

Call to Meeting
September 29, 2026

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, September 29, 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: June 30, 2026

Finances

Action Items

Action Item #1: **State Aid for Public Library Construction \$44 Million Program FY 2026/
2027**

President's Report

WLS Committee Reports

Executive Director's Report

NEXT MEETING: The next Regular Meeting will be held on Tuesday, October 27, 2026, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 30, 2026 – Approval Pending

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:01p.m.

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

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

Board Members absent: Wes Iwanski, Alice Joslow

Also present from WLS: Wilson Arana, Robert Caluori, Terry Kirchner, Pat Brigham, Kate Meyer

MINUTES

The minutes of the May 26, 2026, Board Meeting were approved as amended (Susan Morduch did not attend the Board Meeting) on a motion by Ms. Tepper and seconded by Mr. Cartolano. The motion passed unanimously.

FINANCIAL REPORTS

Mr. Caluori presented the financial reports for May 2026. Payment registers for the period were also distributed. The financial reports for May 2026 were approved on a motion by Ms. LeBlanc and seconded by Ms. Bober. The financial reports were accepted unanimously.

INFORMATION ITEM

Free Direct Access Plan: The Westchester Library System (WLS) is updating its mandatory five-year Plan of Service for 2027–2031 to outline strategic goals, service programs, and operational priorities. A key component, the Free Direct Access Plan, provides guidelines for handling member library closures and monitoring municipal support during increased 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.

ACTION ITEM

Bylaws, Employee Handbook, Strategic Goals and Policy Updates: The WLS Governance Committee reviewed and recommended for approval updates to the bylaws for electronic transfers, the employee handbook's jury duty section, and strategic goals during their May 12, 2026 meeting. Additionally, policies regarding the code of ethics, health emergency plans, and remote work were reviewed and recommended for approval by the committee.

A brief discussion on the potential for conflicts of interest when a WLS trustee also serves on a member library board occurred. As a result, Ms. Zevin and Mr. Mener would like further discussion regarding Policy 7: *Code of Ethics and Conflict of Interest*, therefore this Policy was not approved by the Board and will be discussed at a later date. The Bylaws, Employee Handbook, Strategic Goals and Policy Updates apart from Policy 7 were approved on a motion by Mr. Trader and seconded by Ms. LeBlanc. [Mr. Cartolano abstained.]

PRESIDENT'S REPORT

Ms. Hydari reminded each Board member to return the Executive Director's evaluation form to her. There is a Legislator Appreciation Supper at WLS headquarters on July 21 at 5:30 pm. She encouraged all Board members to attend. In response to the auditing firm's recommendation that this be discussed at a board meeting, Dr. Kirchner provided the board with a brief overview of the business continuity (succession planning) protocols that the administration staff have in place to address planned and unplanned absences of administrative staff, with a focus on the Executive Director, Chief Financial Officer and Office Manager positions.

COMMITTEE REPORTS

Finance: Ms. LeBlanc noted the committee that the Finance Committee met before the Board meeting and discussed the accounting for the Disconnect 2 Reconnect (D2R) conference. Mr. Caluori added that they discussed how the expenses for the conference were currently recorded between the Special Events and Contractual Services expense lines and that all of the expenses for the conference are more appropriately recorded in the Contractual Services line. It was explained that the Special Events line was used as a placeholder for the conference during the budget process and agreed to combine it with Contractual Services.

Nominating: Dr. Kirchner will send out letters to libraries asking for nominations for District 1 [Croton, Montrose, Yorktown] representative replacing Karen Zevin and District 6 [Ardsley, Dobbs Ferry, Greenburgh, Hastings] representative replacing Susan Morduch who have each completed two consecutive terms and are not eligible for reappointment. District 3 [Bedford Hills, Chappaqua, Katonah, Mt Kisco] representative Nishat Hydari has completed her first 5-year term and is willing to serve another term and the libraries in District 3 will be notified of her interest in continuing her service on the WLS Board..

Governance: The committee will discuss Policy 7: *Code of Ethics and Conflict of Interest* and report back to the Board.

EXECUTIVE DIRECTOR'S REPORT

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

- Dr. Kirchner noted leadership changes at several libraries. He stated that a total of six libraries

have not finished their annual reports to the State.

- Ms. Brigham spoke about Digital Navigators of the Hudson Valley, a program that trains local library staff to provide technology assistance for anyone who needs it. The program is administered by Southeastern New York Library Resources Council, Mid-Hudson Library System, Ramapo-Catskill Library System, and Westchester Library System. A Digital Navigators training cohort is being planned for October as part of the Hudson Valley Connected program. More information will be forthcoming, but all library staff are encouraged to take advantage of this professional development opportunity.
- Dr. Kirchner informed the Board that they have been asked by the NYS Division of Library Development to approve the independent auditor selected to conduct the financial audit for Mount Vernon Public Library. As per the June 22, 2026, email that was sent to the Mount Vernon Public Library board by Lauren Moore, Assistant Commissioner for Libraries and State Librarian: *Given ongoing concerns about the accuracy of MVPL's financial reporting, the State Library will now require that all annual financial reports, beginning in 2026, be reviewed and certified by an independent auditor hired by the MVPL Board of Trustees. The auditor must be approved by the Westchester Library System. Failure to comply with the above directives may result in the revocation of MVPL's registration.*
- WLS is in discussions with hoopla to remove the "monthly cap" for WLS-funded hoopla borrows - this would allow every active library card holder to have 2 system-funded borrows (rather than a maximum of 3) per month (hoopla would still honor WLS' \$25,000 monthly cap, but no patron would be denied access to their 2 borrows). WLS would like to try this new approach as early as July 1 - in theory it should expand access to content to all patrons.
- Dr. Kirchner reminded board members of the Fun Run event on July 9th and the Battle of the Books on October 24th.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:09 p.m. on a motion by Ms. Morduch and seconded by Ms. Bober that passed unanimously.

Respectively submitted,

Diane H. Tabakman
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – JUNE–AUGUST 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.

The Board did not meet over the summer, so this report covers the period since the last report presented in May. The Balance Sheet below compares August 31, 2026 to May 31, 2026, reflecting the full June–August movement. The Statement of Revenues and Expenditures follows the normal monthly format and speaks to August 2026 specifically, along with the year-end projections.

This report includes the following financial statements:

Balance Sheet

Statement of Revenues and Expenditures with Comparison to Budget

Statement of Revenues and Expenditures with Projections

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 across June–August 2026 are listed below, largest to smallest:

Amount: \$77,123.03

Vendor: NYS Employees Health Insurance Program (NYSHIP)

Purpose: Employee health insurance for September 2026

Amount: \$75,791.98

Vendor: NYS Employees Health Insurance Program (NYSHIP)

Purpose: Employee health insurance for June 2026

Amount: \$75,791.98

Vendor: NYS Employees Health Insurance Program (NYSHIP)

Purpose: Employee health insurance for July 2026

Amount: \$75,791.98

Vendor: NYS Employees Health Insurance Program (NYSHIP)

Purpose: Employee health insurance for August 2026

Amount: \$66,883.00

Vendor: Yonkers Public Library

Purpose: Local Library Services Aid (LLSA) pass-through from New York State

BALANCE SHEET – JUNE–AUGUST 2026

The Balance Sheet shows comparative figures for the period from month-ending (ME) May 2026 through ME August 2026. The key changes include a sharp increase in Operating Cash, a large increase in Deferred Revenue, and offsetting activity between Accounts Receivable and Unconditional Promises to Give. 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 increase in assets, driven primarily by the increase in Operating Cash and Accounts Receivable.

Operating Cash & Cash Equivalents (This shows the cash in WLS's bank accounts): WLS's operating cash increased by \$1,987,900 over the three-month period. With \$4,346,300 in receipts, activity included \$2,533,100 in New York State aid, \$1,128,700 from member libraries for IT services and group purchases and \$169,200 from the Federal E-Rate program. A temporary \$400,000 draw from reserves covered cash flow while WLS awaited payment from New York State, Westchester County, and the July billing to member libraries; the full \$400,000 has been returned to reserves. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$75,000 to Midwest Tape for three months of pay-per-use patron content (Hoopla), \$32,600 to Kanopy LLC for pay-per-use patron content, \$38,700 to GovConnection for the renewal of SentinelOne (\$27,600) and a new subscription to BeyondTrust (\$11,100) — endpoint protection and privileged access management software, \$37,500 to Impact PR & Communications for public relations support on the Hudson Valley Connected! Grant, and \$15,250 to AEQUA Strategies for continued work on data dashboards. WLS also disbursed \$311,300 in LLSA aid pass-through and \$4,612 in fines and fees collected through the online catalog to the 38 member libraries.

Reserve Cash & Cash Equivalents (This shows the cash in WLS's reserve accounts and short-term investment holdings): This line increased by \$24,600, the result of earnings on reserve funds held with NYCLASS and Valley Bank and earnings on US Treasury investments.

Unconditional Promises to Give (These are promises to give money to WLS such as governmental aid): This line decreased by \$482,900, the result of receiving monies due from Westchester County, New York State, and Federal E-Rate against the recording of additional funds due from Westchester County.

Accounts Receivable (Amounts owed to WLS, primarily by member libraries): This line increased by \$346,400, the result of the semi-annual member-library invoicing cycle for IT services and group purchases, which lands primarily in January and June.

LIABILITIES:

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

Deferred Revenue (Funds received which have not yet been earned): This figure increased by \$1,506,000 the result of deferring \$1,998,000 in unearned revenues against the recognition of \$492,000 in revenue

STATEMENT OF REVENUE AND EXPENDITURES

COMPARISON TO BUDGET – AUGUST 2026

Revenues were \$113,300 more than expenses before depreciation for August, which represents a \$154,100 positive variance from the budget, which had called for a \$40,800 deficit. On a YTD basis, net revenue before depreciation of \$303,000 is running \$629,800 better than budget, which had called for a \$326,800 deficit.

REVENUES:

Total revenue for August was \$126,200 more than the budget, with offsetting positive and negative variances in several lines. Details are discussed below.

State Revenues with Restrictions came in \$90,500 ahead of budget for August, reflecting matching reimbursement revenue for the new Hudson Valley Connected! grant (see Expenses below) — this is a reimbursement grant and its expenses and revenues are both unbudgeted for 2026. As expenses are incurred, receivable revenues are also recorded, which will be neutral to the bottom line. This line also includes revenues for restricted aid from NYS, which came in higher than budgeted. Per WLS's standard procedure, NYS revenue was recognized in line with budget through July until the State passed its budget and official aid figures are released by the Division of Library Development. The aid amounts are published and revenue will be recorded against those figures through the remainder of the year. While WLS had budgeted for a 5% cut, funding from NYS was held essentially flat against 2025 amounts. This line is projected to run \$225,100 ahead of budget for the full year.

State Revenues without Restrictions came in \$22,600 ahead of budget for August. Similar to the restricted aid mentioned earlier in *State Revenues with Restrictions*, this revenue was recognized in line with budget through July. The aid amounts are published and revenue in this line will also be recorded against those figures through the remainder of the year. While WLS had budgeted for a 5% cut, funding from NYS was held essentially flat against 2025 amounts. This line is projected to run \$113,100 ahead of budget for the full year.

County Revenues without Restrictions is projected to run \$40,300 behind budget for the year. WLS had budgeted from a 5% cut in County funding, but the final County budget cut WLS funding 7%.

EXPENSES:

Expenses before depreciation came in \$28,000 less than the budget and were \$113,300 less than revenues for August. At \$4,743,200 for the YTD, expenses are running \$420,200 less than the budget. Lines with significant variances and/or noteworthy activity are discussed below:

Salaries and Fringe Benefits carried surpluses of \$22,800 and \$21,900, respectively, for August. As in prior reports, this is the result of three budgeted positions that remain unfilled, and health insurance premiums increasing 9.2% for the year versus the 15% increase called for in the budget. For the full year, these two lines are projected to run a combined \$440,800 ahead of budget (\$276,300 for Fringe Benefits and \$164,500 for Salaries) as these savings compound over the year.

Contractual Services ended August with an \$84,600 deficit. Looking at this together with Special Events, as discussed at the June meeting, the *Special Events* line shows an offsetting \$29,000 surplus variance; this isn't real savings. The activity in August for Special Events is the result of a journal entry that reclassified Disconnect2Reconnect (D2R) conference costs to Contractual Services. Together, lines ran \$55,600 over budget for August and \$42,300 for the YTD. This overage is the result of activity from the new Hudson Valley Connected! Grant, which was unbudgeted for 2026. This is a reimbursement grant, and so offsetting revenue is recorded in State Revenues with Restrictions as noted above. This grant is also driving costs in Printing and Postage, expected to continue through year-end (see Projections below).

Printing and Postage ended August \$12,800 over budget, also attributable to Hudson Valley Connected! grant costs.

Repairs and Maintenance carried a \$13,200 surplus for August. IT is refining the subscriptions used to support infrastructure as it transitions away from VDI (virtual desktop infrastructure), and has negotiated advantageous pricing on renewals of existing subscriptions. Both factors are expected to continue holding this line under budget, with a projected \$149,000 surplus for the year.

Telephone and Internet carried a \$12,100 surplus for August and is expected to continue running under budget for the remainder of the year. Internet connectivity at WLS and member libraries changed over to a new vendor beginning in July, at a lower cost than the previous vendor, the result of the E-Rate RFP process yielding better pricing. For the full year, this line is projected to run a \$100,700 surplus.

Travel and Professional Development carried a combined \$14,000 surplus for August (\$5,900 and \$8,100 respectively), this is normal for this time of the year as there are few conferences during the summer months, but increased activity is expected in the fall.

Year-End Projection Summary

WLS is projecting a \$497,400 surplus before depreciation for the full year, against a budgeted deficit of \$490,100, which represents \$906,700 variance. This is a very large favorable swing from the original budget driven mostly by savings in Salaries, and Fringe Benefits, Repairs and Maintenance, Telephone and Internet, and increased revenues from NYS.

The remaining offsetting drivers are Contractual Services, which is projected to be \$178,000 over budget for the year due to the Hudson Valley Connected! grant and the D2R/Special Events reclassification described above are expected to continue through year-end, and Printing and Postage which is projected to be \$68,100 over budget for the year, which is also from Hudson Valley Connected! grant costs.

Special Events shows no projected activity for the remainder of the year, consistent with D2R conference costs having moved to Contractual Services and the full \$54,000 budgeted for this line is expected to go unused, with the corresponding spend appearing in Contractual Services instead.

Westchester Library System
Balance Sheet
As of August 31, 2026

	Month Ending 08/31/2026	Month Ending 05/31/2026	Month Ending 08/31/2026		Year Ending 12/31/2025
	Actual	Actual	Period difference	Period variance	Actual
Assets					
Current Assets					
Operating Cash & Cash Equivalents	2,496,211	508,343	1,987,868	391.04 %	1,167,040
Reserve Cash & Cash Equivalents	3,139,410	3,114,855	24,555	0.78 %	3,074,462
Unconditional Promises to Give	928,817	1,411,746	(482,929)	(34.20) %	402,696
Accounts Receivable	474,738	128,295	346,442	270.03 %	82,600
Prepaid Expenses	642,592	803,111	(160,517)	(19.98) %	792,708
Total Current Assets	7,681,768	5,966,350	1,715,419	28.75 %	5,519,506
Long-Term Assets					
Property & Equipment	146,064	142,745	3,318	2.32 %	188,848
Right Of Use Asset	418,334	418,334	0	0.00 %	418,334
Total Long-Term Assets	564,398	561,079	3,318	0.59 %	607,182
Total Assets	8,246,166	6,527,429	1,718,737	26.33 %	6,126,688
Liabilities					
Short-Term Liabilities					
Accounts Payable	551,860	504,754	47,106	9.33 %	393,111
Deferred Revenue	1,758,567	252,366	1,506,202	596.83 %	23,400
Short-Term Right of Use	332,189	332,189	0	0.00 %	332,190
Total Short-Term Liabilities	2,642,616	1,089,309	1,553,308	142.59 %	748,701
Long-Term Liabilities					
Long-Term Right of Use	173,924	173,923	0	0.00 %	173,923
Post-Retirement Benefits Payable	3,441,346	3,441,346	0	0.00 %	3,441,346
Total-Long-Term Liabilities	3,615,270	3,615,269	0	0.00 %	3,615,269
Total Liabilities	6,257,886	4,704,578	1,553,308	33.01 %	4,363,970
Net Assets					
Net Assets, Beg Bal	1,885,673	1,795,979	89,694	4.99 %	2,094,535
Change in Net Assets	102,607	26,872	75,735	281.84 %	(331,817)
Total Net Assets	1,988,280	1,822,851	165,429	9.07 %	1,762,718
Total Liabilities and Net Assets	8,246,166	6,527,429	1,718,737	26.33 %	6,126,688
Net Asset Detail					
Working Capital	5,039,152	4,877,041	162,111	3.32 %	4,770,805
Long-Term Net Assets	(3,050,872)	(3,054,190)	3,319	0.10 %	(3,008,087)
Total Net Asset Detail	1,988,280	1,822,851	165,430	9.07 %	1,762,718

Westchester Library System
Statement of Revenues and Expenditures
Comparison to Budget with Previous Years To Date
As of August 31, 2026

	Month Ending 08/31/2026			Year To Date 08/31/2024	Year To Date 08/31/2025	Year To Date 08/31/2026			Year Ending 12/31/2026
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
Revenue									
State Revenues without Restrictions	199,514	176,897	22,617	1,427,537	1,485,731	1,437,793	1,415,173	22,620	2,122,760
County Revenues without Restrictions	102,973	106,331	(3,358)	895,360	895,417	823,784	850,647	(26,863)	1,275,970
Federal Revenues without Restrictions	15,176	13,333	1,843	93,308	100,157	108,507	106,667	1,841	160,000
Member Technology Fees	242,826	238,377	4,450	1,800,357	1,838,679	1,938,524	1,907,013	31,510	2,860,520
Fund Raising & Contributions	173	133	40	960	3,551	31,363	1,067	30,296	1,600
Interest	21,893	5,625	16,267	101,701	93,186	92,787	45,000	47,787	67,500
Other Revenues without Restrictions	5,540	5,917	(377)	23,015	16,037	40,662	47,333	(6,671)	71,000
State Revenues with Restrictions	141,387	50,924	90,464	411,068	425,069	497,898	407,393	90,504	611,090
Other Revenues with Restrictions	1,260	7,041	(5,782)	23,370	53,280	48,097	56,334	(8,236)	84,500
Gain/(Loss) of Disposal of Assets	0	0	0	0	0	26,789	0	26,789	0
Total Revenue	730,742	604,578	126,164	4,776,676	4,911,107	5,046,204	4,836,627	209,577	7,254,940
Expenditures									
Salaries	179,756	202,559	22,803	1,484,987	1,558,931	1,495,537	1,620,474	124,937	2,430,711
Fringe Benefits	110,038	131,935	21,897	877,548	882,058	878,039	1,055,480	177,441	1,583,219
Professional Fees	409	4,650	4,241	34,638	19,953	21,640	37,200	15,560	55,800
Equipment	4,358	8,550	4,192	40,483	209,364	83,519	68,400	(15,119)	102,600
Library Materials	57,670	62,042	4,372	735,149	896,116	514,390	496,334	(18,057)	744,500
Rent and Utilities	32,800	35,183	2,383	252,944	258,321	302,893	281,466	(21,426)	422,200
Repairs and Maintenance	39,769	52,983	13,215	433,764	401,079	325,055	423,867	98,811	635,800
Supplies	1,703	2,584	880	8,577	9,087	6,596	20,666	14,072	31,000
Telephone and Internet	25,296	37,408	12,112	298,234	281,820	253,432	299,267	45,834	448,900
Printing and Postage	17,059	4,233	(12,826)	33,614	31,431	68,874	33,867	(35,007)	50,800
Bibliographic Fees	7,704	8,192	488	58,924	61,204	62,739	65,533	2,794	98,300
Professional Development	(23)	8,037	8,060	13,053	40,224	49,187	64,300	15,113	96,450
Travel	192	6,084	5,892	29,143	28,208	20,789	48,667	27,877	73,000
Memberships	1,282	2,416	1,134	18,991	14,309	11,900	19,333	7,434	29,000
Contractual Services	111,105	26,525	(84,580)	165,743	181,067	290,520	212,200	(78,320)	318,300
Delivery Service	48,565	41,292	(7,273)	308,243	319,188	327,776	330,333	2,557	495,500
Special Events	(24,458)	4,500	28,958	0	0	0	36,000	36,000	54,000
Insurance	3,320	3,417	97	22,473	24,906	24,493	27,334	2,840	41,000
Miscellaneous	901	2,833	1,932	8,578	11,060	5,823	22,666	16,844	34,000
Total Expenditures	617,446	645,423	27,977	4,825,086	5,228,326	4,743,202	5,163,387	420,185	7,745,080
Total Net Revenue Before Depreciation	113,296	(40,845)	154,141	(48,410)	(317,219)	303,002	(326,760)	629,762	(490,140)
Non-Cash Activity									
Depreciation	7,207	8,300	1,093	110,206	98,347	71,293	66,400	(4,893)	99,600
Unrealized Gain/Loss on Investments	3,482	0	(3,482)	4,140	5,540	6,146	0	(6,146)	0
Total Non-Cash Activity	10,689	8,300	(2,389)	114,346	103,887	77,439	66,400	(11,039)	99,600
Total Net Revenue	102,607	(49,145)	151,752	(162,756)	(421,106)	225,563	(393,160)	618,723	(589,740)

Westchester Library System

Statement of Revenues and Expenditures with Projections

As of August 31, 2026

	Year Ending 12/31/2026 Budget	YTD Through 08/31/2026 Actual	Current Year Projected Sep. - Dec.	Current Year Total Projected	Current Year Proj vs. Budget
Revenues					
State Revenues without Restrictions	2,122,760	1,437,793	798,037	2,235,830	113,070
County Revenues without Restrictions	1,275,970	823,784	411,891	1,235,675	(40,295)
Federal Revenues without Restrictions	160,000	108,507	60,705	169,212	9,212
Member Technology Fees	2,860,520	1,938,524	961,840	2,900,364	39,844
Fund Raising & Contributions	1,600	31,363	403	31,766	30,166
Interest	67,500	92,787	30,586	123,373	55,873
Other Revenues without Restrictions	71,000	40,662	11,150	51,812	(19,188)
State Revenues with Restrictions	611,090	497,898	338,250	836,148	225,058
Other Revenues with Restrictions	84,500	48,097	33,248	81,345	(3,155)
Gain / (Loss) of Disposal of Assets	-	26,789	0	26,789	
Net Assets Released from Restriction	-	-	-	-	
Total Revenues	7,254,940	5,046,204	2,646,110	7,692,314	410,585
Expenses					
Salaries	2,430,711	1,495,537	770,673	2,266,211	164,501
Fringe Benefits	1,583,219	878,039	428,902	1,306,941	276,278
Professional Fees	55,800	21,640	39,714	61,354	(5,554)
Equipment	102,600	83,519	24,565	108,084	(5,484)
Library Materials	744,500	514,390	249,156	763,546	(19,046)
Rent and Utilities	422,200	302,893	134,755	437,648	(15,448)
Repairs and Maintenance	635,800	325,056	161,742	486,798	149,002
Supplies	31,000	6,595	9,863	16,458	14,542
Telephone and Internet	448,900	253,433	94,718	348,151	100,749
Printing and Postage	50,800	68,874	50,056	118,930	(68,130)
Bibliographic Fees	98,300	62,739	31,372	94,111	4,189
Professional Development	96,450	49,187	43,541	92,727	3,723
Travel	73,000	20,790	19,222	40,012	32,988
Memberships	29,000	11,900	6,296	18,195	10,804
Contractual Services	318,300	290,520	205,786	496,306	(178,006)
Delivery Service	495,500	327,776	163,977	491,753	3,747
Special Events	54,000	-	-	-	
Insurance	41,000	24,493	12,928	37,421	3,579
Miscellaneous	34,000	5,823	4,465	10,288	23,712
Intangible Assets	-	-	-	-	
Total Expenses	7,745,080	4,743,202	2,451,730	7,194,932	496,148
Net Revenue Before Depreciation	(490,140)	303,002	194,380	497,382	906,733
Non-Cash Activity					
Depreciation	99,600	71,293	28,459	99,752	(152)
Post-Retirement Benefits (Gain)/Loss	-	-	-	-	-
Unrealized Investments (Gain)/Loss	-	6,147	-	-	-
Total Non-Cash Activity	99,600	77,439	28,459	99,752	(152)
Total Net Revenue	(589,740)	225,563	165,921	397,630	906,581

Item: State Aid for Public Library Construction \$44 Million Program
FY2026-2027

Background: A total of \$44 Million was approved for the Public Library Construction Aid Program in the FY2026-2027 State Budget. For Westchester Library System, the allocation of aid available is based on population and totals \$2,077,297.

Status: A total of 9 applications were received for this grant cycle, down from 16 applications last year. All the applications were found to meet the criteria established for the Public Library Construction Aid as required by New York State Commissioner's Regulations [Section 90.12], which include more effective library service; more efficient utilization of the library building; improved access to and use of building services; and provision of library services in communities which are geographically isolated or economically disadvantaged. Three (3) applications were recommended at their maximum allocation of 50% (John C. Hart [Yorktown], Larchmont, and Rye), six (6) applications were eligible to receive up to 90% but due to limited funding received a smaller allocation percentage (Greenburgh [\$545,760 / 35%], Hendrick Hudson [\$36,522 / 50%], Katonah [\$545,760 / 43%], New Rochelle – Huguenot [\$137,360 / 50%], New Rochelle – Main [\$45,946 / 50%], Ossining [\$545,760 / 29%]).

The Public Library Directors Association (PLDA) Public Library Construction Aid Committee made up of Chair Dana Hysell, Field Library; Augusta Turner, Town of Pelham Public Library; Eric McCarthy, Mount Pleasant Public Library; Greg Wirszyła, Bronxville Public Library; Jennifer Brown, Mount Kisco Public Library; Jennifer Coulter, Pound Ridge Library; Jesse Bourdon, Croton Free Library; Jesse Montero, Yonkers Public Library; Laura Eckley, White Plains Public Library; and Marianne Ripin, Ardsley Public Library. The WLS representative on this committee was Terry Kirchner. The committee members reviewed and approved the construction project applications on September 14, 2026. The committee's allocation recommendations were presented to and approved by the Public Library Directors Association (PLDA) on September 17, 2026.

The Committee reviewed the applications based on the nature of the projects and aid previously received. The recommended award amounts are noted on the attached list. Should additional funding be allocated to WLS (this regularly occurs when other systems are not able to utilize their funds), the following projects have been identified as higher priority projects to receive an equal portion of any additional funding until a library reaches the 90% threshold: Greenburgh and Ossining.

This year's allotment to WLS equaled \$2,077,297. The Total Project Cost for all applications equals \$5,575,240, which is \$3,497,943 more than total projects cost and highlights the ongoing need for Public Library Construction Aid.

Recommended

Action: Approval of the recommendations submitted by the PLDA Public Library Construction Aid Committee.

Library:	Total Project Cost:	Recommended Allocation:	Project Number:	Project Description:
Greenburgh* (35%)	\$1,540,000	\$545,760	0386-27-2192	Library roof replacement
Hendrick Hudson [Montrose]* (50%)	\$73,044	\$36,522	0386-27-2189	Community room- energy efficient HVAC upgrade
John C Hart Memorial [Yorktown] (50%)	\$246,580	\$123,290	0386-27-2272	New windows and replace failing skylights
Katonah* (43%)	\$1,263,330	\$545,760	0386-27-2364	Windows and doors replacement
Larchmont (50%)	\$95,700	\$47,850	0386-27-2170	LED lighting project – phase 2
New Rochelle [Huguenot Children's]* (50%)	\$274,720	\$137,360	0386-27-2350	Roof project – phase 2
New Rochelle [Main]* (50%)	\$91,892	\$45,946	0386-27-2349	Lobby lighting & carpeting
Ossining* (29%)	\$1,891,876	\$545,760	0386-27-2291	Main floor accessibility, safety & service improvements
Rye (50%)	\$98,098	\$49,049	0386-27-2362	Assistive listening & patron experience improvements
Total:	\$5,575,240	\$2,077,297		

*Indicates library is eligible to receive up to 90% of total project cost as an allocation.

WLS Executive Director Report

September 29, 2026

WLS Strategic Initiatives



Promoting equity and access



Expand Community/Member Library/Partner Engagement



Update and Improve Our Infrastructure

Advocacy Updates

2027 Library Advocacy Day

SAVE THE DATE for the next Library Advocacy Day on Wednesday, February 3, 2027. WLS will be coordinating buses and advocacy schedules with our neighboring public library systems. More details will be forthcoming as we get closer to the date.

Want to act now? Sign up to be a New York Library Association (NYLA) advocate and to receive alerts at https://nyla.quorum.us/sign_up/15770/.

Here is a brief overview of NYLA's 2027 budget and legislative initiatives:

NYLA 2027 Budget Initiatives

- Library Operating Aid: \$188 million
- Library Construction Aid: \$175M
- Library Materials Aid: \$22/pupil
- NOVELny: \$3.5M

NYLA 2027 Policy Initiatives

- Intellectual Freedom
- eBook Licensing Reform
- Public Libraries as Sensitive Locations for Civil Immigration Enforcement

NYLA 2027 Policy Initiatives in Development

- Media Literacy in New York State
- Civil Service Reform
- Library Work Safety

For more information about these budget and legislative initiatives, checkout the newly updated NYLA Advocate's webpage at <https://www.nyla.org/2027-legislative-session>.

E-Rate Is Under Threat

On June 25, 2026, the Federal Communications Commission (FCC) released a proposal that raises questions about the future of the federal E-Rate program, which helps public libraries and schools afford broadband and Wi-Fi services. If E-Rate funding is eliminated or reduced, libraries across the country could face difficult choices between maintaining internet access and funding other essential services.

The deadline to file comments on E-Rate is Tuesday, October 13, 2026, 11:59 pm (ET). The American Library Association (ALA) has an information and advocacy page concerning this issue. Learn more at <https://www.ala.org/advocacy/federal-resources/broadband-policy/erate>.



Career Coaching Services

Fall Seminars — *Managing Your Career in Changing Times*: WLS Career Coaching Services (CCS) is offering two in-person seminar sections this fall, each meeting weekly for 90 minutes over six consecutive weeks:

- Evening session: September 29 – November 3, 6:00–7:30 PM, Chappaqua Library
- Afternoon session: October 7 – November 18, 12:00–1:30 PM, Eastchester Library

New Career Coaches: In August, CCS hired two additional Career Coaches in anticipation of long-standing coaches retiring at year's end. The new coaches bring experience in outplacement and international transition, career counseling private practice, Department of Labor employment services, and university career development advising. This fall they will shadow current coaches in seminars and workshops.

LinkedIn Boot Camp: CCS hosted a two-day LinkedIn Boot Camp conducted by Dr. Elisse W. Barnes, JD, PhD, covering the mechanics and strategy of LinkedIn for job search, marketing, networking, and career reinvention. Participants noted it gave them a clearer understanding of profile building, job search strategy, and professional networking on the platform.

Individual Advisement: CCS continues to provide individual career advisement to ongoing and new clients seeking job search guidance. Activity through July and August was busy, with a focus on job search strategy and interview preparation.



Cataloging Services

Library/Vendor Workflow: Director of Cataloging Services Douglas Wray assisted member libraries with issues related to MARC (MACHine-Readable Cataloging/online bibliographic) records from their vendors. A data breach at book vendor, Ingram, this summer caused shipping delays of newly ordered materials and created confusion as to expected delivery timelines and the availability of MARC records. Many library book vendors are still struggling to effectively add new libraries as customers and to develop new service plans following last year's collapse of long-standing vendor Baker & Taylor. The proliferation of self-published books — many purchased directly from publishers or Amazon with no or unsuitable MARC records — has further increased the workload for WLS catalogers and resulted in longer processing time to add these self-published titles to the online catalog. When Mr. Wray helps a library establish a new vendor account, ILS Administrator / Systems Librarian Lindsay Stratton often provides crucial technical assistance.

World Language Cataloging: During the summer, WLS Cataloging Services cataloged works in Albanian, Arabic, Chinese, French, German, Japanese, Korean, Portuguese, Spanish, and Ukrainian. All catalogers handle Roman-alphabet languages; Manager of Cataloging Services Melissa Glazer specializes in the others. This work makes diverse materials findable for the communities that the libraries serve.

Original Cataloging: When a MARC record is not available in OCLC WorldCat or from a vendor, WLS catalogers create one from scratch. Recent examples include:

- *Mount Kisco Celebrating 150 Years: Sesquicentennial, 1875–2025* (cataloged by Steven Pisani for Mount Kisco Public Library)
- *That Every Generation Shall Know: a Collection of the Family Histories of Various Members and Former Members of Scarsdale Synagogue* — documenting how families escaped Nazi terror in Europe (cataloged by Mr. Pisani for Scarsdale Public Library)
- *ASDD News, 1960–1961* — a bound collection of IBM's Advanced Systems Development Division newsletter (cataloged by Mr. Wray for John C. Hart Memorial Library)

Mr. Wray also cataloged numerous “library of things” items from scratch, including a pop-up tent, a portable solar oven, birdwatching and biodiversity kits, a Wi-Fi hotspot, and a laptop computer.



Community Donation Drives

WLS is coordinating system-wide community donation drives this fall in partnership with The Sharing Shelf and United Way of Westchester & Putnam. The following drives are currently underway or upcoming:

- 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



Integrated Library System (ILS) Discovery & Information Technology (IT) Services

VDI Decommission Completed: The IT department has completed the removal of all Virtual Desktop Infrastructure (VDI) devices at all member libraries. This milestone allows WLS to move off VMware software and shift focus toward providing more staff-efficient devices while strengthening network security.

Internet Service Provider (ISP) Switchover Completed: WLS successfully migrated from Crown Castle/Zayo to Lightpath as its ISP, delivering cost savings for the system along with additional security options for all locations. All switchovers were completed without any service interruptions, a testament to the IT staff's thorough knowledge of the environment.

New IT Staff Member: WLS IT staff conducted an extensive search over recent months and expect to add a new team member by mid-October. The new hire will help the department advance its goals of improved customer service, stronger security, and modernized infrastructure.

ILS — Expired Patron Card Updates: Following the August change to block OverDrive access for expired patron accounts, ILS Discovery Specialist Allison Pryor has managed more than 114 patron contacts to help update cards. Separately, the ongoing LDAP (Lightweight Directory Access Protocol)-to-Evergreen authentication project is cleaning up staff records and creating library-specific credentials so that libraries can manage their own staff passwords. Six libraries have been completed with no issues.



Outreach Services

2026 Corporate Fun Run: On July 9, WLS was represented by a team of more than 75 WLS and library staff, family members, board members, and friends at the Corporate Fun Run at Westchester Community College. Team members received WLS-branded Speed Readers shirts, creating a strong sense of team spirit. In addition to the overall Corporate Fun Run awards, WLS introduced team-specific superlative awards this year, recognizing participants in fun categories. The new awards were well received and added to the camaraderie and enjoyment of the event.



Legislators' Appreciation Supper: Despite heavy rain and flooding across the area, approximately 60 people attended the WLS Legislators' Appreciation Supper on July 21. We were especially pleased that several legislators were able to join us despite the challenging weather. The event provided an opportunity to thank our local representatives for their continued support of Westchester's libraries and to connect with library leaders, trustees, and colleagues.



Westchester Library Road Trip Pilot Program: The WLS Road Trip officially began in September, inviting everyone to explore 29 participating Westchester County libraries and discover the unique programs, services, and spaces each offers. Participants can pick up a physical Travel Log or use the Otocast app (https://app.otocast.com/guide/WLS_ROAD_TRIP) to plan their visits and check in at each library. Participants who visit five libraries receive a prize, while their 10th, 20th, and 29th visits earn additional drawing opportunities. The Road Trip runs through December 13, with prizes awarded at the wrap-up in early 2027. Full details are available on the Road Trip website (https://conversations.westchesterlibraries.org/road_trip/).



Small Business and Workforce Development

SCORE “Profit by Design” Workshops: SCORE Westchester continued its *Profit by Design: From Market Strategy to Financial Plan* workshops in August, with WLS providing an overview of its small business website and library resources to support small business growth. Webster Bank hosted the August session. Future *Profit by Design* workshops will be held at WLS and a member library.

BlueCareer Expansion: BlueCareer will be expanded to Putnam County public libraries, supporting WLS’s strategy to offer the platform across both Westchester and Putnam Counties. BlueCareer provides in-depth information on more than 100 skilled trades, connects individuals with hundreds of trade schools across the United States and Canada, and provides training resources for those seeking to build their trade knowledge and experience. WLS has an extensive workforce and small business community engagement schedule planned for the fall. Explore BlueCareer at <https://www.westchesterlibraries.org/jobs-careers/bluecareer/>.

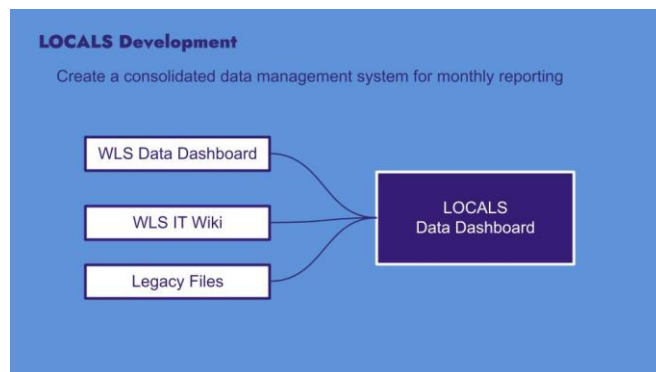




Strategic Data Analysis and Member Library Support

2025 NYS Annual Reports: All but one Westchester library's 2025 NYS Annual Report were approved by the Division of Library Development (DLD) in July. At the direction of DLD and Dr. Kirchner, Allison Midgley, Manager of Strategic Data Analysis and Member Library Support, is working with the remaining library, Mount Vernon Public Library, to address what is needed for NYS approval. To help libraries prepare for the 2026 Annual Report and build data-driven decision-making capacity, Ms. Midgley offered the webinar "Program Statistics for Annual Reports & More" in August; twenty-nine (29) registrants attended and learned about three systems for gathering and using statistics.

LOCALS Dashboard: Development of the Library Online Calculated and Analyzed Local Statistics (LOCALS) Dashboard is under way. Thirteen disparate data sources were analyzed, standardized,



moved to a single storage location, and summarized by Ms. Midgley and Bijan Kimiagar of AEQUA Strategies. In September, the dashboard was drafted and shared with WLS and Member Library Data Review Teams for initial feedback. Target release is at the end of the fourth quarter of 2026. SCALE Dashboard use increased over the summer, with 90 new users and 1,700 views, driven by webinar attendance and libraries preparing annual budgets.

WLS Shared Digital Resources: Use of the WLS shared digital resources added in 2024 showed marked declines in recent months, with analysis indicating most of these products have a limited number of avid "power" users. This suggests individual libraries are better suited to select resources that respond to local needs. OverDrive and Libby access has returned to the pre-pandemic policy of allowing only current, active cardholders, keeping library card and patron data current, and ensuring libraries are serving active users. Member libraries received public-facing messaging to ease the transition.

WLS Staff Collaborations: The Summer Reading Program survey form — used to collect library statistics for DLD reporting and Annual Report preparation — was revised by Linda Smith, Director of Outreach Services, and Ms. Midgley. The WLS Career Coaching Services online registration process was also adapted into an applicant-screening survey form, with Jane Goodenough (CCS Administrative Assistant / Media Specialist) and Ms. Midgley collaborating to streamline LibCal (online events calendar) registration and document output for coaches.



Strategic Relations and Development

Digital Navigator Training: The Empire State Development/ConnectAll grant is official, and the first of three Digital Navigator Training cohorts begins October 13. Digital Navigators give residents one-on-one help with the technology that everyday life now runs on: setting up a device, finding free or low-cost internet, and navigating health care, Social Security, banking, and other services that have moved online. The training builds flexibility and empathy alongside a working knowledge of a variety of digital devices and resources in each community. Digital literacy curriculum experts and professional evaluators are involved from start to finish. Libraries with trained navigators will be featured as trusted partners through Impact PR & Communications' media coverage, with Digital Inclusion Week in October as a focal point.

Twelve Westchester librarians have already been trained in the early phase of this program. One shared: "Digital Navigator training has helped me understand not just what patrons need from technology, but how to draw a line from a patron's needs to information and services, even when they're not sure themselves what they're looking for. The community of Hudson Valley Digital Navigators has connected me with useful, crowdsourced troubleshooting beyond what I could accomplish on my own." Applications for the upcoming training cohort will be accepted until October 2, 2026; training begins October 13.

Non-Resident Card Donations: WLS recently received two donations from grateful patrons who had a positive experience obtaining and using their fee-based non-resident card. A non-resident WLS library card is currently \$75 and is available to anyone who lives, works, goes to school, or owns property outside Westchester. These patrons made their donations to show appreciation for the vast array of WLS library services and for the personal attention of Allison Pryor, who handles WLS cards with warmth and care.

Sustainable Libraries Initiative: A partnership grant from Con Edison helped support community engagement programs focused on recycling, organic gardening, birding, the importance of butterflies, and other environmentally sustainable practices at fourteen member libraries, presented by Teatown Reservation and D.I.G Farm. A series of Trustee education programs planned for September and October will focus on how libraries support sustainability in their communities, work with municipalities, find funding, and develop policies and practices based on the Sustainable Libraries Initiative. WLS hopes to continue this partnership into 2027.



Trustee Education and Board Matters

Battle of the Books – Volunteers Needed

The 12th Annual Battle of the Books (BoB) is seeking volunteers for this year's event which will take place at Anne M. Dorner Middle School in Ossining on Saturday, October 24th. Volunteering at this event can be a terrific way to meet and network with other library people and to support your local library! Sign up at tinyurl.com/bobvolunteers.

Trustee Handbook Book Club

Thursday, October 29, 5 PM-6:30 PM: *Duties and Responsibilities of Key Officer Roles*

Register at <https://midhudson.libcal.com/event/16210610>

Panel Discussion moderated by Trustee Handbook Co-author Rebekkah Smith Aldrich.

Voices Shaping the Profession: A free 5-Part Masterclass with on-demand viewing.

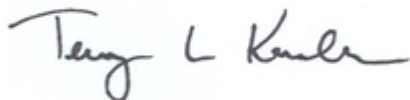
[Registration is open now.](#)

Sessions include:

- Advocacy is Everyone's Job
- Advancing a Core Value
- Whose Story Gets Saved?
- Education Imperatives
- Leading at All Levels



Respectively Submitted,



Terry L. Kirchner, PhD.
Executive Director