resources, including making a case for support, creating a plan of action, and tips on diversifying their organization's fundraising base.

[Register for Intro to Fundraising Planning](#)

## *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](mailto:outreach@wlsmail.org) or contact this year's team captains: Megan Brown ([meganhbrown@wlsmail.org](mailto:meganhbrown@wlsmail.org)) and Elena Falcone ([elena@wlsmail.org](mailto:elena@wlsmail.org)).

[Register to join the WLS Speed Readers Team.](#) We are looking forward to seeing you on July 10<sup>th</sup>!

***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.



## Westchester Library Association (WLA) Annual Meeting and Conference

WLS was a sponsor and hosted a vendor table at this year's WLA Annual Meeting which was held at the Gateway Center on the SUNY Westchester Community College (WCC) campus.

WLA is our volunteer run local professional organization that strives to support library staff at all levels, regardless of the type of library (academic, public, school, or special).



Several WLS staff are actively engaged in support WLA: Executive Director Terry Kirchner serves on the WLA Board, Director of Outreach Services Krishna Brodigan is Treasurer, and ILS Discovery Specialist Allison Pryor provided web design and communication support to WLA as they moved forward with the conference launch.

Nate Hill, Executive Director of METRO (Metropolitan New York Library Council), was the keynote speaker and he reviewed the services currently provided by METRO and future directions – especially with the [Library Field](#) initiative that will be launched in the Ossining/New Castle area later this year.

#### Workshop Sessions:

- The importance of staying focused during an age of distraction - Presenter: Greg Dwyer
- Librarianship Roles - Presenters: Anthony Reda (WCC – Academic), Patrick Raffery (Westchester County Historical Society – Special) & Daniel Frett (Mount Vernon – Public)
- Wellness for library workers - Presenter: Young Mi Park, Adjunct Lecturer, Columbia University and Rutgers University Business Schools
- Civil service revisited - Presenters: Jessica Pacciotti, Director, Warner Library; Karen LaRocca-Fels, Director, Ossining Public Library; Eugenia Schatoff, Director, New Rochelle Public Library
- An introduction to the Westchester County Historical Society's (WCHS) resources and its new digital collection: Experiencing the Neutral Ground of the American Revolution: The McDonald Interviews - Presenters: Patric Raffery, WCHS Librarian; Monica Genuardi, WCHS Project Archivist
- Librarians as social workers - Presenter: Antonia Bruno, Social Work Fellow, New York State Library

This was the first in-person “post-COVID” annual conference and it was a success! Participants consistently noted the importance and timeliness of the topics and how each session provided action steps that could be implemented.



Respectively Submitted,

Terry L. Kirchner PhD  
Executive Director