

**Call to Meeting  
June 30, 2026**

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, June 30, 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:** May 26, 2026

**Finances**

**Information Items**

Information Item #1: **Free Direct Access Plan**

**Action Items**

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

**President's Report**

**WLS Committee Reports**

**Executive Director's Report**

**NEXT MEETING:** The next Regular Meeting will be held on Tuesday, September 29, 2026, at 6:00 p.m.

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**May 26, 2026 – Approval Pending**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:04 p.m.

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

Board Members present: Andrea Bober, Robert Cartolano, Ralph Esposito, Nishat Hydari, Maureen LeBlanc, Karen Kelley, Susan Morduch, David Mener, Patricia Phelan, Hudson Trader, Barbara Tepper, Diane Tabakman, Karen Zevin

Also present from WLS: Wilson Arana, Terry Kirchner, Pat Brigham

**MINUTES**

The minutes of the April 28, 2026, Board Meeting were approved on a motion by Ms. Tepper and seconded by Ms. Tabakman. The motion passed unanimously. [Ms. Phelan was not present for the vote.]

**FINANCIAL REPORTS**

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

**INFORMATION ITEM**

***Bylaws, Employee Handbook, Strategic Goals and Policy Updates:*** 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. It is recommended that the approval of the Bylaws, Employee Handbook, Strategic Goals and Policy Updates submitted by the Governance Committee at the June 30, 2026, meeting.

A brief discussion on the potential for conflicts of interest when a WLS trustee also serves on a member library board occurred. Dr. Kirchner will follow up with legal counsel to determine if there are best practices or points of concern for review should the board decide to explore this issue further.

**ACTION ITEMS**

***Authorization to Execute Lease for WLS Office Relocation:*** Dr. Kirchner noted that 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.

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 the Executive Director provides a full report to the Board following execution. The Authorization to Execute Lease for WLS Office Relocation was approved on a motion by Ms. Bober and seconded by Ms. Zevin. The motion passed unanimously.

***Vehicle Trade-In and Replacement:*** Mr. Arana, Director of IT explained that 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.

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. The Vehicle Trade-In and Replacement was approved (moved by Ms. Bober, seconded by Ms. Leblanc) with four dissenting votes from Mr. Cartolano, Mr. Trader, Ms. Tepper, and Ms. Tabakman.

## **PRESIDENT’S REPORT**

Ms. Hydari reminded each Board member to return the Executive Director’s evaluation form to her.

## **COMMITTEE REPORTS**

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

***Nominating:*** In June Dr. Kirchner will send out letters to libraries asking for nominations for District 1 and District 6.

## **EXECUTIVE DIRECTOR’S REPORT**

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

- 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. Five 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.
- As noted in last month’s report, due to 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.
- The outreach video prepared for the Legal Aid Society of Westchester’s waiting area was

shown to the board. This video demonstrated the positive impact of services offered by WLS' outreach team and the member libraries, especially for individuals working on their HSE/GED and/or reentering the workforce.

- The SCALE dashboard that was demonstrated during the April meeting is still in beta phase and is expected to “go live” this fall.
- Dr. Kirchner reminded board members of the Fun Run event on July 9<sup>th</sup> and the Legislators' Appreciation Supper on July 21.

## **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:18 p.m. on a motion by Mr. Trader and seconded by Ms. Bober that passed unanimously.

Respectively submitted,

Diane H. Tabakman  
Secretary

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# WESTCHESTER LIBRARY SYSTEM

## FINANCIAL STATEMENTS WITH NOTES – MAY 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
- D2R Conference Financial Analysis

### UPDATE ON CHANGE TO VALLEY NATIONAL BANK

The transition of WLS's bank accounts from TD Bank to Valley National Bank (Valley Bank) is now complete. All deposits, investments, and operating accounts have been moved to Valley Bank, and the TD Bank accounts have been closed. This concludes the transition described in prior reports.

### DISCONNECT2RECONNECT (D2R) CONFERENCE FINANCIAL SUMMARY

In April, WLS hosted its first Disconnect2Reconnect (D2R) Conference. For the year to date, the conference recorded approximately \$33,600 in revenue against a \$54,000 budget, and approximately \$35,200 in expenses against a \$54,000 budget, resulting in a net loss of about \$1,500 — essentially break-even. While revenue did not reach the budgeted target, expenses also came in well under budget.

For a first-year event, management considers breaking even a successful outcome. Attendee feedback on the conference was very positive, and staff consider the event worth building on in future years.

The budget lines currently used to track the conference — Special Events (revenue and expense) and Other Revenues without Restrictions — were placeholders established during the original budget process, before the conference's actual structure was known. Now that all activity has been recorded, the CFO recommends collapsing the budget and expense for the Special Events line into the Contractual Services line going forward.

### PAYMENTS OVER \$50,000

The WLS Purchasing Policy (Policy #13) requires that purchases exceeding \$50,000 without prior budget approval be formally reported to the Board at the next regularly scheduled meeting. To meet and exceed the policy directive, all payments over \$50,000 in May 2026 are listed below:

There were no payments over \$50,000 in May 2026.

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## BALANCE SHEET – MAY 2026

The Balance Sheet shows comparative figures for the period from month-ending (ME) April 2026 through ME May 2026. The key changes include a decrease in Accounts Receivable and a decrease in Deferred Revenue, partially offset by an increase in Unconditional Promises, resulting in a 1.55% increase 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 a decrease in Accounts Receivable, partially offset by an increase 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 \$15,200. With \$465,700 in receipts, activity included \$308,900 from Westchester County for first quarter 2026 revenues and \$137,600 from member libraries for IT services and group purchases. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$48,500 to ByWater Solutions for the annual renewal of the hosting and maintenance of the Aspen Search and Discovery service, and \$37,500 to Dell Marketing for computers to be placed in member libraries.

Reserve Cash & Cash Equivalents (This shows the cash in WLS's reserve accounts and short-term investment holdings): This line increased by \$8,400, the result of earnings on reserve funds held with NYCLASS and 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 \$35,200, the result of recording \$344,100 in receivable revenues from Westchester County, New York State and the Federal E-Rate program, against the receipt of \$308,900 for Westchester County's first quarter 2026 payment.

Accounts Receivable (Amounts owed to WLS, primarily by member libraries, for services already provided): This line decreased by \$135,900, the result of payments received from member libraries for IT services, group purchases and other charges.

### LIABILITIES:

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

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$248,700, the result of recognizing \$251,300 in revenues from member library invoices and other prepaid items, against the deferral of \$2,700 in revenues for prepaid sublease rent for June.

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## STATEMENT OF REVENUE AND EXPENDITURES

### COMPARISON TO BUDGET WITH PREVIOUS YEARS TO DATE – MAY 2026

Revenues were \$45,000 more than expenses before depreciation for May, which represents an \$85,900 positive variance from the budget, which had called for a \$40,800 deficit. On a YTD basis, net revenue before depreciation of \$113,400 is running \$317,600 better than budget, which had called for a \$204,200 deficit.

#### REVENUES:

Total revenue for May was \$20,400 more than the budget with offsetting positive and negative variances in several lines. Details are discussed below.

State Revenues without Restrictions and State Revenues with Restrictions – These lines are flat against the budget. This is based on WLS's procedure to recognize NYS revenues in-line with the budget until the State passes its budget and figures are released by the Division of Library Development later in the spring.

Interest – This line outperformed the monthly budget by \$12,300 and the YTD budget by \$31,500, mostly driven by the turnover of a T-Bill investment.

Gain/(Loss) on Disposal of Assets – WLS recorded an \$8,000 unbudgeted gain on the disposal of assets this month, a one-time item resulting from the sale of decommissioned computer hardware.

#### EXPENSES:

Expenses before depreciation came in \$65,500 less than the budget and were \$45,000 less than revenues for the month. At \$2,977,700 for the YTD, Expenses are running \$249,400 less than the budget. Lines with significant variances and/or noteworthy activity are discussed below:

Salaries and Fringe Benefits – These lines carried surpluses of \$21,100 and \$23,300, respectively, for the month and \$91,100 and \$113,200, respectively, for the YTD. Combined, these two lines represent a budget surplus of \$204,300 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%.

Equipment – This line ended the month with a \$33,500 deficit and a \$24,600 deficit for the YTD. This was driven by a one-time purchase of computers for placement in member libraries and is not expected to recur for the remainder of the year.

Library Materials – Expenses were \$5,900 less than budget for the month. The YTD deficit improved from \$37,300 in April to \$31,500 in May, continuing the expected trajectory toward budget as the service-level reductions to Hoopla and Kanopy implemented earlier this year effect savings in this line.

Rent and Utilities – This line carried a \$3,000 surplus for the month. The YTD deficit related to the 2024-2025 landlord common area maintenance and tax reconciliation recorded in April improved slightly, from \$32,100 to \$29,200.

Special Events – This line ended the month with a \$6,500 surplus and a \$2,000 deficit for the YTD, due to the release of an accrual for the D2R Conference venue, which came in lower than originally estimated and produced a last-minute cost reduction. A summary of the D2R Conference financials is included earlier in this report, under Administrative Update.

**Westchester Library System  
Balance Sheet  
As of 05/31/2026**

	Month Ending 5/31/26 Actual	Month Ending 4/30/26 Actual	Month Ending 2/28/26 Difference	Variance	Year Ending 12/31/25 Actual
<b>Assets</b>					
<b>Current Assets</b>					
Operating Cash & Cash Equivalents	505,536	520,738	(15,202)	(2.92%)	1,167,040
Reserve Cash & Cash Equivalents	3,114,854	3,106,429	8,425	0.27%	3,074,462
Unconditional Promises to Gove	1,411,746	1,376,532	35,214	2.56%	402,696
Accounts Receivable	128,296	264,214	(135,918)	(51.44%)	82,600
Prepaid Expenses	803,110	847,612	(44,502)	(5.25%)	792,708
<b>Total Current Assets</b>	<b>5,963,542</b>	<b>6,115,525</b>	<b>(151,983)</b>	<b>(2.49%)</b>	<b>5,519,506</b>
<b>Long-Term Assets</b>					
Property & Equipment	142,745	151,700	(8,955)	(5.90%)	188,848
Right of Use Asset	418,334	418,334	-	0.00%	418,334
<b>Total Long-Term Assets</b>	<b>561,079</b>	<b>570,034</b>	<b>(8,955)</b>	<b>(1.57%)</b>	<b>607,182</b>
<b>Total Assets</b>	<b>6,524,622</b>	<b>6,685,559</b>	<b>(160,938)</b>	<b>(2.41%)</b>	<b>6,126,688</b>
<b>Liabilities</b>					
<b>Short-Term Liabilities</b>					
Accounts Payable	500,892	441,091	59,801	13.56%	393,111
Deferred Revenue	252,366	501,031	(248,665)	(49.63%)	23,400
Short-Term Right of Use	332,189	332,189	-	0.00%	332,189
<b>Total Short-Term Liabilities</b>	<b>1,085,447</b>	<b>1,274,311</b>	<b>(188,864)</b>	<b>(14.82%)</b>	<b>748,701</b>
<b>Long-Term Liabilities</b>					
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
<b>Total Long-Term Liabilities</b>	<b>3,615,269</b>	<b>3,615,269</b>	<b>-</b>	<b>0.00%</b>	<b>3,615,269</b>
<b>Total Liabilities</b>	<b>4,700,717</b>	<b>4,889,580</b>	<b>(188,864)</b>	<b>(3.86%)</b>	<b>4,363,970</b>
<b>Net Assets</b>					
Net Assets, Beg. Balance	1,795,979	1,814,708	(18,729)	(1.03%)	2,094,535
Change in Net Assets	27,926	(18,729)	46,656	(249.10%)	(331,817)
<b>Total Net Assets</b>	<b>1,823,905</b>	<b>1,795,979</b>	<b>27,926</b>	<b>1.55%</b>	<b>1,762,718</b>
<b>Total Liabilities and Net Assets</b>	<b>6,524,622</b>	<b>6,685,559</b>	<b>(160,938)</b>	<b>(2.41%)</b>	<b>6,126,688</b>
<b>Net Asset Detail</b>					
Working Capital	4,878,095	4,841,214	36,881	0.76%	4,770,805
Long-Term Net Assets	(3,054,190)	(3,045,235)	(8,955)	0.29%	(3,008,087)
<b>Total Net Asset Detail</b>	<b>1,823,905</b>	<b>1,795,979</b>	<b>27,926</b>	<b>1.55%</b>	<b>1,762,718</b>

**Westchester Library System**  
**Statement of Revenues and Expenditures**  
**Comparison to Budget with Previous Years To Date**  
**As of 05/31/2026**

	Month Ending			Year To Date		Year To Date			Year Ending
	5/31/26	5/31/26	5/31/26	5/31/24	5/31/25	5/31/26	5/31/26	5/31/26	12/31/2026
<b>Revenues</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Budget</b>
State Revenues without Restrictions	176,897	176,897	0	875,040	927,527	884,485	884,483	2	2,122,760
County Revenues without Restrictions	102,973	106,331	(3,358)	559,600	559,636	514,865	531,654	(16,789)	1,275,970
Federal Revenues without Restrictions	13,333	13,333	(0)	54,150	58,330	66,665	66,667	(2)	160,000
Member Technology Fees	241,837	238,377	3,460	1,122,995	1,153,850	1,209,201	1,191,883	17,318	2,860,520
Fund Raising & Contributions	300	133	167	804	403	29,169	667	28,503	1,600
Interest	17,967	5,625	12,342	66,064	64,998	59,581	28,125	31,456	67,500
Other Revenues without Restrictions	3,940	5,917	(1,977)	14,324	9,484	24,935	29,583	(4,648)	71,000
State Revenues with Restrictions	50,930	50,924	6	252,075	264,654	254,650	254,621	29	611,090
Other Revenues with Restrictions	8,783	7,042	1,741	9,905	37,333	39,502	35,208	4,294	84,500
Gain/(Loss) of Disposal of Assets	8,040	-	8,040	-	-	8,040	-	8,040	-
<b>Total Revenues</b>	<b>625,000</b>	<b>604,578</b>	<b>20,421</b>	<b>2,954,957</b>	<b>3,076,216</b>	<b>3,091,094</b>	<b>3,022,892</b>	<b>68,203</b>	<b>7,254,940</b>
<b>Expenses</b>									
Salaries	181,415	202,559	21,145	917,661	964,250	921,705	1,012,796	91,092	2,430,711
Fringe Benefits	108,656	131,935	23,279	542,599	555,433	546,476	659,675	113,199	1,583,219
Professional Fees	1,339	4,650	3,311	13,238	11,754	14,704	23,250	8,546	55,800
Equipment	42,046	8,550	(33,496)	19,932	130,982	67,382	42,750	(24,632)	102,600
Library Materials	56,190	62,042	5,852	447,095	552,162	341,663	310,208	(31,454)	744,500
Rent and Utilities	32,207	35,183	2,976	155,108	158,745	205,085	175,917	(29,168)	422,200
Repairs and Maintenance	41,330	52,983	11,653	284,183	255,591	204,794	264,917	60,123	635,800
Supplies	960	2,583	1,624	2,327	6,806	3,056	12,917	9,861	31,000
Telephone and Internet	33,419	37,408	3,989	187,039	178,584	169,777	187,042	17,264	448,900
Printing and Postage	991	4,233	3,242	21,790	22,826	18,231	21,167	2,935	50,800
Bibliographic Fees	7,775	8,192	417	36,992	38,401	39,119	40,958	1,839	98,300
Professional Development	10,910	8,037	(2,873)	8,835	33,963	41,644	40,187	(1,457)	96,450
Travel	2,032	6,083	4,051	21,130	18,233	17,860	30,417	12,557	73,000
Memberships	1,430	2,417	986	9,980	7,860	7,617	12,083	4,466	29,000
Contractual Services	16,952	26,525	9,573	113,062	106,939	129,000	132,625	3,625	318,300
Delivery Service	40,471	41,292	820	192,626	199,899	205,911	206,458	548	495,500
Special Events	(1,990)	4,500	6,490	-	-	24,458	22,500	(1,958)	54,000
Insurance	3,319	3,417	97	12,979	15,156	15,355	17,083	1,728	41,000
Miscellaneous	515	2,833	2,318	4,791	6,987	3,878	14,167	10,289	34,000
<b>Total Expenses</b>	<b>579,968</b>	<b>645,423</b>	<b>65,456</b>	<b>2,991,366</b>	<b>3,264,570</b>	<b>2,977,714</b>	<b>3,227,117</b>	<b>249,403</b>	<b>7,745,080</b>
<b>Net Revenue Before Depreciation</b>	<b>45,032</b>	<b>(40,845)</b>	<b>85,877</b>	<b>(36,409)</b>	<b>(188,354)</b>	<b>113,380</b>	<b>(204,225)</b>	<b>317,605</b>	<b>(490,140)</b>
<b>Non-Cash Activity</b>									
Depreciation	8,955	8,300	(655)	72,394	61,788	46,103	41,500	(4,603)	99,600
<i>Depreciation</i>	<i>8,955</i>	<i>8,300</i>	<i>(655)</i>	<i>72,394</i>	<i>61,788</i>	<i>46,103</i>	<i>41,500</i>	<i>(4,603)</i>	<i>99,600</i>
Unrealized Gain/Loss on Investments	8,151	-	(8,151)	5,058	6,275	6,090	-	(6,090)	-
<b>Total Non-Cash Activity</b>	<b>17,106</b>	<b>8,300</b>	<b>(8,806)</b>	<b>77,452</b>	<b>68,063</b>	<b>52,193</b>	<b>41,500</b>	<b>(10,693)</b>	<b>99,600</b>
<b>Total Net Revenue</b>	<b>27,926</b>	<b>(49,145)</b>	<b>77,071</b>	<b>(113,861)</b>	<b>(256,417)</b>	<b>61,187</b>	<b>(245,725)</b>	<b>306,912</b>	<b>(589,740)</b>

**Westchester Library System  
D2R Conference Financial Analysis  
2025 thru 5/31/2026**

	2025	2026			Total To Date		
	Actual	Actual	Budget	Variance	Actual	Budget	Variance
<b>Revenues</b>							
Fund Raising & Contributions	-	28,221	-	28,221	28,221	-	28,221
<i>Events - Tickets</i>	-	16,514	-	16,514	16,514	-	16,514
<i>Events - Journal/Sponsorships</i>	-	11,707	-	11,707	11,707	-	11,707
Other Revenues with Restrictions	5,000	400	-	400	5,400	-	5,400
<i>Restricted Contributions</i>	5,000	400	-	400	5,400	-	5,400
<b>Total Revenues</b>	<b>5,000</b>	<b>28,621</b>	<b>54,000</b>	<b>(25,379)</b>	<b>33,621</b>	<b>54,000</b>	<b>(20,379)</b>
<b>Expenses</b>							
Contractual Services	-	10,710	-	(10,710)	10,710	-	(10,710)
Special Events	-	24,458	54,000	29,542	24,458	54,000	29,542
<b>Total Expenses</b>	<b>-</b>	<b>35,168</b>	<b>54,000</b>	<b>18,832</b>	<b>35,168</b>	<b>54,000</b>	<b>18,832</b>
<b>Net Revenue Before Depreciation</b>	<b>5,000</b>	<b>(6,547)</b>	<b>-</b>	<b>(6,547)</b>	<b>(1,547)</b>	<b>-</b>	<b>(1,547)</b>
<b>Non-Cash Activity</b>							
<b>Total Non-Cash Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Net Revenue</b>	<b>5,000</b>	<b>(6,547)</b>	<b>-</b>	<b>(6,547)</b>	<b>(1,547)</b>	<b>-</b>	<b>(1,547)</b>

**Item:** Free Direct Access Plan

**Background:** New York State Library Division of Library Development (DLD) requires that each library system submit a five-year plan of service. The system Plan of Service is a planning document which identifies, organizes, and provides an overview of the library system's service program including intended changes in services or priorities. The Plan emphasizes what the library system proposes to accomplish and whom the library system serves. The Plan demonstrates how the library system anticipates it will fulfill the major roles expected of library systems.

One part of the WLS Plan of Service for 2027-2031 is the Free Direct Access Plan. This document offers guidance should a member library shut down suddenly and neighboring libraries are affected. It also would help monitor municipalities' support for their libraries should there be an unexpected increase in lending activity. There are no major changes to the document, which will be shared with PLDA after the WLS June 30th meeting.

**Status:** One part of the WLS Plan of Service for 2027-2031 is the Free Direct Access Plan. This document offers guidance should a member library shut down suddenly and neighboring libraries are affected. It also would help monitor municipalities' support for their libraries should there be an unexpected increase in lending activity. There are no major changes to the document which will be shared with PLDA after the WLS Board's June 30th meeting.

The proposed draft will be distributed to the member library boards for their review and approval. Once 20 or more member library boards have approved the drafted Plan, it will then be brought before the WLS Board for final approval.

**Recommended  
Action:**

Approval of the Free Direct Access Plan at a future WLS Board meeting.

June 30, 2026



**Westchester Library System  
Free Direct Access Plan for 2027-2031  
to Fulfill Commissioner's Regulation  
90.3 (a) through (d)(4)**

*1. Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.*

The Westchester Library System's (WLS) service area is Westchester County. To be eligible for a system-wide borrower's card, individuals must live, work, go to school or own real property within a member library's chartered service area or a community that has contracted with a WLS member library.

Individuals should register for their borrower's card at the local library that serves the address where they live, work, go to school or own real property. For individuals meeting more than one of the eligibility requirements, the local library status will be determined based on the priority order of where they: (1) live, (2) work, (3) go to school, or (4) own real property. Member libraries shall require proof of eligibility before issuing a system-wide borrower's card.

The person to whom the borrower's card is issued, or their designated parent/guardian, assumes financial responsibility for its use, including all materials borrowed on that card. In no case shall more than one active system-wide borrower's card be issued to an individual.

Individuals residing in Westchester County but outside a member library's chartered service or contracted service areas will receive:

- Walk-in access to on-site materials at any member libraries;
- State-funded Central Library services;
- WLS website and online catalog services that do not require a library card.

As defined in Commissioner's Regulation §90.3 (a)(8) and required by §90.3 (d)(i), on-site use will be available to any Westchester County resident. However, the following limitations may

be imposed as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

- Member libraries may give preference to the residents of their taxing district for attendance at library programs.
- Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.
- Member libraries may give preference to the residents and organizations of their taxing district in the reservation and use of meeting rooms.

An individual who lives outside of Westchester County and does not work, go to school or own property in Westchester may purchase a card from WLS.

The entitlement to library services and borrowing privileges outlined in this Free Direct Access Plan shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of WLS member libraries and/or the Westchester Library System.

*2. Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.*

- a. In the event a library withdraws from WLS, residents of the affected area will continue to be entitled to on-site access as defined in Commissioner's Regulation §90.3 (a)(8) with the limitations specified in #1, above. Residents of such areas may continue on-site borrowing of WLS Central Library circulating materials purchased with state or federal funds.
- b. All registered and chartered public libraries in Westchester County are members of WLS.

*3. Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.*

In addition to excessive borrowing as described in #4 below, additional factors contribute to the inequitable overuse of a library by cardholders of other libraries and are considered serious inequities and hardships. Those factors which may be grounds for the request of a hardship waiver by the Commissioner include, but are not limited to, the following:

- A significant difference/shift in hours of operation, or any decrease that causes library hours to fall below the state-mandated minimum hours of operation;
- The failure of a nearby library to adequately serve its local users (i.e. lack of facilities such as parking, ongoing construction or chronic budgetary constraints);
- The defeat of a proposition in an untaxed/unserved area to establish a library pursuant to Section 255 of the Education Law, or other pertinent legislative act, to establish or maintain a library;

- The defeat of a proposition in an untaxed/unserved area to contract for library services with a registered member library in accordance with Section 256 of the Education Law.
- When an unserved community has a population over 10,000 and has no equitable contract for library services.

*4. Describe what constitutes excessive out of chartered service area borrowing in the system.*

Excessive out of service area borrowing occurs when 15% or more of the net difference of an on-site library's circulation is from non-residents, individuals not residing within the library's chartered or contracted service areas. Net difference is based on the number of "home library" items checked out at the circulation desk and does not include "intransit" items received from other member libraries.

*5. Unserved and Underserved Populations*

*a. Describe the unserved and the underserved populations within the system.*

Unserved areas in Westchester County include the Village of Elmsford, portions of the Town of Mamaroneck and the Town of Cortlandt (Lakeland School District). A member library currently contracts with each of these communities. The Ardsley Public Library serves the Village of Elmsford; The Larchmont Public Library serves the Town of Mamaroneck; and The Field Library of Peekskill, the Hendrick Hudson Free Library in Montrose, The John C. Hart Memorial Library in Yorktown and the Croton Free Library serve the Town of Cortlandt. Fire Protection District #1 in the Town of Bedford remains an unserved area and the Bedford Hills Free Library provides service to those residents.

At present there are no underserved areas. Residents living within chartered or contracted service areas are served by a member library that exceeds the minimum standards for service as defined in Commissioner's Regulation §90.2 or has been granted a waiver from specific standards by the State Education Department.

*b. Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.*

The criteria used are compliance with the minimum standards contained in New York State Education Law and New York State Commissioner's Regulation §90.2 as reported by member libraries on their annual report to the state.

*c. Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.*

WLS provides ongoing outreach services to encourage and promote library usage to populations that do not typically use public libraries. WLS sponsors trustee training sessions that focus on advocacy techniques to gain increasing funding for their library and the communities they serve.

d. *Provide a timetable for such action:*

Ongoing

e. *Identify who will be responsible for carrying out these actions.*

WLS and the member libraries

6. *Describe the conditions under which modifications to the free direct access plan can be made: (a) without the approval of the Commissioner; (b) with the prior approval of the Commissioner.*

a. Libraries that experience excessive out-of-chartered service area borrowing as defined in Section 4 above may, upon appropriate public notice and without further approval from WLS or the Commissioner of Education, may

(1) Place restrictions on the loan of library resources, said restrictions to be limited to non-print materials and equipment, and print materials less than one year from the acquisition date and purchased with local funds; and,

(2) Place restrictions on attendance at library programs *due to lack of space or staffing to accommodate non-residents*, provided such programs are supported entirely by local funds;

(3) Place restrictions on new or experimental collections;

(4) Place restrictions due to the inability of neighboring libraries to provide reciprocity for borrowing similar high demand materials;

b. Further proposed restrictions to library service or access must be approved by a simple majority of member libraries and by the Westchester Library System Board of Trustees before transmission to the Commissioner of Education for approval. The request for restrictions must be accompanied by the following, in a form acceptable to the Division of Library Development:

- Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;
- A clear description of the proposed restrictions and modifications to this direct access plan being requested provided such modifications do not include charging for library services;
- Description of the anticipated impact on resident and non-resident borrowers after modification are approved and implemented;
- Provision of a time frame for the beginning and end of such restrictions and modifications to this direct access plan.

*7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.*

WLS and its member libraries are obligated to comply with this Free Direct Access Plan. The Plan of Service for WLS, of which this Free Direct Access Plan is a part, is a contract between the State Education Department and the Westchester Library System. As a condition of System membership, the member libraries have agreed to comply with all Regulations of the Commissioner of Education.

*8. Describe how the system obtained member library input to the plan for free direct access.*

A draft of the Plan will be submitted by the WLS Executive Director to the Public Library Directors Association (PLDA) and the WLS Board of Trustees. The WLS Board of Trustees will review the draft Plan to be submitted to PLDA on **6/30/2026**. PLDA will review the Plan at their **7/16/2026** meeting. The Plan will then be submitted to the Boards of the 38 member libraries. Once a simple majority of the 38 member libraries have approved the Plan, it will be brought to the WLS Board of Trustees for approval on **9/29/2026**. The Plan will then be submitted to Division of Library Development (DLD) for approval by the Commissioner of Education.

**Last update: June 12, 2026**

**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.

June 30, 2026

“Clean” version with no Track Changes

# 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.

# Revisions to By-Laws

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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.

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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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“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.

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.

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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.

### **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.

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:

1. Gifts: No trustee, ~~or~~ 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, ~~or~~ promise, or any other form. Under no circumstances should ~~a trustee or employee~~ 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 ~~him or her~~ the individual in the performance of ~~his or her~~ their official duties or was intended as a reward for any specific official action on ~~his or her~~ their part. However, the Board ~~of Trustees~~ encourages the writing of letters or notes expressing gratitude or appreciation ~~to staff members~~.
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.
13. Appearance of Conflict: It is incumbent upon any ~~WLS-trustee, or~~ employee ~~or~~ volunteer, whether paid or unpaid, to disqualify or recuse ~~him or herself~~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 ~~WLS-trustee~~ who sits on the board of a member library should bring to the attention of the Executive Director and the ~~WLS~~-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 ~~WLS~~-Board of Trustees may require such trustee to recuse ~~him or herself~~themselves from discussion and/or votes affecting such member library.
14. Duty to Report Conflicts of Interest: In the event that any ~~WLS-trustee, or~~ employee ~~or~~ volunteer knows of or perceives a direct or indirect conflict of interest, ~~he or she~~they shall report it to the ~~WLS-Executive Director and/or~~ Board of Trustees.

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 contract 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.

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### **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

# WLS Executive Director Report

June 30, 2026

## WLS Strategic Initiatives



Promoting equity and access



Expand Community/Member Library/Partner Engagement



Update and Improve Our Infrastructure

## Advocacy Updates

**Legislators' Appreciation Supper:** All member library staff, board members, Friends, and Foundation members are warmly invited to the Legislators' Appreciation Supper on Tuesday, July 21, from 5:30–7:30 PM at WLS Headquarters. This is a good opportunity to connect with our legislators and thank them for their continued support of libraries. Please RSVP by July 14 at <https://westchesterlibraries.libcal.com/event/16728690>.

**E-Rate Program:** The FCC Chairman has released a draft Notice of Proposed Rulemaking (NPRM) for the June 25, 2026, Open Meeting that could fundamentally reshape the E-Rate program. The FCC is seeking public comment on several areas, including student screen time and online safety, CIPA content-filtering requirements, the definition of “educational purpose,” and oversight of E-Rate consultants. The comment process is how the FCC hears from schools, libraries, and communities that depend on E-Rate funding, and WLS has reached out to NYLA to learn whether a coordinated statewide response will be organized.

On July 16, ALA and our partners in the Schools, Health & Libraries Broadband (SHLB) Coalition will host the webinar “[The Future of E-Rate: Inside the FCC's Proposal and How to Make Your Voice Heard](#)”, explaining the proposal's main components and how to file public comments with the FCC.

**Passport Services for Association Libraries:** [S.3733](#), a bill sponsored by Senator John Fetterman that would authorize certain public libraries to collect and retain a fee for passport application services, was ordered to be reported favorably without amendment by the Senate Committee on Foreign Relations on June 17, 2026. Separately, the federal FY2027 budget bill includes language allowing association libraries to temporarily resume passport services, anticipated by the end of June 2026; libraries interested in restarting will likely need to re-apply. NYLA continues to work with ALA on a permanent fix.

**League of Women Voters Partnership:** On Thursday, July 15 at 3 PM, The American Library Association (ALA) and the League of Women Voters will host a webinar on library–League collaborations to empower voters and support civic engagement ahead of the 2026 midterm elections. [Registration is required](#) to view the webinar, *Teaming with Solutions: LWV and Library Collaborations to Empower Voters and Protect Democracy*.

The League of Women Voters' of Westchester County has provided WLS with 5,000 bookmarks promoting voter registration for the upcoming November elections. These bookmarks have been distributed to all WLS member libraries.



## Construction Aid

WLS has received an allocation of \$2,077,297 for the 0386-27 cycle of NYS Public Library Construction Aid. The Construction Portal is now open, and libraries may begin work on their 0386-27 project applications.

The WLS closing date for applications is 5 PM on Friday, August 21, 2026. Libraries must have a DLD-approved 2025 Annual Report and be in good standing with their charter and registration to apply. Resources to help prepare an application — including a step-by-step guide and several short instructional videos — are available through the [Division of Library Development](#). Questions about the application process can be directed to Terry Kirchner at [tkirchner@wlsmail.org](mailto:tkirchner@wlsmail.org).



## Community Donation Drives

WLS is again coordinating community donation drives this summer and fall in partnership with The Sharing Shelf and United Way of Westchester & Putnam. Libraries may participate in one, two, or all three drives; WLS provides promotional materials, coordinates weekly pickups, and supplies collection guidelines, while libraries promote the drive locally and provide a collection space.

- Back to School Drive (with The Sharing Shelf): July 20 – August 10 (sign-up deadline: July 6)
- Diaper Drive (with The Sharing Shelf): September 7–28
- Winter Clothing Drive (with United Way of Westchester & Putnam, part of the Great Give Back): October 5–26



## Cataloging Services

**Original Cataloging:** WLS catalogers continue to create original MARC records for unique, locally relevant materials not available through OCLC WorldCat or vendor records. This month, Cataloger Steven Pisani created original records for three novels by Ossining resident Salvatore Mamone — A Walk Through Hell, Vietnam, and its sequel, Korea — all held by the Ossining Public Library. Director of Cataloging Services



Douglas Wray created records for headphones owned by the Field Library and for the vinyl LP of Paul McCartney's new album, The Boys of Dungeon Lane, owned by the Croton Free Library.

**World Language Cataloging:** This month, WLS Cataloging Services added works in Chinese, French, Italian, Japanese, Korean, Portuguese, Russian, Spanish, Tamil, and Urdu to the catalog — materials that would otherwise be invisible to patrons without this work, helping member libraries serve their diverse communities.



## Information Technology (IT) Services

WLS IT is continuing its network migration from Crown Castle to Lightpath, with a goal of completing all library switchovers by early July; several locations have already migrated with no service interruption. Where a switchover must occur during business hours, WLS IT will provide as much advance notice as possible so libraries can inform staff and the public.



## ILS, Discovery, and ILL

WLS completed its annual Evergreen ILS upgrade to version 3.16, adding several feature improvements. The upgrade coincided with widespread bot attacks against the Evergreen catalog and the Aspen discovery layer, along with an unrelated background server software issue — both of which caused significant delays processing transactions. The server issue has been corrected, and WLS continues to take steps to protect the online catalog from bots and web scrapers.



## Outreach Services

**DOCCS Librarians' Meeting:** On May 21, Linda Smith, Director of Outreach, joined other NYS DOCCS (Department of Corrections and Community Supervision) librarians, library system staff, and representatives from the NYS Library's Division of Library Development and the DOCCS Central Office to share updates and discuss cost-effective ways to provide materials to correctional facilities — including collecting surplus, discarded current bestsellers and recent newspapers from member libraries.

**Westchester Breathes:** The program offered 26 events with attendance exceeding 400 participants this period, including ongoing virtual sessions and in-person workshops at the Yonkers Riverfront and Will libraries. New nonprofit partnerships — with the Westchester WIC program, United Way After School, and the Westchester Institute for Transformative Services (reentry services) — expanded the program's reach. A participant in the June workshop shared:



*“Most valuable for me was learning the breathwork techniques, especially coherent breathing, along with the guided imagination exercises. I appreciated understanding the scientific evidence behind these practices, which made them even more meaningful and convincing. It was an excellent program that I thoroughly enjoyed. I would 100% recommend it to others.”*

More information about Westchester Breathes can be found online at <https://conversations.westchesterlibraries.org/breathe/>.

**Westchester Library Road Trip Pilot:** WLS is developing the Westchester Library Road Trip, a countywide initiative that participating member libraries can opt into, inviting residents to explore libraries across the system through fun challenges and interactive experiences. The program also offers staff professional development opportunities to visit neighboring libraries and bring innovative ideas back to their own communities. The Road Trip runs September 13 – December 13; libraries should complete the opt-in/opt-out survey by July 14.



## Public Programming – RW250 and NY250

WLS has arranged for another print run of RW250 historical location maps. The new maps are expected at WLS within the next two weeks and should be distributed to libraries before the end of June.

The New York State Office of Parks, Recreation and Historic Preservation has developed the *Enslavement to Freedom: 1627–1827–2027* traveling banner exhibit; a limited number of sets are available for libraries to borrow (pickup and return at Peebles Island State Park or another designated location). A related webinar, [“NY250: Collaboration Opportunities from New York State Parks, Recreation and Historic Preservation.”](#) will be held Tuesday, September 15, from 1–2 PM, covering the project’s upcoming 2027 anniversaries, exhibit themes, and ways libraries can get involved, along with an overview of OPRHP’s Revisit the Revolution traveling exhibit.



## Small Business and Workforce Development

**SCORE “Profit By Design” Seminar:** WLS Small Business and Workforce Development, in partnership with the John C. Hart Memorial Library, collaborated with SCORE on “Profit By Design,” a two-part, hands-on seminar held in mid-June at the Hart Library to help small business owners define their market, sharpen pricing strategy, and build a 36-month financial plan for profitability and growth.

**Community Engagement and Regional Events:** WLS continued to engage the community at small business and workforce events this period, including the Westchester County–sponsored ConXpo, a Community Empowerment Event sponsored by the Westchester County African American Advisory Board at the Yonkers Riverfront Library, and a visit to the Iona University Hynes Institute for Entrepreneurship & Innovation. Response to the WLS small business resources website at these events was positive.



## Career Coaching Services

WLS Career Coaching Services (CCS) wrapped up its final virtual spring seminar, *Managing Your Career in Changing Times*, at the end of May. Participants came from diverse career backgrounds and employment situations and progressed in their job searches over the program’s six weekly sessions. CCS also continues to provide individual career advisement to ongoing and new clients seeking job search guidance.

Workshop interest was strong this spring. “Tips for Successful Interviewing” (White Plains Library, late April) covered interview skills and the use of AI tools to prepare; “Latest Trends in Resumes” (John C. Hart Library, May) covered resume writing, ATS (Applicant Tracking System)-friendly formatting, and cover letters; and “Unleashing Career Opportunities Through Networking” (Briarcliff Library, June) covered building and reframing professional networks. CCS also presented “Preparing for the Job Fair –

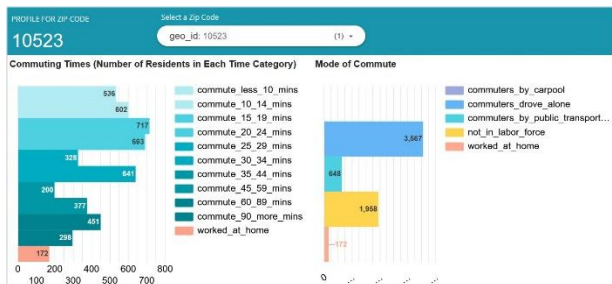
Tips for Success” to White Plains High School students ahead of the White Plains Youth Bureau’s Summer Career Fair.



## Strategic Data Analysis and Member Library Support

**2025 NYS Annual Reports:** Allison Midgley, Manager of Strategic Data Analysis and Member Library Support, continues to guide member libraries through their 2025 NYS Annual Reports. The Division of Library Development (DLD) has approved 13 libraries’ reports, 14 libraries are making minor corrections requested by DLD, 3 have WLS approval and are awaiting DLD review, and Ms. Midgley is working with 7 libraries on final questions before submission. Kudos to Cathleen Sulli, Ruth Keeler Memorial Library Director, for advancing her report despite a building closure and major remediation challenges.

**Data-Driven Decision-Making:** WLS introduced “Connect the Dots,” a recurring discussion item at WLS staff meetings in which staff review a data visualization and



discuss its implications for WLS and member library services. Ms. Midgley and Bijan Kimiagar (AEQUA Strategies) also led a June 16 webinar, “Planning Ahead With the WLS SCALE Dashboard,” attended by 36 registered member library and WLS staff; dashboard use — new users and page views — rose more than

50% over the past month. Feedback from this use is informing both SCALE Dashboard refinements and a new monthly LOCALs Dashboard.

**OverDrive Account Changes:** WLS is reinstating blocks that prevent patrons with expired accounts from accessing OverDrive, effective August 1, giving libraries time to notify staff and patrons. Ms. Midgley is also working with ILS staff to provide libraries with reporting tools to identify and update expired patron records in advance.

**hoopla Pricing Model:** At the last PLDA meeting, Dr. Kirchner presented a new hoopla pricing model under which WLS will pay a flat fee covering two checkouts per WLS patron per month, with member libraries responsible for the cost of any additional checkouts beyond that. Directors voted to support the change (20 yes, 1 no), and it takes effect July 1. In follow-up discussion, WLS clarified that hoopla — not WLS — will determine whether individual member libraries can negotiate similar contracts; that the OverDrive/Libby expired-account block is being addressed vendor by vendor and will be extended to hoopla separately; and that while the new model should make WLS’s overall hoopla billing more predictable, libraries that apply their own monthly cap can also achieve more consistent costs, though a cap does not guarantee every patron the same number of downloads.

**Tutor.com:** Maxine Nebro, Tutor.com Senior Customer Success Manager, presented platform updates at the June Adult and Youth Services meetings, highlighting new career and technical education tutoring, resume and cover-letter review features, and newly added FAFSA resources.



## Trustee Education and Board Matters

**2026 Velma K. Moore Award:** The Library Trustees Association Section (LTAS) of NYLA accepted nominations through June 30, 2026, for the 2026 Velma K. Moore Award, which honors exemplary volunteer contributions to library services in New York State and includes a \$1,500 prize.

Nominees may include trustees, community members, library boards, or any volunteer individual or group who supports libraries. *Nominations can be made by anyone in the library community and should be submitted by email to [VKMAward@gmail.com](mailto:VKMAward@gmail.com).* The nomination letter should include the name and address of the nominee, library affiliation, and a statement of not more than 500 words on the reason for nomination. *Deadline for receipt of nominations: Tuesday, June 30, 2026.*

**LTAS NYLA Conference Scholarship:** LTAS is offering a scholarship of up to \$1,200 toward a trustee's attendance at the 2026 NYLA Annual Conference in Saratoga Springs (November 4–7). Applications of no more than 500 words are due to Gregory Laub at [Gregory.laub@gmail.com](mailto:Gregory.laub@gmail.com) by July 31, 2026.

**WLS/RCLS Educational Sessions with Attorney Stephanie “Cole” Adams:** Open to all library staff and trustees for self-affirmed continuing education credit, upcoming sessions include Grants and External Funding (August 13) and Civil Service (October 29).

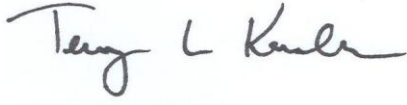
**DLD Minimum Standards Webinars:** The Division of Library Development continues its webinar series on the updated minimum standards, with recordings available to those who register, including a session on [Policy Development for Public Usage of Library Space and Meeting Rooms](#) (July 10 at 2 PM).



## Wind Down and Have Some Fun!

WLS is again assembling the Speed Readers team for the Corporate Fun Run at Westchester Community College on July 9, from 5:00–9:00 PM, looking to defend its title as the largest participating team for a fourth consecutive year. There is no cost for public library staff, trustees, or volunteers to participate; friends and family are welcome at a discounted rate of \$33. [Registration is required.](#)

Respectively Submitted,

A handwritten signature in black ink, reading "Terry L Kirchner". The signature is written in a cursive style with a large initial 'T' and a long horizontal stroke at the end.

Terry L. Kirchner, PhD.  
Executive Director