

**Call to Meeting
May 26, 2026**

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, May 26, 2026, 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 28, 2026

Finances

Information Items

Information Item #1: **Bylaws, Employee Handbook, Strategic Goals and Policy Updates**

Action Items

Action Item #1: **Authorization to Execute Lease for WLS Office Relocation**

Action Item #2: **Vehicle Trade-In and Replacement**

President's Report

WLS Committee Reports

Executive Director's Report

NEXT MEETING: The next Regular Meeting will be held on Tuesday, June 30, 2026, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 28, 2026 – Approval Pending

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: Andrea Bober, Robert Cartolano, Ralph Esposito, Nishat Hydari, Wes Iwanski, Alice Joselow, Karen Kelley, Susan Morduch, David Mener, Patricia Phelan, Hudson Trader, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Maureen LeBlanc

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

Guest: Bijan Kimiagar, principal at AEQUA Strategies

MINUTES

The minutes of the March 31, 2026, Board Meeting were approved on a motion by Mr. Cartolano and seconded by Ms. Tepper. The motion passed unanimously. [Mr. Iwanski, Ms. Joselow and Ms. Morduch were not present for the vote.]

FINANCIAL REPORTS

Mr. Caluori presented the financial report for March 2026. Payment registers for the period were also distributed. The financial report for March 2026 was approved on a motion by Ms. Morduch and seconded by Ms. Zevin. The financial reports were accepted unanimously.

PRESIDENT'S REPORT

Ms. Hydari noted that each Board member will be receiving a Google form to fill out and send back.

COMMITTEE REPORTS

Budget & Finance: The committee will reconvene in June prior to the WLS Board Meeting.

Nominating: Ms. Kelley noted that three seats are up at the end of 2026; Ms. Hydari (District 3) has agreed to serve a second term. Ms. Zevin (District 1) and Ms. Morduch (District 6) have both served 2 consecutive terms, so the search for new nominees to fill their positions is under way.

Governance: The Governance Committee will meet May 12, 2026, to discuss policy updates, changes in by-laws, and capitalization of right of access as it applies to the WLS office lease.

EXECUTIVE DIRECTOR’S REPORT

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

- Manager of Strategic Data Analysis and Member Library Support Allison Midgley (WLS) and Bijan Kimiagar (AEQUA Strategies) presented the Board with an update on the progress and future steps for the SCALE dashboard project. This included a discussion on the first SCALE Dashboard Walkthrough and a Data Walk for library staff. These annual events aim to boost data literacy and refine how demographic and library trends are analyzed. Concurrently, the team is developing a new monthly dashboard, tentatively named LOCALS, to further strengthen the organization's data culture.
- The Disconnect 2 Reconnect Conference held on April 27, 2026, was a great success. It featured interactive breakout workshops led by professionals in education, social work, the arts and mental health. Sessions explored the role of play across topics such as digital technology, social media, education, parenting, mental health, organizational wellness and creativity.
- Dr. Kirchner noted his concerns about Public Library Construction Aid (PLCA) project applications that were approved by the WLS Board at the September 30, 2025, meeting. Several of the member libraries that received allocations to assist with construction projects have failed to complete the recommended application edits that were requested by the Division of Library Development (DLD). The purpose of the DLD requested revisions is to strengthen the applications so that they better meet the capital project guidelines used by the Dormitory Authority of the State of New York (DASNY) regulators when they review and approve or reject these applications for funding. It will prove harder, over time, to advocate for additional PLCA funding if too many applications are rejected because libraries are unwilling to do their part to write and revise project applications that meet the DASNY requirements.
- The NYS budget’s delayed approval will have ongoing effects on WLS and the member libraries. We should all expect delayed approval of all funding activities including general operating funds, PLCA funding, and grants-in-aid.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:28 p.m. on a motion by Ms. Bober and seconded by Mr. Iwanski that passed unanimously.

Respectively submitted,

Diane H. Tabakman
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – APRIL 2026

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

UPDATE ON CHANGE TO VALLEY NATIONAL BANK

WLS is now in the final stage of transition of its bank accounts from TD Bank to Valley National Bank (Valley Bank). As of the time of this report, all deposits and investments have been moved to Valley Bank. The order has been placed to close the TD Bank accounts. TD Bank will send the final payment of interest earned by check and is expected within the month.

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 2026 are listed below:

- Amount: \$76,745
 - Vendor: CrownCastle Fiber
 - Purpose: Internet for member libraries for April through June 2026
- Amount: \$74,599
 - Vendor: NYS Employees Health Insurance Program (NYSHIP)
 - Purpose: Employee health insurance for May 2026

BALANCE SHEET – APRIL 2026

The Balance Sheet shows comparative figures for the period from month-ending (ME) March 2026 through ME April 2026. The key changes include decreases in *Cash and Cash Equivalents* which were partially offset by increases in *Unconditional Promises to Give* and decreases in *Deferred Revenue*, resulting in a 0.4% 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 reduced *Cash and Cash Equivalents* which was partially offset by increases in *Unconditional Promises to Give*.

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 \$440,900. With \$143,700 in receipts, activity included \$99,900 from member libraries for IT services and group purchases and \$10,800 in revenues from sponsorships and ticket sales for the Disconnect2Reconnect conference. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$43,800 to Dell for the renewal of support for Omnisia Horizon server software, \$25,000 to Hoopla for pay-per-use patron activity in March 2026 and \$8,200 to The National Institute for Play for the speaker at the Disconnect2Reconnect Conference.

Reserve Cash & Cash Equivalents (This shows the cash in WLS's reserve accounts and short-term investment holdings): This line increased by \$9,000, the result of earnings on reserve funds held with NYCLASS, TD Bank, Valley Bank and earnings on US Treasury investments.

Unconditional Promises (These are promises to give money to WLS such as governmental aid): This line increased by \$344,100, the result of recording \$344,100 receivable revenues from Westchester County, New York State and the Federal E-Rate program.

LIABILITIES:

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

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$218,700, the result recognizing \$251,900 in revenues from 6-month invoices to member libraries for IT services, group purchases, the LIU Palmer School Program and the Disconnect2Reconnect Conference against the deferral of \$33,200 in revenues for 3-month invoices to member libraries for IT services and prepaid sublease rent.

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE – APRIL 2026

Revenues were \$2,500 less than expenses before depreciation for April, which represents a \$38,300 positive variance from the budget, which had called for a \$40,800 deficit. On a YTD basis, net revenue before depreciation of \$79,400 is running \$242,700 better than budget, which had called for a \$163,400 deficit.

REVENUES:

Total revenue for April was \$32,700 more than the budget and is running \$47,800 more than budget for the YTD. The large variance this month, which represents the majority of the variance for the YTD, is due to the timing of revenue recognition for the Disconnect2Reconnect (D2R) Conference. This is limited to the month of April and is not expected to continue throughout the year. Details are discussed below.

Fund Raising & Contributions is the line where the revenues for the D2R Conference were recorded. While the conference was not a fundraising event, the revenue lines used for this activity are contained there. The figure in this line represents the revenues from sponsorships and ticket sales. It is noteworthy that there are also grant funds from previous periods that were applied to the costs of hosting this conference. A more detailed financial report on the conference will be included in the following month's financial report.

Interest outperformed the monthly budget by \$2,900 due to better than expected interest earned in WLS's operating and reserve cash accounts and investments with NYCLASS.

Other Revenues with Restrictions came in \$1,900 more than budget, and was driven by the recognition of \$7,100 in revenue from the LIU Palmer School program.

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 NYS releases official aid figures which will not be known until after the State budget is passed and figures are released by the Division of Library Development.

EXPENSES:

Expenses before depreciation came in \$5,700 less than the budget and were \$2,500 less than revenues for the month. At \$2,386,700 for the YTD, Expenses are running \$195,000 less than the budget. Lines with significant variances and/or noteworthy activity are discussed below:

Rent and Utilities – Following several requests, the landlord has provided invoices for WLS's share of common area maintenance and tax reconciliations for 2024 and 2025. The total of the payments for the two years was \$43,000 and drove the \$40,000 deficit for the month and the \$32,100 deficit for the YTD. While a portion of these costs were budgeted, the line will likely close the year with a deficit.

Salaries and Fringe Benefits – These lines carried surpluses of \$17,200 and \$21,100, respectively, for the month and \$69,900 and \$89,900, respectively, for the YTD. Combined these two lines represent a budget surplus of \$159,900 for the YTD and the majority of the current budget surplus. This surplus is primarily driven by the fact that there are currently three positions in the budget which have not yet been filled. These positions are expected to be filled and the monthly surplus is expected to wane as the year progresses. Specific to *Fringe Benefits* (1) health insurance premiums not increasing as much as planned and (2) health insurance contributions from retirees also contributed to this surplus. WLS had planned for a 15% increase in health insurance premiums, while the actual increase was 9.2%, which is driving an anticipated \$25,500 savings for the year.

Contractual Services – This line ended the month with a \$4,900 deficit and a \$5,900 deficit for the YTD. The deficit in this line was driven by an \$8,200 expense for the guest speaker at the D2R conference. However, the budget allocation for this item was included in the *Special Events* line. This issue will be brought to the *Budget and Finance Committee* at their June-2026 meeting with recommendations on how this misalignment can be addressed to make the financial reports clearer.

**Westchester Library System
Balance Sheet
As of 04/30/2026**

	Month Ending 4/30/26 Actual	Month Ending 3/31/26 Actual	Month Ending 2/28/26 Difference	Variance	Year Ending 12/31/25 Actual
Assets					
Current Assets					
Operating Cash & Cash Equivalents	520,738	961,630	(440,892)	(45.85%)	1,167,040
Reserve Cash & Cash Equivalents	3,106,429	3,097,434	8,995	0.29%	3,074,462
Unconditional Promises to Gove	1,376,532	1,032,399	344,133	33.33%	402,696
Accounts Receivable	264,214	320,457	(56,243)	(17.55%)	82,600
Prepaid Expenses	851,654	870,277	(18,624)	(2.14%)	792,708
Total Current Assets	6,119,567	6,282,197	(162,630)	(2.59%)	5,519,506
Long-Term Assets					
Property & Equipment	151,700	160,655	(8,954)	(5.57%)	188,848
Right of Use Asset	418,334	418,334	-	0.00%	418,334
Total Long-Term Assets	570,034	578,989	(8,954)	(1.55%)	607,182
Total Assets	6,689,601	6,861,186	(171,585)	(2.50%)	6,126,688
Liabilities					
Short-Term Liabilities					
Accounts Payable	434,124	379,306	54,818	14.45%	393,111
Deferred Revenue	501,031	719,712	(218,682)	(30.38%)	23,400
Short-Term Right of Use	332,189	332,189	-	0.00%	332,189
Total Short-Term Liabilities	1,267,344	1,431,208	(163,864)	(11.45%)	748,701
Long-Term Liabilities					
Long-Term Right of Use	173,923	173,923	-	0.00%	173,923
Post-Retirement Benefits Payable	3,441,346	3,441,346	-	0.00%	3,441,346
Total Long-Term Liabilities	3,615,269	3,615,269	-	0.00%	3,615,269
Total Liabilities	4,882,613	5,046,477	(163,864)	(3.25%)	4,363,970
Net Assets					
Net Assets, Beg. Balance	1,814,708	1,791,396	23,313	1.30%	2,094,535
Change in Net Assets	(7,721)	23,313	(31,033)	(133.12%)	(331,817)
Total Net Assets	1,806,988	1,814,708	(7,721)	(0.43%)	1,762,718
Total Liabilities and Net Assets	6,689,601	6,861,186	(171,585)	(2.50%)	6,126,688
Net Asset Detail					
Working Capital	4,852,223	4,850,989	1,234	0.03%	4,770,805
Long-Term Net Assets	(3,045,235)	(3,036,281)	(8,954)	0.29%	(3,008,087)
Total Net Asset Detail	1,806,988	1,814,708	(7,721)	(0.43%)	1,762,718

Westchester Library System
Statement of Revenues and Expenditures
Comparison to Budget with Previous Years To Date
As of 04/30/2026

	Month Ending			Year To Date	Year To Date	Year To Date			Year Ending
	4/30/26	4/30/26	4/30/26	4/30/24	4/30/25	4/30/26	4/30/26	4/30/26	12/31/2026
Revenues	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Budget
State Revenues without Restrictions	176,897	176,897	0	700,032	742,018	707,588	707,587	1	2,122,760
County Revenues without Restrictions	102,973	106,331	(3,358)	447,680	447,709	411,892	425,323	(13,431)	1,275,970
Federal Revenues without Restrictions	13,333	13,333	(0)	43,320	46,664	53,332	53,333	(1)	160,000
Member Technology Fees	243,511	238,377	5,134	901,558	923,773	967,364	953,507	13,858	2,860,520
Fund Raising & Contributions	27,721	133	27,587	804	403	28,869	533	28,336	1,600
Interest	8,495	5,625	2,870	44,319	45,348	41,614	22,500	19,114	67,500
Other Revenues without Restrictions	4,410	5,917	(1,507)	11,005	6,613	20,995	23,667	(2,672)	71,000
State Revenues with Restrictions	50,930	50,924	6	201,660	211,726	203,720	203,697	23	611,090
Other Revenues with Restrictions	8,979	7,042	1,938	7,370	27,915	30,720	28,167	2,553	84,500
Total Revenues	637,249	604,578	32,670	2,357,748	2,452,169	2,466,095	2,418,313	47,781	7,254,940
Expenses									
Salaries	185,394	202,559	17,165	725,571	767,313	740,290	810,237	69,947	2,430,711
Fringe Benefits	110,810	131,935	21,125	429,928	439,154	437,820	527,740	89,920	1,583,219
Professional Fees	3,082	4,650	1,568	10,988	10,918	13,201	18,600	5,399	55,800
Equipment	8,147	8,550	403	19,417	97,927	22,814	34,200	11,386	102,600
Library Materials	60,964	62,042	1,078	360,373	439,429	285,473	248,167	(37,306)	744,500
Rent and Utilities	75,183	35,183	(40,000)	124,085	126,637	172,878	140,733	(32,144)	422,200
Repairs and Maintenance	32,523	52,983	20,460	233,223	208,227	159,032	211,933	52,901	635,800
Supplies	967	2,583	1,616	1,764	5,852	2,021	10,333	8,312	31,000
Telephone and Internet	30,201	37,408	7,208	152,869	143,861	133,187	149,633	16,446	448,900
Printing and Postage	9,764	4,233	(5,531)	19,640	16,752	18,475	16,933	(1,541)	50,800
Bibliographic Fees	7,924	8,192	268	29,241	30,592	31,344	32,767	1,423	98,300
Professional Development	8,055	8,037	(18)	7,918	33,866	29,802	32,150	2,348	96,450
Travel	1,477	6,083	4,606	18,090	10,006	14,975	24,333	9,359	73,000
Memberships	2,014	2,417	403	9,056	6,407	6,187	9,667	3,480	29,000
Contractual Services	31,421	26,525	(4,896)	86,690	92,899	111,953	106,100	(5,853)	318,300
Delivery Service	42,095	41,292	(803)	149,945	158,132	165,440	165,167	(273)	495,500
Special Events	26,448	4,500	(21,948)	-	-	26,448	18,000	(8,448)	54,000
Insurance	2,115	3,417	1,302	9,814	11,906	12,036	13,667	1,631	41,000
Miscellaneous	1,170	2,833	1,663	3,537	5,736	3,363	11,333	7,970	34,000
Total Expenses	639,754	645,423	5,669	2,392,148	2,605,615	2,386,737	2,581,693	194,956	7,745,080
Net Revenue Before Depreciation	(2,505)	(40,845)	38,340	(34,400)	(153,446)	79,357	(163,380)	242,737	(490,140)
Non-Cash Activity									
Depreciation	8,954	8,300	(654)	59,175	49,602	37,148	33,200	(3,948)	99,600
Unrealized Gain/Loss on Investments	(3,739)	-	3,739	278	(2,520)	(2,060)	-	2,060	-
Total Non-Cash Activity	5,215	8,300	3,085	59,454	47,082	35,087	33,200	(1,887)	99,600
Total Net Revenue	(7,221)	(49,145)	41,425	(93,853)	(200,528)	44,270	(196,580)	240,850	(589,740)

Item: Bylaws, Employee Handbook, Strategic Goals and Policy Updates

Background: The WLS Governance Committee met on May 12, 2026, to review the Bylaws to update language to accommodate electronic transfers, the Jury Duty section of the WLS Employee Handbook, the renewal of the Strategic Goals and Initiatives, and three policies: #7 Code of Ethics and Conflict of Interest; #19 Health Emergency Plan; and #20 Remote Work.

Trustees in attendance at this meeting were Ralph Esposito (District 5), Andrea Bober (District 10)/Chair, Hudson Trader (District 13), and David Mener (District 14). WLS Staff in attendance were Rob Caluori (CFO) and Terry Kirchner (Executive Director).

Status: The Governance Committee reviewed and discussed the Bylaws to update language to accommodate electronic transfers, the Jury Duty section of the WLS Employee Handbook, the renewal of the Strategic Goals and Initiatives, and three policies. All items were recommended for approval by committee members in attendance at the May 12, 2026, meeting.

Summary of documents reviewed:

- **Bylaws** – adds approval of electronic transfers as a payment option under the Duties of Officers and Duties of the Executive Director sections. This brings the bylaws in alignment with the actual payment practices.
- **Employee Handbook – Jury Duty** – removes the 15-day paid jury duty threshold. The reason for the change was to not create financial hardship for an employee engaged in their civic duty.
- **Strategic Goals and Initiatives** – renewed and repackaged the 2022-2024 WLS Strategy Committee Final Report as the 2026-2029 WLS Strategic Goals and Initiatives.
- **Policy 7 – Code of Ethics and Conflict of Interest** – added volunteers, standardized use of “Board of Trustees,” and gender-neutral pronouns throughout the policy.
- **Policy 19 – Health Emergency Plan** – added volunteers, replaced “employee” with “individual” to be inclusive of volunteers, generalized geographic specific language, and added a reference to the Remote Work Policy.
- **Policy 20 – Remote Work** – replaced “employee” with “individual” to be inclusive of volunteers, generalized geographic specific language, and clarified notification expectations.

Recommended

Action: Approval of the recommendations submitted by the Governance Committee at the June 30, 2026, meeting.

May 26, 2026

Revisions to By-Laws

Proposed Revisions

Article III. DUTIES OF OFFICERS

Section 1. The President shall preside at meetings of the Board and System. The President shall be authorized to approve electronic transfers and sign checks in payment of obligations of the System as approved by the Board of Trustees.

Section 2. The Vice-President shall preside at meetings and shall perform the other duties of the President in the absence or disability of the President. The Vice-President shall be authorized to approve electronic transfers and sign checks in payment of obligations of the System as approved by the Board of Trustees.

Section 3. The Secretary shall have charge of the records of the System and shall keep the minutes of its meetings. The Secretary shall be authorized to approve electronic transfers and sign checks in payment of obligations of the System as approved by the Board of Trustees.

Section 4. The Treasurer shall have charge of the funds of the System insofar as may be allowed by law. The Treasurer shall be authorized to approve electronic transfers and sign checks in payment of obligations of the System as approved by the Board of Trustees. The Treasurer shall make monthly reports to the Board and such other reports as may be required from time to time. The Treasurer shall attend all meetings of the Board but if not a member of the Board, shall have no vote.

Article IV. DUTIES OF THE EXECUTIVE DIRECTOR

Section 3. The Executive Director shall attend all meetings of the Board (or designate a representative in exceptional circumstances in case of his or her absence). The Executive Director may take part in the deliberations, but shall have no vote. The Executive Director shall submit to the Trustees an annual report as to the progress and condition of the System during the current year, accompanying the same with recommendations and suggestions as may seem to be expedient. The Executive Director shall be authorized to approve electronic transfers and sign checks in payment of obligations of the System as approved by the Board of Trustees.

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Revisions to Employee Handbook

SECTION 6: LEAVES OF ABSENCE AND ACCOMODATIONS

Original Text

JURY DUTY

A leave of absence for jury duty will be granted to any employee who has been notified to serve on a jury. A staff member must notify their supervisor when the notice is received. During this leave, full-time employees will be paid their regular salary for a period up to 15 days within a -12-month period. This time may be taken as full or part days, as the jury service necessitates. Employees must indicate that their employer is paying them for this time when serving on jury duty.

An employee who reports for jury duty and is excused from serving before 12:00 (noon), must report to work for the afternoon, according to the work schedule of the department. However, the combination of jury duty and work hours shall not amount to more than a normal workday.

Upon completion of jury duty service, the employee must submit to their supervisor a signed Certificate of Jury Service indicating the number of days served.

Proposed Revised Text

JURY DUTY

A leave of absence for jury duty will be granted to any employee who has been notified to serve on a jury. A staff member must notify their supervisor within 1 (one) business day from when the notice is received. During this leave, full-time employees will be paid their regular salary for the days in which they attend jury duty. This time may be taken as full or part days, as the jury service necessitates. Employees must indicate that their employer is paying them for this time when serving on jury duty.

An employee who reports for jury duty and is excused from serving before 12:00 (noon), must report to work for the afternoon, according to the work schedule of the department. However, the combination of jury duty and work hours shall not amount to more than a normal workday.

Upon completion of jury duty service, the employee must submit to their supervisor a signed Certificate of Jury Service indicating the number of days served. Any stipends received for jury service, except those for meals, accommodations and travel, must be surrendered to WLS.

Revisions to Employee Handbook

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Upon completion of jury duty service, the employee must submit to their supervisor a signed Certificate of Jury Service indicating the number of days served. Any stipends received for jury service, except those for meals, accommodations and travel, must be surrendered to WLS.

“Clean” version – No Track Changes

2026 – 2029 WLS Strategic Goals and Initiatives

Background:

In 2022, The WLS Board of Trustees formed a committee to provide guidance on strategic directions and broad policy recommendations that will help WLS to support the member libraries and the Westchester community. The final report from that committee was implemented as a fundamental touchstone document guiding the day-to-day and long-term operations of the organization.

Core Tenants WLS’s Operational Strategy:

- Overview statement
- Mission Statement
- Vision Statement
- Strategic Plan

Maintaining the Strategic Goals and Initiatives

1. The WLS Executive Committee is charged with driving ongoing review of strategic goal implementation. The WLS Executive Director will provide at least quarterly updates on the strategic goals to the full board.
2. The strategic goals should be reviewed and updated every three years with the Board of Trustees or, at the discretion of the Board, a committee of Trustees.
3. Each WLS Board committee should review the strategic goals and explore ways that the committee could best support the strategic goals and actions.

“Clean” version – No Track Changes

WLS Overview, Mission and Vision Statements

Overview:

A focus on community engagement and outreach provides the framework for programs and services at the Westchester Library System (WLS). It is through partnerships with the member libraries, governmental agencies, service organizations, community members, Westchester County and others that WLS is able to assist them in their efforts to create and grow welcoming, inclusive services and programs for all residents of their community and the County.

WLS works to provide cost-effective approaches for administrative and technology support, cataloging assistance, delivery of materials, training of library staff and trustees, the sharing of digital resources. We do our work with a disciplined focus on equity, diversity and access, which gives our outreach programs and member library activities the broadest reach and relevance. We are committed to providing services for the interest, information and enrichment of all people in the communities we serve.

WLS is one of New York State’s 23 public library systems and was established by State Education Law in 1958. WLS is a membership organization comprised of the 38 independent public and association libraries within the geographic boundaries of Westchester County. Each of the member libraries is an independent organization with its own board of trustees, director, staff, policies and chartered service area. WLS strives to help each member library support the specific needs and interests of its community, while also encouraging the development of partnerships that result in more effective and cost-efficient library services throughout the County. To that end, WLS provides ongoing training and professional development for library directors, staff, and library trustees fostering best practices in library services, community engagement, and fiscal responsibility. WLS also provides expert guidance in complying with NYS rules and regulations to member libraries. Additionally, WLS offers robust, community centered outreach programs collaborating with libraries, community agencies and nonprofits to serve the County’s most vulnerable populations.

Mission Statement:

The mission of Westchester Library System (WLS) is to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries.

Vision Statement:

Westchester Library System (WLS) will promote the love of learning, discovery of new ideas and opportunities for all in Westchester County. It will strengthen the member libraries of Westchester County by enhancing their ability to share information and resources and by supporting a welcoming environment to everyone in the community.

“Clean” version – No Track Changes

WLS Strategic Goals

As WLS moves forward on these strategic goals, it recognizes that ongoing communication and engagement is a critical and required activity that must occur within each of the goals to achieve success.

Promote Equity and Access

Statement: Hold equity and access as core values and advance those values within WLS and through our partnerships

Action Items:

Provide equity, diversity, and inclusion (EDI) and trauma-informed professional development opportunities for WLS and member library staff and trustees.

Review existing WLS policies and procedures, as well as programs and services, to identify and remove biases to assist in the attraction and retention of staff and trustees reflective of the diverse populations in Westchester. Ensure a welcoming and supportive work environment for staff.

Advocate for and provide leadership and partnership on digital equity and literacy for all residents of Westchester County.

Expand Community / Member Library / Partner Engagement

Statement: Be actively engaged with communities throughout Westchester, especially the unserved and underserved.

Action Items:

Help create awareness of and connections to services and resources provided by WLS, the member libraries, and partners such as local nonprofits and County government.

Use Census and other data sources to identify community needs and shifts in demographics as a way of developing and sustaining relevant programs and services.

As an organization (trustees, staff and volunteers), communicate and embody the mission and vision statements.

Update and Improve our Infrastructure

Statement: Continuously update and improve the WLS operational and technological infrastructure.

Action Items:

Update and expand the business continuity plans for WLS to incorporate short-term and long-term operations and sustainability of all aspects of the organization.

Consistently review and update the administrative, community engagement, and technology services provided to the member libraries and the communities served.

“Clean” version – No Track Changes

Maintain and support an agile environment that proactively increases awareness of and responds to trends, external factors and social issues that impact public libraries.

2022-2024 WLS Strategy Committee Final Report 2026 – 2029 WLS Strategic Goals and Initiatives

Committee Members:

~~Karen Zevin (District 1)~~

~~Jonathon Marshall (District 2)~~

~~Susan Morduch (District 6)~~

~~Denise Matthews-Serra (District 11)~~

~~Karen Kelley (District 12)~~

~~Julie Mills-Worthey (District 13)~~

~~Francis Okelo (District 14), Committee Chair~~

~~Terry Kirchner, WLS Executive Director~~

Background:

~~In 2022, The WLS Board of Trustees formed a committee to provide guidance on strategic directions and broad policy recommendations that will help WLS to support the member libraries and the Westchester community. The final report from that committee was implemented as a fundamental touchstone document guiding the day-to-day and long-term operations of the organization.~~

Committee Charge:

~~To provide guidance on strategic directions and broad policy recommendations that will help WLS to support the member libraries and the Westchester community.~~

Outcomes Core Tenants WLS's Operational Strategy:

- ~~• Overview statement~~
- ~~• Mission Statement~~
- ~~• Vision Statement~~
- ~~• Strategic Plan~~

Recommendations: Maintaining the Strategic Goals and Initiatives

- ~~1. The revised mission, vision and overview statements and the updated strategic goals should be shared with a broad audience to raise awareness. Audiences to be reached include WLS staff, member library directors and trustees, and county and state legislators.~~

- 2.1. The WLS Executive Committee ~~should be~~ charged with driving ongoing review of strategic goal implementation. The WLS Executive Director will provide at least quarterly updates on the strategic goals to the full board.
- 3.2. The strategic goals should be reviewed and updated ~~no later than early 2025~~ every three years by a special committee of the Board of Trustees or, at the discretion of the Board, a committee of Trustees.
- 4.3. Each WLS Board committee should review the strategic goals and explore ways that the committee could best support the strategic goals and actions.

WLS Overview, Mission and Vision Statements

Overview:

A focus on community engagement and outreach provides the framework for programs and services at the Westchester Library System (WLS). It is through partnerships with the member libraries, governmental agencies, service organizations, community members, Westchester County and others that WLS is able to assist them in their efforts to create and grow welcoming, inclusive services and programs for all residents of their community and the County.

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WLS Strategic Goals 2022-2024

As WLS moves forward on these strategic goals, it recognizes that ongoing communication and engagement is a critical and required activity that must occur within each of the goals to achieve success.

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Action Items:

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Expand Community / Member Library / Partner Engagement

Statement: Be actively engaged with communities throughout Westchester, especially the unserved and underserved.

Action Items:

Help create awareness of and connections to services and resources provided by WLS, the member libraries, and partners such as local nonprofits and County government.

Use Census and other data sources to identify community needs and shifts in demographics as a way of developing and sustaining relevant programs and services.

As an organization (trustees, staff and volunteers), communicate and embody the mission and vision statements.

Update and Improve our Infrastructure

Statement: Continuously update and improve the WLS operational and technological infrastructure.

Action Items:

Update and expand the business continuity plans for WLS to incorporate short-term and long-term operations and sustainability of all aspects of the organization.

Consistently review and update the administrative, community engagement, and technology services provided to the member libraries and the communities served.

Maintain and support an agile environment that proactively increases awareness of and responds to trends, external factors and social issues that impact public libraries.

WESTCHESTER LIBRARY SYSTEM

POLICY #7

Subject: Code of Ethics and Conflict of Interest Policy

Application: Trustees, employees and volunteers

Westchester Library System (WLS) recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Board of Trustees, employees and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of WLS’s goals. The Board of Trustees also recognizes its obligation, under the provisions of New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of trustees and employees and extends this to volunteers.

The Board of Trustees is committed to avoiding situations in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the System. The Board of Trustees affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest:

1. Gifts: No trustee, employee or volunteer shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, promise, or any other form. Under no circumstances should a trustee, employee or volunteer accept any money or gift for which it could reasonably be inferred that the money or gift was intended to influence the individual in the performance of their official duties or was intended as a reward for any specific official action on their part. However, the Board of Trustees encourages the writing of letters or notes expressing gratitude or appreciation.
2. Confidential Information: No trustee, employee or volunteer shall disclose confidential information acquired by the individual in the course of their official duties or use such information to further their own personal interest. In addition, the individual shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.
3. Representation Before the Board of Trustees: A trustee, employee or volunteer shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board of Trustees.
4. Representation Before the Board of Trustees for a Contingent Fee: A trustee, employee or volunteer shall not receive or enter into any agreement, express or

implied, for compensation for services to be rendered in relation to any matter before the Board of Trustees, whereby the compensation is to be dependent or contingent upon any action by the Board of Trustees with respect to such matter.

5. Disclosure of Interest in Matters before the Board of Trustees: Any trustee, employee or volunteer, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any matter before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest the individual has in such matter. The term “interest” means a pecuniary or material benefit accruing to a trustee or employee trustee, employee or volunteer.
6. Disclosure of Interests in Contracts: To the extent known, any trustee, employee or volunteer who has, or will have, or subsequently acquires an interest in any contract with WLS shall publicly disclose the nature and extent of such interest in writing to the Executive Director as soon as the individual has knowledge of such actual or prospective interest.
7. Investments in Conflict with Official Duties: No trustee, employee or volunteer shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with their official duties.
8. Certain Real Property Interests Prohibited: No trustee, employee or volunteer who has an interest in any property, either individually or as A trustee, employee or volunteer of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by WLS. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.
9. Prohibited Conflicts of Interest: No trustee, employee or volunteer shall have an interest in any contract between WLS and a corporation or partnership of which they are a director or employee, if that trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there-under, audit bills or claims under contract, or appoint a trustee, employee or volunteer who has any of the powers or duties set forth above. No officer, treasurer or their deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of WLS funds of which they are a director or employee. The

provisions of this section will not be construed to preclude the payment of lawful compensation and necessary expenses of any trustee, employee or volunteer in one or more positions of public employment, the holding of which is not prohibited by law.

10. Nepotism Prohibited: No person employed by WLS shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of their family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement.
11. Private Employment: No trustee, employee or volunteer shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of their official duties.
12. Use of Library Property: No trustee, employee or volunteer shall use or permit the use of property, owned or leased to WLS, for anything other than official purposes or for activities not otherwise officially approved by WLS.
13. Appearance of Conflict: It is incumbent upon any trustee, employee or volunteer, whether paid or unpaid, to disqualify or recuse themselves immediately whenever the appearance of a conflict of interest exists. For purposes of this paragraph, service on the board of a member library does not in itself constitute the appearance of a conflict of interest. However, a trustee who sits on the board of a member library should bring to the attention of the Executive Director and the Board of Trustees any situation in which the interests of such member library might be, or appear to be, in conflict with those of WLS. In any such situation the Board of Trustees may require such trustee to recuse themselves from discussion and/or votes affecting such member library.
14. Duty to Report Conflicts of Interest: In the event that any trustee, employee or volunteer knows of or perceives a direct or indirect conflict of interest, they shall report it to the Executive Director and/or Board of Trustees.
15. Duty to Report Violations of this Policy: Any member library trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Executive Director and/or Board of Trustees.

Distribution:

The Board of Trustees shall provide a copy of the Code of Ethics and Conflict of Interest Policy to be distributed to every trustee, employee and volunteer. Each trustee, employee or volunteer elected or appointed thereafter shall be furnished a copy before entering upon the duties of their office or employment. In addition, the Board of Trustees shall ensure that a copy of Article 18 of the General Municipal Law shall be posted in a place conspicuous to trustees, employees and volunteers, including the WLS website.

Penalties:

A trustee, employee or volunteer who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal in the manner provided by applicable law.

~~Last approved: March 30, 2021~~

“Clean” version – No Track Changes

Acknowledgement:

The standard of behavior at the Westchester Library System (WLS) is that all trustees, employees and volunteers, whether paid or unpaid, avoid any conflict of interest between the interests of WLS on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the WLS decision-making process, to enable WLS constituents to have confidence in the System’s integrity, and to protect the integrity and reputation of WLS trustees, employees and volunteers both paid and unpaid.

Upon or before election, hiring or appointment, I will make a full, written disclosure of all interests, relationships and holdings which do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: _____

WESTCHESTER LIBRARY SYSTEM

POLICY #7

Subject: Code of Ethics and Conflict of Interest Policy

Application: ~~WLS trustees~~ Trustees, and employees and volunteers

The Westchester Library System (WLS) recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the ~~WLS's~~ Board of Trustees, ~~staff employees~~ and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of WLS's goals. The Board ~~of Trustees~~ also recognizes its obligation, under the provisions of New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of ~~WLS trustees and employees~~ and extends this to volunteers.

The ~~WLS~~ Board of Trustees is committed to avoiding situations in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the System. The Board ~~of Trustees~~ affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest:

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2. Confidential Information: No trustee, ~~or employee or volunteer~~ shall disclose confidential information acquired by ~~him or her~~ the individual in the course of ~~his or her~~ their official duties or use such information to further ~~his or her~~ their own personal interest. In addition, ~~he or she~~ the individual shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.
3. Representation Before the Board of Trustees: ~~A trustee or employee~~ A trustee, employee or volunteer shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the ~~WLS~~ Board of Trustees.

4. Representation Before the Board of Trustees for a Contingent Fee: ~~A trustee or employee~~A trustee, employee or volunteer shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the ~~WLS-Board~~Board of Trustees, whereby the compensation is to be dependent or contingent upon any action by the ~~Board~~Board of Trustees with respect to such matter.
5. Disclosure of Interest in Matters before the Board of Trustees: Any trustee, ~~or employee or volunteer of WLS~~, whether paid or unpaid, who participates in the discussion or gives official opinion to the ~~Board~~Board of Trustees on any matter before the ~~Board~~Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest ~~he or she~~the individual has in such matter. The term “interest” means a pecuniary or material benefit accruing to a trustee or employee trustee, employee or volunteer.
6. Disclosure of Interests in Contracts: To the extent known, any trustee, ~~or employee or volunteer of WLS~~ who has, or will have, or subsequently acquires an interest in any contract with WLS shall publicly disclose the nature and extent of such interest in writing to the ~~WLS~~ Executive Director as soon as ~~he or she~~the individual has knowledge of such actual or prospective interest.
7. Investments in Conflict with Official Duties: No trustee, ~~or employee or volunteer of WLS~~ shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with ~~his or her~~their official duties.
8. Certain Real Property Interests Prohibited: No trustee, ~~or employee or volunteer of WLS~~ who has an interest in any property, either individually or as ~~a trustee or employee~~A trustee, employee or volunteer of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by WLS. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.
9. Prohibited Conflicts of Interest: No ~~WLS~~ trustee, ~~or employee or volunteer~~ shall have an interest in any contract between WLS and a corporation or partnership of which ~~he or she~~they are is a director or employee, if that ~~WLS~~ trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there-under, audit bills or claims under contract, or appoint ~~a trustee or employee~~a trustee, employee or volunteer

Commented [TK1]: Check with council on use of volunteer in #7 and 8

Commented [TK2]: Ask council if “adjacent” is best use term

who has any of the powers or duties set forth above. No ~~chief fiscal~~ officer, treasurer or ~~his or her~~their deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of WLS funds of which ~~he or she is~~they are a director or employee. The provisions of this section will not be construed to preclude the payment of lawful compensation and necessary expenses of any ~~WLS-trustee, or~~ employee ~~or volunteer~~ in one or more positions of public employment, the holding of which is not prohibited by law.

10. Nepotism Prohibited: No person employed by WLS shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of ~~his/her~~their family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement.
11. Private Employment: No trustee, ~~or~~ employee ~~or volunteer~~ of WLS shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of ~~his or her~~their official duties.
12. Use of Library Property: No ~~WLS-trustee, or~~ employee ~~or volunteer~~ shall use or permit the use of property, owned or leased to WLS, for anything other than official purposes or for activities not otherwise officially approved by WLS.
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Commented [TK3]: Ask about immediate family

15. Duty to Report Violations of this Policy: Any member library trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the WLS-Executive Director and/or Board of Trustees.

Distribution: ~~of the Westchester Library System Trustee and Employee Code of Ethics and Conflict of Interest Policy~~

The WLS Board of Trustees shall provide a copy of the Code of Ethics and Conflict of Interest Policy to be distributed to every trustee, ~~and~~ employee and volunteer of WLS. Each trustee, ~~and~~ employee or volunteer elected or appointed thereafter shall be furnished a copy before entering upon the duties of ~~his or her~~ their office or employment. In addition, the Board of Trustees shall ensure that a copy of Article 18 of the General Municipal Law shall be posted in a place conspicuous to ~~WLS~~ trustees, ~~and~~ employees and volunteers, including the WLS website.

Penalties:

A ~~WLS Trustee-trustee, or~~ employee or volunteer who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal in the manner provided by applicable law.

Last approved: March 30, 2021

Acknowledgement:

The standard of behavior at the Westchester Library System (WLS) is that all trustees, ~~and~~ employees and volunteers, whether paid or unpaid, avoid any conflict of interest between the interests of WLS on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the WLS decision-making process, to enable WLS constituents to have confidence in the System's integrity, and to protect the integrity and reputation of WLS trustees, ~~and~~ employees and volunteers both paid and unpaid.

Upon or before election, hiring or appointment, I will make a full, written disclosure of all interests, relationships and holdings which do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: _____

WESTCHESTER LIBRARY SYSTEM (WLS)

POLICY #19

Subject: Health Emergency Plan

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

Purpose:

The Westchester Library System (WLS) has adopted this Health Emergency Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, COVID-19 or other communicable disease or pandemic illness.

The primary goals of WLS’s Health Emergency Plan are to establish:

- The roles and responsibilities during all phases of a public health emergency
- Preparedness activities and response protocols
- Coordination and decision making for the continuation of operations

The Health Emergency Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting WLS’s staff, trustees, volunteers, and/or community members.

Administration:

The Executive Director as authorized by the Board of Trustees administers the Health Emergency Plan. This includes activating the plan, establishing an internal communications network and coordinating all response and recovery activities. If, for any reason, the Executive Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Chief Financial Officer.

Definitions:

The following terms are hereby defined for the purposes of this policy:

- *Personal Protective Equipment (PPE):* Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- *Employee:* Any person employed by WLS regardless of job classification or title.
- *Contractor:* Any individual performing paid services for the library but not an employee of WLS.

- *Essential:* Designation made to an employee or contractor whose duties require them to be physically present at the Westchester Library System to perform their job, or tasks that are vital or necessary to the safety or operational needs of WLS.
- *Non-essential:* Designation made to an employee whose duties do not require them to be physically present at the Westchester Library System, or tasks that are not vital or necessary to the safety or operational needs of WLS.
- *Communicable Disease:* Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- *Retaliatory Action:* The discharge, suspension, demotion, penalization, discrimination or other adverse employment action taken against any employee.

Essential Employees or Duties:

In the event of a state-ordered reduction of in-person workforce, the Executive Director shall be designated as an Essential Employee and is permitted to be physically present at WLS premises to perform tasks essential to their job or the operations of WLS including, but not limited to, maintenance to the facilities that could otherwise threaten or pose a risk to WLS's facilities if not performed; bookkeeping such as accounts payable, accounts receiving, and processing payroll; and/or accepting, sorting, and opening postal mail or packages.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Executive Director. This employee or contractor is permitted to be physically present at WLS to perform only the designated essential tasks as assigned.

Telecommute/Work from Home:

In the event of a state-ordered reduction of in-person workforce, the WLS Remote Work Policy will be implemented.

All employees whose duties and routine tasks require the use of a computer and/or Internet access will be provided WLS-issued equipment necessary to perform those duties and tasks.

The Executive Director will provide instructions for use of any software for employees to perform their duties remotely.

Any directives to employees related to telecommuting or reporting in-person related to a health emergency will supersede any existing arrangements made under the WLS Remote Work policy.

In-Person Reporting:

The Executive Director will coordinate the schedule for individuals reporting to WLS in-person to perform essential tasks so that WLS remains in compliance with the state-ordered reduction of

in-person workforce. No individual is permitted to report to the WLS office without authorization from the Executive Director.

Personal Protective Equipment:

PPE as required by local, state or federal laws or Executive Orders will be provided by WLS. As per OSHA guidelines, trustees, employees and volunteers are not financially responsible for mandated PPE while in the service of WLS. Individuals may provide their own PPE if they desire and if it is in compliance with all local, state or federal laws or Executive Orders and CDC and OSHA regulations.

WLS will provide any necessary training for mandated PPE including proper use and disposal.

WLS will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Executive Director will monitor PPE supply levels and replenish the supply as needed.

Failure of an employee to comply with PPE mandates may result in disciplinary action.

Exposure to Communicable Disease:

If required by local, state or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented.

In the event an individual is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease or tests positive for such disease, the following procedures will be immediately implemented:

- The individual must not report to the work site or they must leave the premises immediately, if already at work, and notify the Executive Director.
- The Executive Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.
- The Executive Director and the individual will determine which other individuals were in close contact and possibly exposed to the communicable disease.
- The Executive Director and the individual will determine which areas of the work site are now considered “contaminated” and need to be immediately closed.

Cleaning Contaminated Areas:

- The work site will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- The HVAC system will be temporarily turned off in the area(s) so that particles will not circulate throughout the facility.

- After the quarantine period, the area(s) used by the individual will be cleaned, vacuumed and disinfected including offices, workspaces, cubicles, bathrooms, common areas, shared equipment such as computers, tablets, keyboards and shared office supplies.
- The area(s) will be cleaned by current building management or a vendor contracted by WLS using OSHA and CDC approved cleaning supplies and disinfectants while wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, the area(s) can be opened for use.
- Routine cleaning and disinfecting and logging of these activities as recommended will continue.

Contact Tracing:

The Executive Director will adhere to local and state guidance regarding contact tracing. This may include reporting or contacting other individuals who voluntarily supplied their information for the purpose of contact tracing and who may have been in close contact with the individual(s) suspected or confirmed to have the communicable disease.

The Executive Director and the designated contact tracing team will keep the individual's health status confidential.

Compensation:

WLS will adhere to all local, state and federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to the communicable disease.

Returning to Work:

- An individual who is exposed to the communicable disease or exhibits symptoms of the communicable disease must follow all local and state health department directives, which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home.
- An individual who has a suspected or confirmed case must not report back to work until they have met all of the required criteria in consultation with a healthcare provider and in accordance with local, state and/or federal criteria specific to the communicable disease.
- All other individuals will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during contact tracing.

Mitigating Risk:

Reporting to work following a known exposure to the communicable disease, having symptoms consistent with the communicable disease or following a positive test without being medically cleared to return to work as defined above will be considered a violation of WLS policy and may result in disciplinary action.

WLS will not take any retaliatory action for individuals not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy/Employee Handbook for reporting an absence.

Continuation of Operations:

In the event of a declared public health emergency involving a communicable disease, the Executive Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of all individuals on WLS premises.

- Assess the emergency declaration as it relates to the organization’s facilities, materials, staff and community.
- Notify the appropriate persons, including employees, volunteers and the Board of Trustees.
- Determine the next steps, with the information available, regarding:
 - Services or service points
 - Hours of operation
 - Personnel
- Draft a press release or statement to the public.
- Document in detail the sequence or timeline of events before, during and after the declared public health emergency.
- Prepare for recovery.

Communication:

Once approved by the Board of Trustees, this Health Emergency Plan will be published in a clear and conspicuous location at WLS and on the website. A copy will be provided to all employees.

Ongoing Use Evaluation:

This Health Emergency Plan was developed as required by law with the health and safety of WLS’s employees, volunteers, Board of Trustees and community as the top priority.

The Health Emergency Plan will be evaluated annually by the Executive Director and Board of Trustees and updated as needed.

Questions or concerns regarding the Westchester Library System Health Emergency Plan should be directed to the Executive Director.

~~Approved: March 30, 2021~~ (proposed revision)

Subject: Health Emergency Plan

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

Purpose:

The Westchester Library System (WLS) has adopted this Health Emergency Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, COVID-19 or other communicable disease or pandemic illness.

The primary goals of WLS's Health Emergency Plan are to establish:

- The roles and responsibilities during all phases of a public health emergency
- Preparedness activities and response protocols
- Coordination and decision making for the continuation of operations

The Health Emergency Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting WLS's staff, trustees, volunteers, and/or community members.

Administration:

The Executive Director as authorized by the Board of Trustees administers the Health Emergency Plan. This includes activating the plan, establishing an internal communications network and coordinating all response and recovery activities. If, for any reason, the Executive Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Chief Financial Officer.

Definitions:

The following terms are hereby defined for the purposes of this policy:

- *Personal Protective Equipment (PPE):* Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- *Employee:* Any person employed by WLS regardless of job classification or title.

- *Contractor*: Any individual performing paid services for the library but not an employee of WLS.
- *Essential*: Designation made to an employee or contractor whose duties require them to be physically present at the Westchester Library System to perform their job, or tasks that are vital or necessary to the safety or operational needs of WLS.
- *Non-essential*: Designation made to an employee whose duties do not require them to be physically present at the Westchester Library System, or tasks that are not vital or necessary to the safety or operational needs of WLS.
- *Communicable Disease*: Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- *Retaliatory Action*: The discharge, suspension, demotion, penalization, discrimination or other adverse employment action taken against any employee.

Essential Employees or Duties:

In the event of a state-ordered reduction of in-person workforce, the Executive Director shall be designated as an Essential Employee and is permitted to be physically present at ~~the Westchester Library System~~ WLS premises to perform tasks essential to their job or the operations of WLS including, but not limited to, maintenance to the facilities that could otherwise threaten or pose a risk to WLS's facilities if not performed; bookkeeping such as accounts payable, accounts receiving, and processing payroll; and/or accepting, sorting, and opening postal mail or packages.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Executive Director. This employee or contractor is permitted to be physically present at WLS to perform only the designated essential tasks as assigned.

Telecommute/Work from Home:

In the event of a state-ordered reduction of in-person workforce, the ~~Westchester Library System's~~ WLS Remote Work Policy will be implemented.

All employees whose duties and routine tasks require the use of a computer and/or Internet access will be provided WLS-issued equipment necessary to perform those duties and tasks.

The Executive Director will provide instructions for downloading/installing/use of any software for employees to perform their duties remotely. ~~The Executive Director will also provide instructions for transferring office phone lines to personal cell phones as applicable to the employee's job description.~~

Any directives to employees related to telecommuting or reporting in-person related to a health emergency will supersede any existing arrangements made under the WLS's Remote Work policy.

In-Person Reporting:

The Executive Director will coordinate the schedule for ~~employees and contractors~~ individuals reporting to WLS in-person to perform essential tasks so that WLS remains in compliance with the state-ordered reduction of in-person workforce. No ~~employee or contractor~~ individual is permitted to report to the WLS office without authorization from the Executive Director.

Personal Protective Equipment:

PPE as required by local, state or federal laws or Executive Orders will be provided by WLS. As per OSHA guidelines, trustees, employees and volunteers are not financially responsible for mandated PPE while in the service of WLS. ~~Employees~~ Individuals may provide their own PPE if they desire and if it is in compliance with all local, state or federal laws or Executive Orders and CDC and OSHA regulations.

WLS will provide any necessary training for mandated PPE including proper use and disposal.

WLS will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Executive Director will monitor PPE supply levels and replenish the supply as needed.

Failure of an employee to comply with PPE mandates may result in disciplinary action.

Exposure to Communicable Disease:

If required by local, state or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented ~~for all employees~~.

In the event an ~~employee~~ individual is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease or tests positive for such disease, the following procedures will be immediately implemented:

- The ~~employee~~ individual must not report to the work site or they must leave the premises immediately, if already at work, and notify the Executive Director.
- The Executive Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.
- The Executive Director and the ~~employee~~ individual will determine which other ~~staff members~~ individuals were in close contact and possibly exposed to the communicable disease.

- The Executive Director and the ~~employee~~ individual will determine which areas of the work site are now considered “contaminated” and need to be immediately closed.

Cleaning Contaminated Areas:

- The work site will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- The HVAC system will be temporarily turned off in the area(s) so that particles will not circulate throughout the facility.
- After the ~~determined length of time~~ quarantine period, the area(s) used by the ~~employee~~ individual will be cleaned, vacuumed and disinfected including offices, workspaces, cubicles, bathrooms, common areas, shared equipment such as computers, tablets, keyboards and shared office supplies.
- The area(s) will be cleaned by Madison Properties ~~(or current building management)~~ or a vendor contracted by WLS using OSHA and CDC approved cleaning supplies and disinfectants while wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, the area(s) can be opened for use.
- Routine cleaning and disinfecting and logging of these activities as recommended will continue.

Contact Tracing:

The Executive Director will adhere to local and state guidance regarding contact tracing. This may include reporting or contacting other ~~employees, contractors, visitors and patrons~~ individuals who voluntarily supplied their information for the purpose of contact tracing and who may have been in close contact with the ~~employee~~ individual(s) suspected or confirmed to have the communicable disease.

The Executive Director and the designated contact tracing team will keep the individual's health status ~~of employees~~ confidential.

Compensation:

WLS will adhere to all local, state and federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to ~~this the~~ communicable disease.

Returning to Work:

- An employee-individual who is exposed to the communicable disease or exhibits symptoms of the communicable disease must follow all local and state health department directives, which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home.
- An employee-individual who has a suspected or confirmed case must not report back to work until they have met all of the required criteria in consultation with a healthcare provider and in accordance with local, state and/or federal criteria specific to the communicable disease.
- All other employees-individuals will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during contact tracing.

Mitigating Risk:

Reporting to work following a known exposure to the communicable disease, having symptoms consistent with the communicable disease or following a positive test without being medically cleared to return to work as defined above will be considered a violation of WLS policy and may result in disciplinary action.

WLS will not take any retaliatory action for employees-individuals not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy/Employee Handbook for reporting an absence.

Continuation of Operations:

In the event of a declared public health emergency involving a communicable disease, the Executive Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of ~~WLS staff and visitors~~ all individuals on WLS premises.

- Assess the emergency declaration as it relates to the organization's facilities, materials, staff and community.
- Notify the appropriate persons, including employees, volunteers and the Board of Trustees.
- Determine the next steps, with the information available, regarding:
 - Services or service points
 - Hours of operation
 - Personnel
- Draft a press release or statement to the public.

- Document in detail the sequence or timeline of events before, during and after the declared public health emergency.
- Prepare for recovery.

Communication:

Once approved by the Board of Trustees, this Health Emergency Plan will be published in a clear and conspicuous location at WLS and on the website. A copy will be provided to all employees.

Ongoing Use Evaluation:

This Health Emergency Plan was developed as required by law with the health and safety of WLS's employees, volunteers, Board of Trustees and community as the top priority.

The Health Emergency Plan will be evaluated annually by the Executive Director and Board of Trustees and updated as needed.

Questions or concerns regarding the Westchester Library System's Health Emergency Plan should be directed to the Executive Director.

~~Approved: March 30, 2021~~

Subject: Remote Work Policy

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

“Remote Work” is work performed in furtherance of routine duties at places other than the Westchester Library System (WLS)’s business address.

WLS uses three types of Remote Work:

1. When determined per American with Disabilities Act (ADA) regulations to be a reasonable accommodation.
2. Remote Work during an emergency as described in Section I below.
3. Remote Work as part of a routine “Remote Work Program” as described in Section II below.

Remote Work as a reasonable accommodation is governed by the ADA and New York State Laws.

SECTION I: Remote Work During An Emergency

For purposes of this Policy, an “emergency” is determined solely by WLS.

Remote Work during an emergency is a temporary way to continue essential WLS operations and sustained service to member libraries. During an emergency, WLS may require individuals to work remotely.

To the greatest extent possible during the emergency, WLS will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the ability to meet the requirements regarding a professional work environment, and that factor will not be considered for performance evaluation purposes when the employee is required to work remotely during an emergency. Further, typical eligibility requirements may be waived.

If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, an affected employee must notify their immediate supervisor or Executive Director as soon as possible. An employee who has been required to work remotely should not report to the WLS premises, even if there are technical concerns, unless directed to do so.

SECTION II: Remote Work Program

Working remotely can be beneficial for employees for a number of reasons. It can help employees balance their work/home life if they have long commutes, pre- or post-work activities, and can also enable employees to work remotely when it is of benefit to WLS.

This program will be most successful for those employees who are self-disciplined and have a remote work environment free from distractions.

All remote work schedule/hours must be pre-approved by the Executive Director.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Executive Director. Errands, home maintenance, and all other non-work-related activities are prohibited during the employee's work hours unless approved by a supervisor and accounted for appropriately on the employee's timesheet.

Eligibility

The Executive Director will determine which roles within the organization are eligible for remote work. Recognizing that some roles require an employee to be present at WLS either at all times or on occasion, eligibility for remote work is not inherent to all positions.

Equipment and Tools

WLS will provide the necessary tools/equipment for the employee to perform their duties. This may include computer hardware, computer software, email, voicemail, and other equipment. The employee must have access to high-speed Internet [i.e., minimum speed requirement is 10 MBPS (megabits per second) download speed and 5 MBPS upload speed].

Office supplies may be obtained at the WLS Business Office. Out-of-pocket expenses for office supplies will not be reimbursed unless approved by the Executive Director in advance and in writing. The use of equipment and software provided by WLS for use at the remote work location is limited to the employee for purposes relating to WLS business. All WLS provided equipment, data, information, and resources remain the property of WLS.

If the employee is unable to log into computer system or otherwise connect to required software within one hour during the scheduled work time, the employee must inform their supervisor and return to the office, except in the case of an Emergency as described in Section I of this policy. Failure to do so will result in an absence.

Requirements

The employee will establish an appropriate remote work environment that is free from distractions. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

Employees must ensure that service is not adversely affected. Remote work productivity and performance must be effective, and this policy should not create inequity for other employees. If performance standards are not being met by the individual or department, as observed by the Executive Director, the necessary changes to an individual or department schedule will be made, including but not limited to returning the individual to a schedule and work location that best serves the business needs of WLS.

Consistent with WLS's expectations of information security for employees working at the office, the same level of care is expected of individuals working remotely. Steps may include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the environment.

Employees are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the WLS timesheet.

Maintaining a Professional Work Environment

Employees who participate in the Remote Work Program are expected to create a positive and professional experience. It is each employee's responsibility to ensure they have established a remote work area that is free from noise and interruptions during the full length of their assigned work day to be able to deliver exceptional customer service and a high-quality interaction.

Program Provisions

WLS reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Program.

Performance Expectations & Evaluations

Employees participating in the Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee, the employee's supervisor and the Executive Director, and according to the job expectation and description.

A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination. Participating employees will be required to meet in the. This includes, but is not limited to, attending training sessions, participating in meetings, reviewing work products and performance, and receiving assignments.

Liability and Worker's Compensation

The employee's remote workspace will be considered an extension of the WLS workspace. Therefore, WLS will continue to be liable for job-related accidents that occur in the employee's remote workspace during the employee's working hours.

During work hours and while performing work functions in the designated work area of the home, employees are covered by worker's compensation. WLS assumes no liability for injuries occurring in the employee's remote workspace outside the agreed-upon work hours.

WLS is not liable for loss, destruction or injury that may occur in or to the employee's remote workspace. This includes family members, visitors or others that may become injured within or around the employee's home or remote workspace.

In the event a job-related injury occurs during working hours at the employee's remote workspace, the employee shall notify WLS as soon as possible, and in no event no later than 48 hours after the event occurred.

Income Tax

It will be the employee's responsibility to determine any tax implications of participating in this remote work program. WLS will not provide tax guidance nor will WLS assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.

~~Approved: March 30, 2021~~ (proposed revision)

Subject: Remote Work Policy

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

“Remote Work” is work performed in furtherance of routine duties at places other than the Westchester Library System (WLS)’s business address.

WLS uses three types of Remote Work:

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Remote Work as a reasonable accommodation is governed by the ADA and New York State Laws.

SECTION I: Remote Work During An Emergency

For purposes of this Policy, an “emergency” is determined solely by WLS.

Remote Work during an emergency is a temporary way to continue essential WLS operations and sustained service to member libraries. During an emergency, WLS may require [individuals](#) to work remotely.

To the greatest extent possible during the emergency, WLS will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the ability to meet the requirements regarding a professional work environment [in their home](#), and that factor will not be considered for performance evaluation purposes when the employee is required to work [from home](#) remotely during an emergency. Further, typical eligibility requirements may be waived.

If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, an affected employee must notify their [immediate supervisor or Executive Director](#) [by telephone](#) as soon as possible. An employee who has been required to work remotely should not report to the WLS [site premises](#), even if there are technical concerns, unless directed to do so.

SECTION II: Remote Work Program

Working remotely can be beneficial for employees for a number of reasons. It can help employees balance their work/home life if they have long commutes, pre- or post-work activities, and can also enable employees to work ~~from home~~[remotely](#) when it is of benefit to WLS.

This program will be most successful for those employees who are self-disciplined and have a remote work environment free from distractions.

All remote work schedule/hours must be pre-approved by the Executive Director.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Executive Director. Errands, home maintenance, and all other non-work-related activities are prohibited during the employee's work hours unless approved by a supervisor and accounted for appropriately on the employee's timesheet.

Eligibility

The Executive Director will determine which roles within the organization are eligible for remote work. Recognizing that some roles require an employee to be present at WLS either at all times or on occasion, eligibility for remote work is not inherent to all positions.

Equipment and Tools

WLS will provide the necessary tools/equipment for the employee to perform their duties. This may include computer hardware, computer software, email, voicemail, and other equipment. The employee must have access to high-speed Internet [i.e., minimum speed requirement is 10 MBPS (megabits per second) download speed and 5 MBPS upload speed].

Office supplies may be obtained at the WLS Business Office. Out-of-pocket expenses for office supplies will not be reimbursed unless approved by the Executive Director in advance and in writing. The use of equipment and software provided by WLS for use at the remote work location is limited to the employee for purposes relating to WLS business. All WLS provided equipment, data, information, and resources remain the property of WLS.

If the employee is unable to log into computer system or otherwise connect to required software within one hour during the scheduled work time, the employee must inform their supervisor and return to the office, except in the case of an Emergency as described in Section I of this policy. Failure to do so will result in an absence.

Requirements

The employee will establish an appropriate remote work environment ~~within their home for work purposes~~ that is free from distractions. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

Employees must ensure that service ~~provided to member libraries, vendors and partners~~ is not adversely affected. Remote work productivity and performance must be effective, and this policy should not create inequity for other employees. If performance standards are not being met by the individual or department, as observed by the Executive Director, the necessary changes to an individual or department schedule will be made, including but not limited to returning the individual to a schedule and work location that best serves the business needs of WLS.

Consistent with WLS's expectations of information security for employees working at the office, ~~employees working from home will be expected to ensure the protection of WLS and member libraries and vendor information accessible from their home office~~ the same level of care is expected of individuals working remotely. Steps may include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the environment.

Employees are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the WLS timesheet.

Maintaining a Professional Work Environment

Employees who participate in the Remote Work Program are expected to create a positive and professional experience ~~for the member libraries~~. It is each employee's responsibility to ensure they have established a remote work area ~~in the home~~ that is free from ~~domestic~~ noise and interruptions during the full length of their assigned work day to be able to deliver exceptional customer service and a high-quality interaction.

~~During the course of verbal or video communication with member libraries, vendors, partners or other professional/business related entities, domestic noise and interruptions include, but are not limited to: TV, radio and other electronic noise emitting devices; audible household member conversations or activities; pet noise.~~

Program Provisions

WLS reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Program.

Performance Expectations & Evaluations

Employees participating in the Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee, the employee's supervisor and the Executive Director, and according to the job expectation and description.

A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination. Participating employees will be required to meet in the ~~office as necessary, appropriate or requested~~. This includes, but is not limited to, attending training sessions, participating in meetings, reviewing work products and performance, and receiving assignments.

Liability and Worker's Compensation

The employee's ~~home-remote~~ workspace will be considered an extension of the WLS's workspace. Therefore, WLS will continue to be liable for job-related accidents that occur in the employee's ~~home-remote~~ workspace during the employee's working hours.

During work hours and while performing work functions in the designated work area of the home, employees are covered by worker's compensation. WLS assumes no liability for injuries occurring in the employee's ~~home-remote~~ workspace outside the agreed-upon work hours.

WLS is not liable for loss, destruction or injury that may occur in or to the employee's ~~home-remote workspace~~. This includes family members, visitors or others that may become injured within or around the employee's home ~~or remote workspace~~.

In the event a job-related injury occurs during working hours at the employee's ~~home-remote workspace~~, the employee shall notify WLS as soon as possible, and in no event no later than 48 hours after the event occurred.

Income Tax

It will be the employee's responsibility to determine any tax implications ~~of maintaining a home office area for a not for profit employer of participating in this remote work program~~. WLS will not provide tax guidance nor will WLS assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.

Approved: March 30, 2021

Item: Authorization to Execute Lease for WLS Office Relocation

Background: WLS's current office lease at 570 Taxter Rd, Elmsford expires in June 2027. In anticipation of this expiration, management has engaged JLL, a commercial real estate firm, to identify suitable relocation options throughout Westchester County and to conduct lease negotiations on WLS's behalf. Three candidate locations have been identified and are currently under active negotiation.

Status: Working with JLL, staff has evaluated three candidate locations and obtained lease proposals for each. In Valhalla, approximately 11,827 rentable square feet are available under an 11.25-year lease at a starting rate of \$24.00 per rentable square foot, with a total estimated lease cost of approximately \$3.84 million. In Yonkers, approximately 11,986 rentable square feet are available under a 10.6-year lease at a starting rate of \$28.00 per rentable square foot, with a total estimated lease cost of approximately \$4.69 million. In Tarrytown, approximately 14,964 rentable square feet are available under an 11.16-year lease at a starting rate of \$26.00 per rentable square foot, with a total estimated lease cost of approximately \$5.19 million. All figures include electricity at \$3.00 per rentable square foot.

Because negotiations with all three landlords are ongoing simultaneously, final terms — including cost per square foot, total rentable square footage, and lease term — may differ from current proposals depending on market conditions and negotiating outcomes. Management is seeking broad authority for the Executive Director to execute a lease at whichever location yields the most favorable result.

**Recommended
Action:**

Management recommends that the Board authorize the Executive Director to execute a lease agreement at one of the three locations currently under negotiation, provided the total lease cost does not exceed \$5,185,100, the lease term is no less than ten years, and that the Executive Director provide a full report to the Board following execution.

May 26, 2026

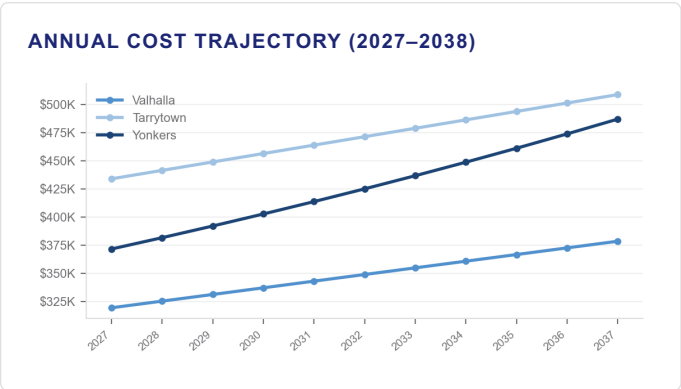
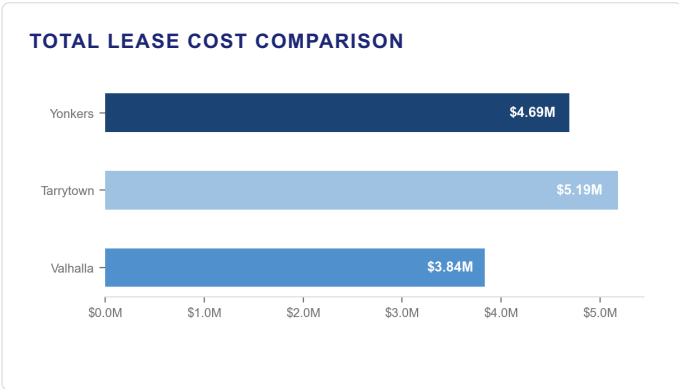
★ **Valhalla represents the lowest-cost option over the full lease term**
 \$3.84M total — \$856K less than Yonkers · \$1.35M less than Tarrytown

★ **LOWEST COST**

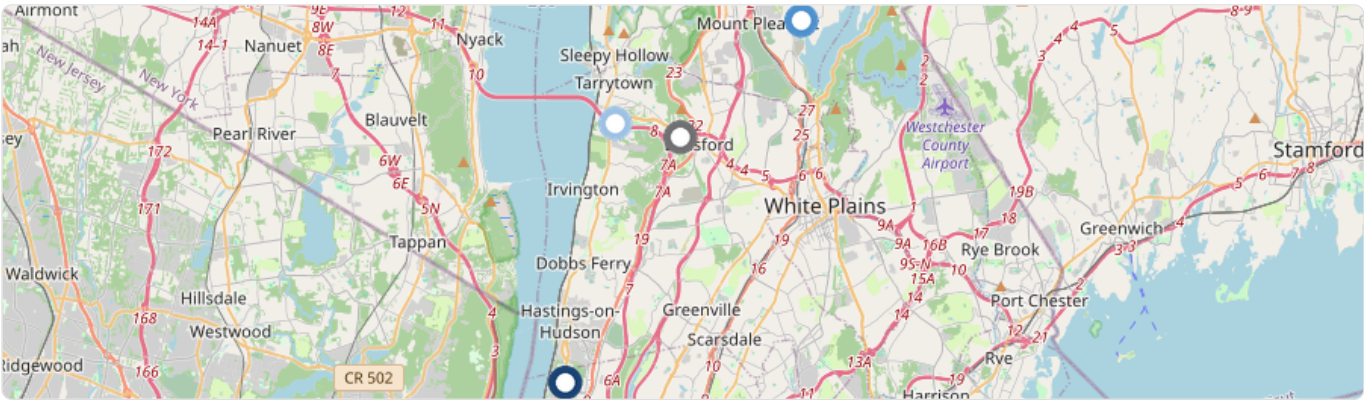
Valhalla	
Rentable SF	11,827
Lease Term	11.25 yr
Free Rent	0.25 yr
Starting Rate	\$24.00/RSF
Year 1 Cost	\$319,329
TOTAL LEASE COST \$3.84M	

Tarrytown	
Rentable SF	14,964
Lease Term	11.16 yr
Free Rent	0.16 yr
Starting Rate	\$26.00/RSF
Year 1 Cost	\$433,956
TOTAL LEASE COST \$5.19M	

Yonkers	
Rentable SF	11,986
Lease Term	10.6 yr
Free Rent	0.6 yr
Starting Rate	\$28.00/RSF
Year 1 Cost	\$371,566
TOTAL LEASE COST \$4.69M	



CANDIDATE LOCATION OVERVIEW — WESTCHESTER COUNTY



● **Valhalla** — lowest cost · \$3.84M
 ● **Tarrytown** — \$5.19M
 ● **Yonkers** — \$4.69M
 ● **Current WLS Office**

ANNUAL COST PROJECTIONS — ALL FIGURES INCLUDE \$3/RSF ELECTRIC

Year	Valhalla ★	Tarrytown	Yonkers
2027–28	\$319,329	\$433,956	\$371,566
2028–29	\$325,243	\$441,438	\$381,634
2029–30	\$331,156	\$448,920	\$392,005
2030–31	\$337,070	\$456,402	\$402,686
2031–32	\$342,983	\$463,884	\$413,688
2032–33	\$348,897	\$471,366	\$425,020
2033–34	\$354,810	\$478,848	\$436,692
2034–35	\$360,724	\$486,330	\$448,714
2035–36	\$366,637	\$493,812	\$461,096
2036–37	\$372,551	\$501,294	\$473,850
2037–38	\$378,464	\$508,776	\$486,987
TOTAL	\$3,837,864	\$5,185,026	\$4,693,938

All figures include \$3.00/RSF electricity. Free rent periods excluded from projections.

Escalation: Valhalla & Tarrytown — flat +\$0.50/RSF per year; Yonkers — 3% compounding annually.

Source: Lease proposals via JLL. As of May 12, 2026.

Item: Vehicle Trade-In and Replacement

Background: WLS currently operates two vehicles — a 2022 Toyota RAV4 and a 2016 Subaru Forester — used primarily to support staff travel to member libraries. The expansion of remote administration tools for technology support has substantially reduced the need for on-site travel, and management has determined that WLS’s operational requirements can be met with a single vehicle. Transitioning to a hybrid vehicle will additionally reduce WLS’s ongoing fuel costs.

Status: Management solicited quotes from three dealerships for the 2026 Toyota RAV4 Hybrid. Rivera Toyota of Mt. Kisco, NY submitted the lowest price and most favorable overall terms, with a selling price of \$38,893.98. Rivera Toyota has offered a combined trade allowance of \$29,000 for the 2022 Toyota RAV4 and 2016 Subaru Forester. Applicable fees total \$497.50, and no sales tax is owed on the transaction. After applying the trade allowance and fees, the net cost to WLS is \$10,391.48, against which a deposit of \$500 has been placed, leaving a final payment of \$9,891.48.

Recommended

Action: Management recommends that the Board approve the trade-in of the 2022 Toyota RAV4 and 2016 Subaru Forester and the purchase of a 2026 Toyota RAV4 Hybrid from Rivera Toyota of Mt. Kisco, NY at a net cost of \$10,391.48, including a deposit of \$500 already paid and a final payment of \$9,891.48.

May 26, 2026

WLS Executive Director Report May 26, 2026

WLS Strategic Initiatives



Promoting equity and access



Expand Community/Member Library/Partner Engagement



Update and Improve Our Infrastructure

Advocacy – New York State (NYS) and Federal (U.S.)

NYS Budget Update: The NYS Legislature continues to pass one-week emergency budget extensions and there is a strong likelihood that the budget will not be completed before the Memorial Day holiday. There are some “non-budgetary” votes occurring, but overall, the delay in the budget process is limiting how much legislative work on proposed bills takes place.

The Freedom to Read and Open Shelves bills advanced in the Senate but are unlikely to advance in the Assembly this session.

An unanticipated bill that is likely to be advanced through the Senate and Assembly this session is the “Checkout NY” bill ([A4909](#) / [S4697](#)). The “Checkout NY” pass is a comprehensive pass that allows for free or discounted use of state parks, historic sites and recreational facilities and it provides one such pass to each consolidated, federated, and cooperative public library system within the state free of charge for circulation.

It does appear highly probable that the state budget will contain “sensitive location” language that limits immigration enforcement in “sensitive locations” including libraries.

As noted in last month’s report, due to these budget extensions, we anticipate payment delays from New York State and WLS will likely need to draw on its reserve funds to maintain cash flow. For member libraries, there will be delays in the Public Library Construction Aid

application and payment processes for the 0386-26 (payment) and the 0386-27 (payment and application) cycles and the Local Library Services Aid (LLSA) allocations.

U.S. Budget update: The Federal budget bill for FY2027 includes language allowing association libraries to temporarily provide passport services again. The bill has not passed, but it is anticipated that this will occur by the end of June 2026. Association libraries interested in restarting their passport processing activities will likely need to “re-apply” to issue passports. There are still many details that need to be sorted out, and the New York Library Association (NYLA) is working with the American Library Association (ALA) on a permanent fix to this issue.



Cataloging Services

Newly added titles: Original cataloging, which is a higher level of bibliographic record creation, requires more experience and time to produce but allows for unique and locally relevant materials to be viewed and accessed in the online catalog (Evergreen).

Some examples of recent original cataloging by the WLS catalogers:

Eddie Durham and the Ladies of Jazz / Topsy M. Durham (a Larchmont resident)
(cataloged by Cataloger Steven Pisani for the Town of Pelham Public Library)

Bedford Then & Now / Evelyn H. Ryan (a Bedford resident)
(cataloged by Manager of Cataloging Melissa Glazer for Bedford Free Library)

Two Bob Dylan concert CDs: Live at Carnegie Hall 1963; Newport Folk Festival '63-'65
(cataloged by Director of Cataloging Douglas Wray for Yonkers Public Library)

Adult Services meeting: Mr. Wray attended the May 7th Adult Services meeting to provide an overview of the acquisitions process, with a focus on the various aspects of ordering from vendors who provide bibliographic records when library staff orders books and audiovisual (AV) materials. Mr. Wray also suggested some best practices from a cataloging perspective regarding the increasing complex collection development world that library staff must navigate now that fewer reputable library vendors are providing curated catalogs. The WLS cataloging staff have seen an increase in non-serviceable items that were purchased in error by libraries, such as DVDs which will not play in the U.S. or works with dubious copyright status. Especially in this increasingly difficult financial environment, it is more important than ever that library staff are able to purchase materials that can be used by their patrons.

World language cataloging: This month, the WLS catalogers added numerous works in Chinese and Spanish to the catalog, aiding the member libraries by making these materials accessible to the Westchester community. Ms. Glazer cataloged all of the Chinese items.



Information Technology (IT) Services

WLS IT staffing update: The IT department continues to receive and is actively reviewing the high volume of applications that have been submitted for the Junior Systems Administrator position. As with all WLS IT positions, the goal is to hire a candidate with strong blend of communication, interpersonal and technical skills who can enhance WLS' efforts to support the member libraries and the communities they serve. We hope to have this role filled by mid-Summer.



Outreach Services

Rap Sheet Program at Yonkers Riverfront: Linda Smith, Director of Outreach Services, supported the Community Service Society (CSS) of New York by serving as a liaison and assisting with program promotion in CSS' launch of the Next Door Project in Westchester

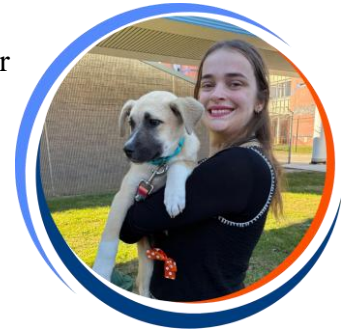
County. The Next Door Project connects attorneys with justice-impacted individuals to review their rap sheets and discuss potential legal options. Ms. Smith and the WLS Outreach Department coordinated with CSS and the reentry team at Yonkers Riverfront Library to help facilitate outreach and logistics. The first session was well attended, with 10 participants, and the program is expected to continue as an ongoing series.



Westchester Department of Corrections Book Club: In January 2026, the Youthful Offender Program (YOP) at the Westchester County Department of Correction began reading *My Time Will Come: A Memoir of Crime, Punishment, Hope, and Redemption* by Ian Manuel. The young men read the book aloud together, reflecting on the author's experience of being sentenced to life without parole at age 14 and spending 19 of 30 years in solitary confinement. Through poetry and an unexpected connection with the victim of his crime, the author, Ian Manuel, ultimately found redemption and hope.

The program recently wrapped up, with participants engaging in sustained discussions throughout its duration. The County Jail, in collaboration with the Westchester Library System, is now exploring ways to expand discussions of the book across additional facility units and is seeking funding to bring Ian Manuel to speak with incarcerated individuals about resilience, accountability, and transformation. Janet Donat, Outreach Specialist: Family and Re-Entry Services, led this initiative.

New Hire in Outreach: Alice Bennett is the Outreach Department’s newest Outreach Specialist. She will work closely with the Westchester County Department of Correction and assist with reentry and community service initiatives. Ms. Bennett has a double major in criminal justice and literature. Prior to joining WLS, she interned as a Research Assistant for Pace University at the county jail, giving her valuable experience working within the facility, familiarity with staff, and established security clearance.



With Ms. Bennett taking on these responsibilities, Ms. Donat, Outreach Specialist: Family and Re-Entry Services, will now focus more heavily on youth services, state prisons, the Disconnect 2 Reconnect initiative, and Westchester Breathes.



Public Library Construction Aid

Additional funds reallocated to WLS member libraries: WLS received an additional \$78,284 in public library construction aid for the 0386-26 project applications because other public library systems were not able to fully utilize their allocations. The following 5 project applications were eligible to receive more than a 50% match and were identified by the Public Library Directors Association (PLDA) Construction Aid Committee as higher priority projects to receive additional funding should it be available:

Library:	Original Allocation:	Additional Funds:	New Allocation:
Bedford Hills	\$77,605	\$15,657	\$93,262
Mount Kisco	\$63,883	\$15,657	\$79,540
New Rochelle – Huguenot	\$96,250	\$15,657	\$111,907
Ossining	\$200,532	\$15,656	\$216,188
Yonkers - Crestwood	\$256,225	\$15,657	\$271,882

The 0386-26 original project allocations were approved by the WLS Board on September 30, 2025, based on the recommendations of the PLDA Construction Aid Committee as approved by the full PLDA on September 18, 2025.



Small Business and Workforce Development

Community Engagement and Regional Job Fairs: Peter Riffel, Director of Small Business and Workforce Development recently attended two regional job fairs (Westchester County

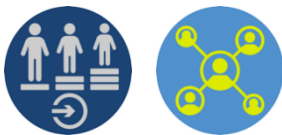


Association Regional Job Fair and Westchester County Diverse Abilities Job Fair). At both events, WLS hosted a library resource table which allowed for engagement with numerous table visitors. WLS staff provided table visitors with information on a wide range of resources including the job search toolkit as well as career exploration and career coaching resources. [BlueCareer](#), our skilled trades career exploration tool, proved to be a high-interest resource

for the job fair participants.

Visit to the New York Public Library (NYPL) Thomas Yoseloff Business Center: Mr. Riffel's recent site visit to NYPL's Thomas Yoseloff Business Center (Stavros Niarchos Foundation Library) provided an opportunity to build on our collaborative relationship with the Business

Center staff and learn more about its extensive business and financial resources. We shared information on each library's business resources and discussed how we are supporting small businesses in our respective communities. The WLS Small Business Resources website provides access to NYPL Thomas Yoseloff Business Center's premier research and database capabilities, business librarian consultations, and business resource guides. WLS looks forward to future collaboration with the NYPL Thomas Yoseloff Business Center to support business growth.



Strategic Data Analysis and Member Library Support

2025 NYS Annual Reports: Allison Midgley, Manager of Strategic Data Analysis and Member Library Support, continued to provide Annual Report reviews and guidance to member libraries. Most reports have been approved for Division of Library Development (DLD) review.

A particularly challenging aspect of the reporting process this year has been the wide variations in programming data reported (or not reported) by libraries. The state and federal requirements require reporting target audiences by age, location of events, and core literacy topics. Ms. Midgley is developing data collection strategies that libraries can use to gather data systematically and within existing workflows when possible. She hopes this will lead to less stressful reporting processes, greater data consistency, and closer ties between “the numbers” that are reported and the “strategic planning and decision-making” activities performed by the libraries.

hoopla digital: Throughout the month, Ms. Midgley, Executive Director Terry Kirchner, and Chief Financial Officer Rob Caluori have been in contact with member libraries and Midwest Tape/hoopla regarding ongoing billing and service issues. Inconsistencies in the Midwest Tape/hoopla cost per circulation payment structure as implemented has resulted in unbalanced and higher than anticipated costs for many of the member libraries. Discussions with Midwest Tape/hoopla are ongoing and the outcomes of these conversations will influence decisions about future digital resources, especially in the context of rising costs, limited vendor options, and budget concerns.

Incorporating data: On May 19th, WLS in-person staff participated in the workshop, Developing Standards for Becoming More Data-Driven, led by Ms. Midgley and Bijan Kimiagar, principal at AEQUA Strategies. The workshop focused on the connection between WLS' strategic goals and becoming a more data-driven organization, assessing how well WLS is doing with data-driven decision-making, and identifying our current strengths and areas for growth as a data-driven organization. One immediate outcome of this session will be the inclusion of a "data trend" discussion as an ongoing agenda item for WLS staff meetings. This discussion will explore how the data trend relates to WLS and member library services and what changes to existing services or new services might prove more effective going forward.



Strategic Relations and Development

Disconnect to Reconnect (D2R) Conference: On April 27th WLS hosted a county-wide conference titled "Transformative Power of Play: Combatting Depression, Anxiety, and Isolation in the Digital Age." The event took place at the Windrose Conference Center in Ossining in collaboration with the Disconnect to Reconnect Coalition (D2R) partners. Over 125 professionals gathered from across the Hudson Valley region, including those from education, social work, child development, County government, and libraries.



Mia Sundstrom, CEO of the National Institute for Play, delivered the keynote address, which proved to be a major highlight of the conference. Her presentation captivated the audience, encouraging them to participate actively—even dancing in the aisles—as she explained the neuroscience behind the science of play. Mia demonstrated how play supports cognitive, social, emotional, and physical health for individuals of all ages.

Following the keynote, Ms. Sundstrom joined Ben Perks, author of *Trauma Proof* and UNICEF's Child Advocate, and Dr. Frances Wills, NYS Regent representing the 9th Judicial District, for a lively panel discussion. The conversation centered on the vital role of play and its importance as a public health priority.



Conference participants had the opportunity to select two out of ten interactive 90-minute workshops. These workshops were led by experts in trauma-informed therapy, museum education, and child development, offering attendees practical insights and strategies relevant to their fields.

Here is a sample of what we heard from participants in the post-conference survey:

“As a librarian, I enjoyed learning more about the science of play from a psychological and educational perspective.”

“The opportunity to meet Mia and her extensive knowledge. Networking with colleagues. Observing how the presenters organized their workshops.”

“Realized that we need to play throughout the lifespan for our health and wellbeing, and that many societal divisions and inequities could be lessened if we played more.”

“I think it just highlighted how crucial play is for development. I think we all know that on some level, but with how busy our lives get, it's easy to let it fall to the wayside. I'm a librarian, and I've always tried to bring a sense of play into library programming, and the library experience for the kids who come. But I also didn't really consider it too much in the context of adults, and the conference really inspired me to bring a sense of whimsy into the things I do - at work and at home!”

The post-conference follow-up includes a Zoom meeting on May 20th with library staff who attended the conference to learn more about how we can incorporate lessons learned into library work.

Environmental Sustainability and Libraries: WLS continues to promote the Sustainable Library Initiative and environmental literacy. Fourteen-member libraries have indicated interest in further engaging their communities through this initiative promoting environmental literacy and sustainability programs for families, youth, and adults. Over the next 6 months, a Con Edison Partnership Grant will support a select group of programs offered by Teatown Reservation and D.I.G. Farm. Additional general information sessions on the Sustainable Library Initiative, examples of libraries who have embraced this Initiative, steps to become involved as a member and/ or to become a certified Sustainable Library will be offered in the coming months.



Trustee Education Opportunities

Trustee Handbook Book Club

The 2026 Trustee Handbook Book Club's schedule includes new sessions. These sessions are hosted online and run from 5 PM to 6:30 PM. Register for these sessions at <https://midhudson.org/trusteebookclub/>.

Wednesday, June 17: Laws and Regulations

Thursday, October 29: Duties and Responsibilities of Key Officer Roles

Archived recordings of earlier sessions are available on the Trustee Handbook Book Club Archive at <https://midhudson.org/trustee-handbook-book-club-archive/>.

WLS/RCLS Educational Sessions with Attorney Stephanie “Cole” Adams

WLS has partnered with the Ramapo Catskill Library System (RCLS) to offer additional attorney-led (Stephanie “Cole” Adams, Esq.) online education sessions on a range of topics in 2026. All library staff and trustees are welcome to attend these sessions and individuals who attend can self-affirm their attendance for their trustee education and public librarian certification requirements. These sessions will not be recorded. Registration is not required and the event link will be shared a day before the scheduled session. The tentative list of dates and topics for 2026 includes:

June 11, 10 AM-12 PM: Supporting Social Services at the Library

Is your community turning to your library for needs related to well-being, food security, housing, supervised visits, and addiction?

This session will review the law, policy, procedure, and practical tips for providing library services while maintaining solid boundaries for those needing help from social service, health departments, and other helping agencies. We will also explore templates and language for developing partnerships with government and NGOs to meet community needs.

August 13, 10 AM-12 PM: Grants and External Funding

There are many kinds of grants, aid packages, and donations, and almost all of them come with strings (a.k.a. legal conditions).

This session will review the basic vocabulary, policies, and procedures for compliance, and discuss typical grant requirements. This session will be helpful for those just learning grant writing, and for experienced directors who want to see the latest.

October 29, 10 AM-12 PM: Civil Service

Civil Service compliance can be...a challenge. This session will review the basics, review sample policy and procedure language to coordinate compliance with local rules, review legal requirements that can help smooth the relationship, and discuss techniques for using your local Civil Service as either a trusted partner (or at least a baseline competent resource who does not get in the way of timely hiring and promotion).

Minimum Standards Workshops

The Division of Library Development (DLD) is hosting a webinar series exploring each of the new elements related to the updated minimum standards. These webinars will be recorded for later viewing by those unable to attend live; to receive the recording link, please register and it will be automatically sent to you.

Minimum Standards for Libraries - Overview and New Additions

Friday, May 1 – The presentation slides for this webinar can be downloaded by clicking the following link:

[Minimum Standards for Libraries - Overview and New Additions 5.1.26 \(PPT\)](#)

[Minimum Standards for Libraries - Confidentiality of Library Records](#)

Friday, May 22 from 1-2pm

[Minimum Standards for Libraries - Internal Library Policies Related to Personnel, Disaster Preparedness, and Financial Controls](#)

Thursday, May 28 from 10-11am

[Minimum Standards for Libraries - Selection and Reconsideration Policies](#)

Friday, June 12 from 1-2pm

[Minimum Standards for Libraries - Codes of Conduct](#)

Wednesday, June 17 from 10-11am

[Minimum Standards for Libraries - Policy Development for Public Usage of Library Space and Meeting Rooms](#)

Friday, July 10 from 2-3pm

Nonprofit Westchester (NPW)

Nonprofit Westchester (NPW) provides numerous information and training sessions that qualify for trustee education credits. **All WLS member library trustees and staff are NPW members** through WLS' umbrella membership.



Respectfully Submitted,

A handwritten signature in black ink that reads "Terry L. Kirchner".

Terry L. Kirchner, PhD
Executive Director