

**Call to Meeting
October 27, 2026**

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, October 27, 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: September 29, 2026

Finances

Information Items

Information Item #1: **WLS 2027 Operating Budget**

Information Item #2: **2027 Capital Expenditure Budget – 570 Taxter Road Renovation**

President's Report

WLS Committee Reports

Executive Director's Report

NEXT MEETING: The Annual Meeting will be held on Tuesday, November 17, at 6:00 p.m., followed by The Regular Meeting.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 29, 2026 – Approval Pending

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Andrea Bober at 6:05 p.m.

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

Board Members present: Andrea Bober, Robert Cartolano, Ralph Esposito, Wes Iwanski, Maureen LeBlanc, David Mener, Patricia Phelan, Diane Tabakman, Barbara Tepper, Hudson Trader, Karen Zevin

Board Members absent: Nishat Hydari, Alice Joselow, Karen Kelley, Susan Morduch

Also present from WLS: Wilson Arana, Robert Caluori, Terry Kirchner, Kate Meyer, Allison Midgley, Lindsay Stratton

Guests in attendance: Dana Hysell, Director, The Field Library, Jonathan Davis, Mount Vernon Public Library, Tamara Stewart, Library Advocate, Susan Melio, Library Advocate

MINUTES

The minutes of the June 30, 2026, Board Meeting were approved on a motion by Ms. Tabakman and seconded by Ms. LeBlanc. [Mr. Iwanski was not present for the vote.] The motion passed unanimously.

FINANCIAL REPORTS

Mr. Caluori presented the financial reports for June, July and August 2026. The financial reports for June, July and August 2026 were approved on a motion by Ms. LeBlanc and seconded by Ms. Tepper. The financial reports were accepted unanimously.

ACTION ITEM

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

Dana Hysell, Director of The Field Library and Chair of The Public Library Directors Association (PLDA) Public Library Construction Aid Committee stated that 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.

The State Aid for Public Library Construction \$44 Million Program FY2026 2027 was approved on a motion by Ms. Zevin and seconded by Mr. Cartolano. The motion passed unanimously.

COMMITTEE REPORTS

Finance: Ms. LeBlanc noted that budget meetings are continuing, and the last Budget meeting is scheduled for October 13, 2026, at 5:30 pm.

Nominating: Dr. Kirchner indicated there are two candidates to replace District 1 [Croton, Montrose, Yorktown] currently held by Karen Zevin and District 6 [Ardsley, Dobbs Ferry, Greenburgh, Hastings] currently held by Susan Morduch who have each completed two consecutive terms and are not eligible for reappointment.

Governance: The committee will meet in early November 2026 to discuss Policy 7: Code of Ethics and Conflict of Interest, the Whistleblower Policy and Right of Use Asset Capitalization Budget Policy and report back to the Board.

EXECUTIVE DIRECTOR'S REPORT

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

- Dr. Kirchner noted that 13 libraries have approved the WLS Free Direct Access Plan. There are a total of 20 libraries needed for approval.
- Dr. Kirchner announced that the new WLS lease with the current property owners has been signed, noting that the new lease significantly lowers rent starting in July 2027 and WLS will receive a construction allowance for improvements to the office and meeting rooms. The landlord will also be renovating the restrooms.
- Lauren Moore, Assistant Commissioner for Libraries and State Librarian, has asked for a status update on Mount Vernon Public Library's document submission, funding discrepancies, financial controls, governance issues, FOIL compliance, and meeting schedules.

Library Document Submission and Financial Discrepancies:

Mount Vernon Public Library submitted requested documents as required. WLS review identified financial inconsistencies raising questions about reporting accuracy. Disparities include unaccounted external disbursements and questionable expense categorizations. These issues suggest concerns about the library's internal controls and financial reliability.

Governance and Financial Oversight:

The library has not hired an independent treasurer; an interim treasurer is in place. Board meetings have been infrequent, with only one held in 2026, and the reorganization process was unusual. Trustee participation has been limited, affecting committee appointments and governance structure.

FOIL and Transparency Compliance:

The library has not fully complied with FOIL requests but has shown some progress. A FOIL policy was adopted in June 2026, though there was confusion about the designated Records Asset Officer role. Ongoing FOIL-related communications indicate incomplete or delayed transparency measures.

Meeting Schedule and Board Activities:

The library's board has held only one regular meeting since June 2026, with the reorganization meeting occurring earlier than usual. Past reorganization meetings typically happened in July, with deviations noted this year, impacting trustee involvement.

The Regents may meet in early October or November to discuss these ongoing issues.

- The hoopla system-wide access service model is neither functional nor financially sustainable. WLS does not plan to provide hoopla system-wide access as of January 1, 2027. Libraries interested in providing hoopla content to their local cardholders will continue to have the ability to participate in their cost-per-circulation (CPC) model.
- Dr. Kirchner reminded board members of the upcoming Attorney Education Session: *We are Ready - Confirming Your Library Complies with the New Minimum Standards for Policies* on October 15 (virtual), and the Battle of the Books on October 24th. He invited the Board to celebrate Pat Brigham at a luncheon on 11/19. She has been selected as a Woman of Influence winner from 914 Inc.

PUBLIC COMMENT

Tamara Stewart, Library Advocate, thanked Dr. Kirchner for all his help and for being a tireless advocate of the Mount Vernon Public Library. The Mount Vernon community is paying attention and wants the library to succeed.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:23 p.m. on a motion by Ms. Zevin and seconded by Ms. Tepper that passed unanimously.

Respectively submitted,

Diane H. Tabakman
Secretary

WESTCHESTER LIBRARY SYSTEM

FINANCIAL STATEMENTS WITH NOTES – SEPTEMBER 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
- 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 in September 2026 are listed below:

- Amount: \$67,868.02
- Vendor: NYS Employees Health Insurance Program (NYSHIP)
- Purpose: Employee health insurance for October 2026

BALANCE SHEET – SEPTEMBER 2026

The Balance Sheet shows comparative figures for the period from month-ending (ME) August 2026 through ME September 2026. The key changes include an increase in Operating Cash as funds due from New York State and Westchester County were received, offset by decreases in Unconditional Promises to Give, Accounts Receivable, and Deferred Revenue, resulting in a 3.06% 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 the decreases in Unconditional Promises to Give and Accounts Receivable, partially offset by the increase in Operating Cash.

Operating Cash & Cash Equivalents (This shows the cash in WLS's bank accounts): WLS's operating cash increased by \$665,400. With \$1,182,200 in receipts, activity included \$643,700 in New York State aid, \$308,900 from Westchester County, and \$208,100 from member libraries for IT services and group purchases. Notable expenditures aside from rent, payroll and benefits, Internet, and delivery to libraries included \$43,500 to the Southeastern NY Library Resources Council and \$18,000 to L&G Research and Evaluation Consulting for work on the Hudson Valley Connected! Grant, and \$19,400 to Utica National Insurance Group for the 12-month renewal of WLS's commercial, auto, and umbrella insurance policies.

Reserve Cash & Cash Equivalents (This shows the cash in WLS's reserve accounts and short-term investment holdings): This line increased by \$8,700, 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 \$619,900, the result of receiving \$780,300 from New York State and Westchester County against the recording of \$160,400 in funds due from Westchester County and New York State.

Accounts Receivable (Amounts owed to WLS, primarily by member libraries): This line decreased by \$172,700, the result of payments received from member libraries for IT services and group purchases.

LIABILITIES:

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

Deferred Revenue (Funds received which have not yet been earned): This figure decreased by \$283,400, the result of recognizing \$461,100 in revenue against the deferral of \$177,700 in unearned revenues.

STATEMENT OF REVENUE AND EXPENDITURES COMPARISON TO BUDGET – SEPTEMBER 2026

Revenues were \$64,800 more than expenses before depreciation for September, which represents a \$105,600 positive variance from the budget, which had called for a \$40,800 deficit. On a YTD basis, net revenue before depreciation of \$366,500 is running \$734,100 better than budget, which had called for a \$367,600 deficit.

REVENUES:

Total revenue for September was \$63,600 more than the budget, with offsetting positive and negative variances in several lines. Details are discussed below.

State Revenues with Restrictions came in \$44,000 ahead of budget for September, 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 is neutral to the bottom line. This line also includes restricted aid from NYS, which is being recorded against the published aid figures. 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 September. Similar to the restricted aid mentioned earlier in State Revenues with Restrictions, this revenue is being recorded against the published aid figures, which were held essentially flat against 2025 amounts rather than the 5% cut WLS had budgeted. 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 for a 5% cut in County funding, but the final County budget cut WLS funding 7%.

EXPENSES:

Expenses before depreciation came in \$42,100 less than the budget and were \$64,800 less than revenues for September. At \$5,347,900 for the YTD, expenses are running \$460,900 less than the budget. Lines with significant variances and/or noteworthy activity are discussed below:

Salaries and Fringe Benefits carried surpluses of \$22,200 and \$20,700, respectively, for September. This is the result of budgeted positions that remain unfilled, and health insurance premiums increasing 9.2% for the year versus the 15% increase called for in the budget. One vacancy has now been filled, with the new employee starting in November, which will reduce vacancy savings going forward. For the full year, these two lines are projected to run a combined \$375,700 ahead of budget (\$250,300 for Fringe Benefits and \$125,300 for Salaries).

Contractual Services ended September with a \$10,400 deficit. Looking at this together with Special Events, which now carries Disconnect2Reconnect (D2R) conference costs in Contractual Services, the Special Events line shows an offsetting \$4,500 surplus. Together, the lines ran \$5,900 over budget for September and \$48,200 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).

Telephone and Internet carried a \$23,000 deficit for September, the result of the final invoice from the previous internet connectivity vendor being recorded this month. 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 \$70,100 surplus.

Repairs and Maintenance carried a \$10,400 surplus for September. 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 \$145,800 surplus for the year.

Rent and Utilities – This line carried a \$2,400 surplus for the month. The YTD deficit related to the 2024-2025 landlord common area maintenance and tax reconciliation recorded in April stands at \$19,000.

Travel and Professional Development carried a combined \$11,700 surplus for September (\$4,100 and \$7,600 respectively).

Year-End Projection Summary

WLS is projecting a \$377,200 surplus before depreciation for the full year, against a budgeted deficit of \$490,100, which represents a \$786,500 variance. This favorable swing from the original budget is driven mostly by savings in Salaries and Fringe Benefits, Repairs and Maintenance, and 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, and Printing and Postage, which is projected to be \$70,800 over budget for the year, 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; the full \$54,000 budgeted for this line is expected to go unused, and the two lines should be considered together.

Westchester Library System
Balance Sheet
As of September 30, 2026

	Month Ending 09/30/2026	Month Ending 08/31/2026	Month Ending 09/30/2026		Year Ending 12/31/2025
	Actual	Actual	Period difference	Period variance	Actual
Assets					
Current Assets					
Operating Cash & Cash Equivalents	3,161,605	2,496,211	665,393	26.65 %	1,167,040
Reserve Cash & Cash Equivalents	3,148,089	3,139,410	8,680	0.27 %	3,074,462
Unconditional Promises to Give	308,923	928,817	(619,893)	(66.74) %	402,696
Accounts Receivable	302,037	474,738	(172,702)	(36.37) %	82,600
Prepaid Expenses	554,228	642,592	(88,364)	(13.75) %	792,708
Total Current Assets	7,474,882	7,681,768	(206,886)	(2.69) %	5,519,506
Long-Term Assets					
Property & Equipment	138,857	146,064	(7,207)	(4.93) %	188,848
Right Of Use Asset	418,334	418,334	0	0.00 %	418,334
Total Long-Term Assets	557,191	564,398	(7,207)	(1.27) %	607,182
Total Assets	8,032,073	8,246,166	(214,093)	(2.59) %	6,126,688
Liabilities					
Short-Term Liabilities					
Accounts Payable	561,669	553,172	8,497	1.53 %	393,111
Deferred Revenue	1,475,159	1,758,568	(283,409)	(16.11) %	23,400
Short-Term Right of Use	332,189	332,189	0	0.00 %	332,190
Total Short-Term Liabilities	2,369,017	2,643,929	(274,912)	(10.39) %	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	5,984,287	6,259,198	(274,912)	(4.39) %	4,363,970
Net Assets					
Net Assets, Beg Bal	1,986,968	1,885,674	101,295	5.37 %	2,094,535
Change in Net Assets	60,818	101,294	(40,476)	(39.95) %	(331,817)
Total Net Assets	2,047,786	1,986,968	60,819	3.06 %	1,762,718
Total Liabilities and Net Assets	8,032,073	8,246,166	(214,093)	(2.59) %	6,126,688
Net Asset Detail					
Working Capital	5,105,865	5,037,839	68,026	1.35 %	4,770,805
Long-Term Net Assets	(3,058,079)	(3,050,871)	(7,208)	(0.23) %	(3,008,087)
Total Net Asset Detail	2,047,786	1,986,968	60,818	3.06 %	1,762,718

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

	Month Ending 09/30/2026			Year To Date 09/30/2024	Year To Date 09/30/2025	Year To Date 09/30/2026			Year Ending 12/31/2026
	Actual	Budget	Variance	Actual	Actual	Actual	Budget	Variance	Total Budget
Revenue									
State Revenues without Restrictions	199,510	176,897	22,613	1,616,282	1,672,917	1,637,303	1,592,070	45,233	2,122,760
County Revenues without Restrictions	102,973	106,331	(3,358)	1,007,280	1,007,344	926,757	956,978	(30,221)	1,275,970
Federal Revenues without Restrictions	15,176	13,333	1,843	107,472	118,652	123,684	119,999	3,684	160,000
Member Technology Fees	234,847	238,377	(3,530)	2,022,312	2,062,696	2,173,370	2,145,391	27,981	2,860,520
Fund Raising & Contributions	134	133	1	965	3,618	31,497	1,199	30,296	1,600
Interest	13,623	5,625	7,998	114,092	102,976	106,410	50,625	55,785	67,500
Other Revenues without Restrictions	5,375	5,917	(542)	24,707	18,183	46,037	53,251	(7,213)	71,000
State Revenues with Restrictions	94,937	50,924	44,014	465,357	479,629	592,835	458,317	134,518	611,090
Other Revenues with Restrictions	1,575	7,041	(5,467)	30,976	60,805	49,672	63,375	(13,703)	84,500
Gain/(Loss) of Disposal of Assets	0	0	0	0	0	26,789	0	26,789	0
Total Revenue	668,150	604,578	63,572	5,389,443	5,526,820	5,714,354	5,441,205	273,149	7,254,940
Expenditures									
Salaries	180,389	202,559	22,170	1,665,619	1,755,167	1,675,927	1,823,033	147,107	2,430,711
Fringe Benefits	111,204	131,935	20,731	986,125	967,659	989,242	1,187,415	198,172	1,583,219
Professional Fees	887	4,650	3,763	35,525	20,889	23,840	41,850	18,010	55,800
Equipment	7,382	8,550	1,168	42,222	241,909	90,901	76,950	(13,951)	102,600
Library Materials	55,784	62,042	6,258	823,075	1,009,539	570,173	558,375	(11,798)	744,500
Rent and Utilities	32,800	35,183	2,383	282,710	290,929	335,693	316,650	(19,043)	422,200
Repairs and Maintenance	42,621	52,983	10,362	492,090	447,707	367,677	476,850	109,173	635,800
Supplies	3,550	2,584	(966)	9,905	9,626	10,145	23,250	13,105	31,000
Telephone and Internet	60,401	37,408	(22,993)	336,143	313,394	313,834	336,675	22,841	448,900
Printing and Postage	14,213	4,233	(9,980)	35,445	34,695	83,087	38,100	(44,987)	50,800
Bibliographic Fees	7,831	8,192	361	66,213	68,659	70,569	73,725	3,156	98,300
Professional Development	472	8,037	7,565	53,088	60,340	49,660	72,337	22,678	96,450
Travel	1,983	6,084	4,101	32,251	28,167	22,772	54,750	31,978	73,000
Memberships	2,213	2,416	203	12,675	15,976	14,113	21,750	7,637	29,000
Contractual Services	36,899	26,525	(10,373)	173,599	194,179	327,418	238,725	(88,694)	318,300
Delivery Service	40,426	41,292	865	344,834	357,883	368,203	371,625	3,422	495,500
Special Events	0	4,500	4,500	0	0	0	40,500	40,500	54,000
Insurance	3,079	3,417	338	25,735	28,212	27,571	30,750	3,179	41,000
Miscellaneous	1,239	2,833	1,594	10,808	12,397	7,063	25,500	18,437	34,000
Total Expenditures	603,373	645,423	42,050	5,428,062	5,857,327	5,347,888	5,808,810	460,922	7,745,080
Total Net Revenue Before Depreciation	64,777	(40,845)	105,622	(38,619)	(330,507)	366,466	(367,605)	734,071	(490,140)
Non-Cash Activity									
Depreciation	7,207	8,300	1,093	122,503	110,533	78,500	74,700	(3,800)	99,600
Unrealized Gain/Loss on Investments	(3,248)	0	3,248	(1,281)	1,310	2,898	0	(2,898)	0
Total Non-Cash Activity	3,959	8,300	4,341	121,222	111,843	81,398	74,700	(6,698)	99,600
Total Net Revenue	60,818	(49,145)	109,963	(159,841)	(442,350)	285,068	(442,305)	727,374	(589,740)

Westchester Library System

Statement of Revenues and Expenditures with Projections

As of September 30, 2026

	Year Ending 12/31/2026 Budget	YTD Through 09/30/2026 Actual	Current Year Projected Oct. - Dec.	Current Year Total Projected	Current Year Proj vs. Budget
Revenues					
State Revenues without Restrictions	2,122,760	1,637,303	598,527	2,235,830	113,070
County Revenues without Restrictions	1,275,970	926,757	308,918	1,235,675	(40,295)
Federal Revenues without Restrictions	160,000	123,684	45,528	169,212	9,212
Member Technology Fees	2,860,520	2,173,371	724,447	2,897,818	37,298
Fund Raising & Contributions	1,600	31,496	557	32,053	30,453
Interest	67,500	106,410	17,901	124,311	56,811
Other Revenues without Restrictions	71,000	46,037	11,748	57,785	(13,215)
State Revenues with Restrictions	611,090	592,835	243,313	836,148	225,058
Other Revenues with Restrictions	84,500	49,672	36,123	85,795	1,295
Gain / (Loss) of Disposal of Assets	-	26,789	0	26,789	
Total Revenues	7,254,940	5,714,354	1,987,061	7,701,416	419,687
Expenses					
Salaries	2,430,711	1,675,927	629,452	2,305,379	125,332
Fringe Benefits	1,583,219	989,242	343,635	1,332,878	250,341
Professional Fees	55,800	23,840	37,514	61,354	(5,554)
Equipment	102,600	90,901	20,411	111,312	(8,712)
Library Materials	744,500	570,173	190,027	760,201	(15,701)
Rent and Utilities	422,200	335,693	126,919	462,612	(40,412)
Repairs and Maintenance	635,800	367,677	122,319	489,996	145,804
Supplies	31,000	10,144	6,864	17,008	13,992
Telephone and Internet	448,900	313,834	64,968	378,802	70,098
Printing and Postage	50,800	83,087	38,474	121,561	(70,761)
Bibliographic Fees	98,300	70,570	23,541	94,111	4,189
Professional Development	96,450	49,659	43,570	93,229	3,221
Travel	73,000	22,772	17,240	40,012	32,988
Memberships	29,000	14,113	4,866	18,979	10,021
Contractual Services	318,300	327,419	168,887	496,306	(178,006)
Delivery Service	495,500	368,203	123,550	491,753	3,747
Special Events	54,000	-	-	-	
Insurance	41,000	27,571	10,305	37,876	3,124
Miscellaneous	34,000	7,062	3,826	10,888	23,112
Intangible Assets	-	-	-	-	
Total Expenses	7,745,080	5,347,888	1,976,368	7,324,256	366,824
Net Revenue Before Depreciation	(490,140)	366,466	10,693	377,160	786,511
Non-Cash Activity					
Depreciation	99,600	78,500	21,252	99,752	(152)
Post-Retirement Benefits (Gain)/Loss	-	-	-	-	-
Unrealized Investments (Gain)/Loss	-	2,898	-	-	-
Total Non-Cash Activity	99,600	81,398	21,252	99,752	(152)
Total Net Revenue	(589,740)	285,068	(10,559)	277,408	786,359

Item: WLS 2027 Operating Budget

Background: The Budget & Finance Committee of the Board of Trustees met three times through September and October to review a number of options in order to arrive at a budget proposal for the 2027 fiscal year. Each of the committee's meetings focused on the following:

- September 15
 - Budget process and overview
 - Information Technology department
 - Career Coaching Services department
- September 29
 - Delivery department
 - Outreach department
 - Cataloging department
- October 13
 - Administration department
 - 2027 Capital Expenditure budget

Status: Attached is the Executive Summary for the proposed FY 2027 operating budget along with detail spreadsheets and back-up information.

In addition to the work of the Committee input was also sought from the WLS managers and staff.

The budget will be presented at this meeting as an information item for discussion and will be brought to the WLS Board for approval at their next regular meeting.

October 27, 2026

2027 Proposed Operating Budget

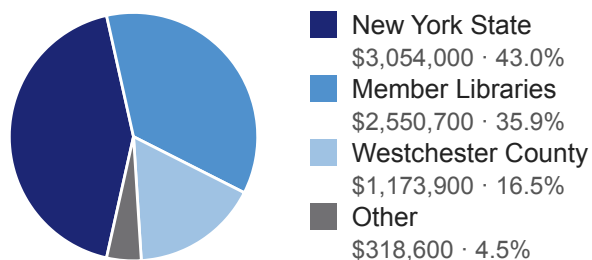
Executive Summary

This budget has been developed to support the Westchester Library System (WLS) mission to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries. The proposed 2027 operating budget is based on the following significant assumptions:

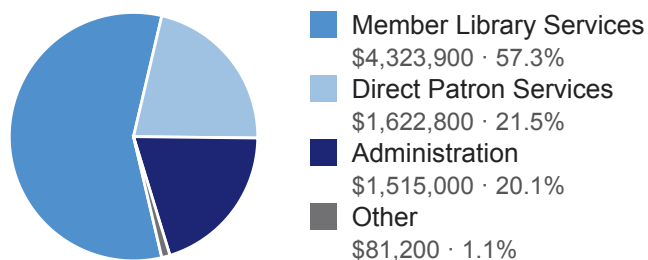
- New York State unrestricted aid flat with the 2026 budget (5.1% below 2026 projected figures)
- Westchester County aid 8.0% below the 2026 budget (5.0% below 2026 projected figures)
- Member Library Technology Fees 10.8% below the 2026 budget (12.1% below 2026 projected figures), driven by the end of the \$300,000 member library contribution for group e-content purchases
- 3.5% increase in staff pay rates, with larger promotion-related increases for selected staff
- Library Materials 53.6% below the 2026 budget (54.7% below 2026 projected figures)
- Reduction of 2.0 FTE in staff headcount from the 2026 budget

The charts below provide an overview of the breakdown of WLS' revenue sources and the activities they support.

Revenue Sources



Supported Activities



The budget was designed to help WLS achieve its Strategic Goals. It allows for the continuation of current programs and services whose focus is community engagement and outreach in alignment with member libraries, governmental agencies, service organizations, community members and Westchester County.

Specific WLS priorities supported by this budget include the following:

- Engaging with underserved and at-risk populations including youth, seniors, low-literacy adults and justice-impacted individuals.
- Assisting incarcerated persons residing in New York State and Westchester County in accessing library services.
- Promoting discovery, access and resource sharing through Cataloging, Interlibrary Loan and Delivery.
- Providing Career Coaching Services for unemployed and underemployed adults.
- Engaging in advocacy for and outreach to new entrepreneurs and small business startups.

- Providing and supporting technology infrastructure that maintains and improves member library technology services.
- Advancing digital equity by training digital navigators across the Hudson Valley through the Hudson Valley Connected project.
- Embracing data from the NYS annual report, monthly usage statistics and other local and regional census data as key drivers of strategic decision making.

The budget was developed and presented to the Budget & Finance Committee over the course of three meetings, each with a deeper focus on department-level data. The committee examined the previous year's actual figures, the current year's budget and projected figures, and the 2027 proposed budget at the department level and aggregate levels. Considerations were made to the purpose of programs as they pertained to administration, services to member libraries, and direct services to the public.

The budget documents include: (1) a top-level summary outlining 2025 actual figures, 2026 adopted budget and projected figures and the 2027 proposed budget; (2) department-level budget details for 2027; (3) line-by-line budget notes; and (4) an analysis of changes to staff allocations by department.

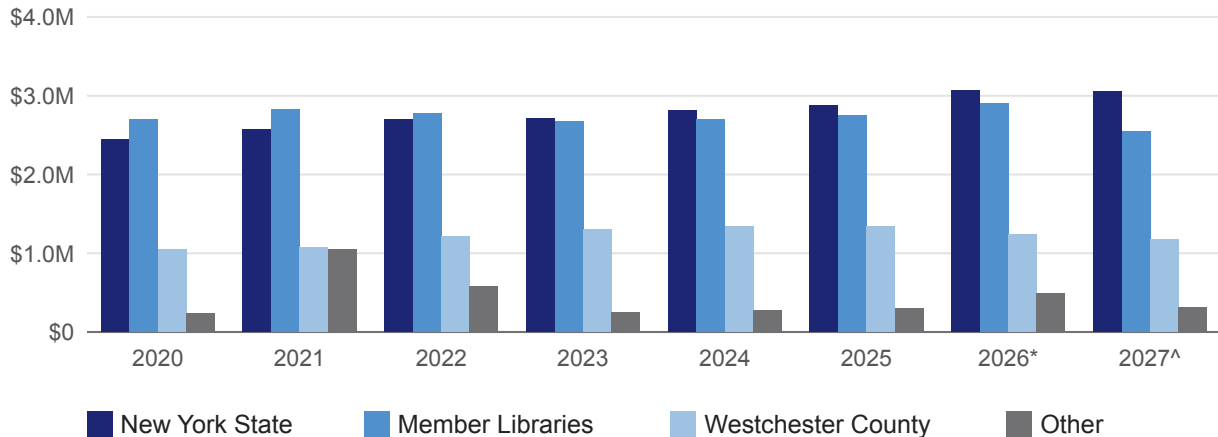
Included in this summary are the key points of and significant changes to the budget.

2027 Budget Highlights

Revenue

- Budgeted revenues total \$7.10 million from all sources, \$157,800 (2.2%) below the 2026 budget and \$595,200 (7.7%) below 2026 projected figures.
- New York State unrestricted aid is budgeted at \$2,122,800, flat with the 2026 budget and \$113,100 (5.1%) below 2026 projected figures, reflecting an anticipated reduction in State funding.
- Westchester County aid is budgeted at \$1,173,900, \$102,100 (8.0%) below the 2026 budget and \$61,800 (5.0%) below 2026 projected figures.
- Restricted State revenues are budgeted at \$931,200, \$320,100 (52.4%) above the 2026 budget and \$95,000 (11.4%) above 2026 projected figures, reflecting the Hudson Valley Connected grant.
- Member Library Technology Fees are budgeted at \$2,550,700, \$309,800 (10.8%) below the 2026 budget and \$349,700 (12.1%) below 2026 projected figures. The \$300,000 member library contribution for group e-content purchases ends after 2026. IT service fees are essentially flat (0.4% below the 2026 budget and 1.9% below 2026 projected figures): rate increases are offset by changes in the services member libraries selected in their IT Service Level Agreements.
- E-Rate funding is budgeted at \$100,000, \$60,000 (37.5%) below the 2026 budget and \$69,200 (40.9%) below 2026 projected figures. E-Rate reimburses 56% of eligible internet costs and declines with the savings in Telephone and Internet described below.

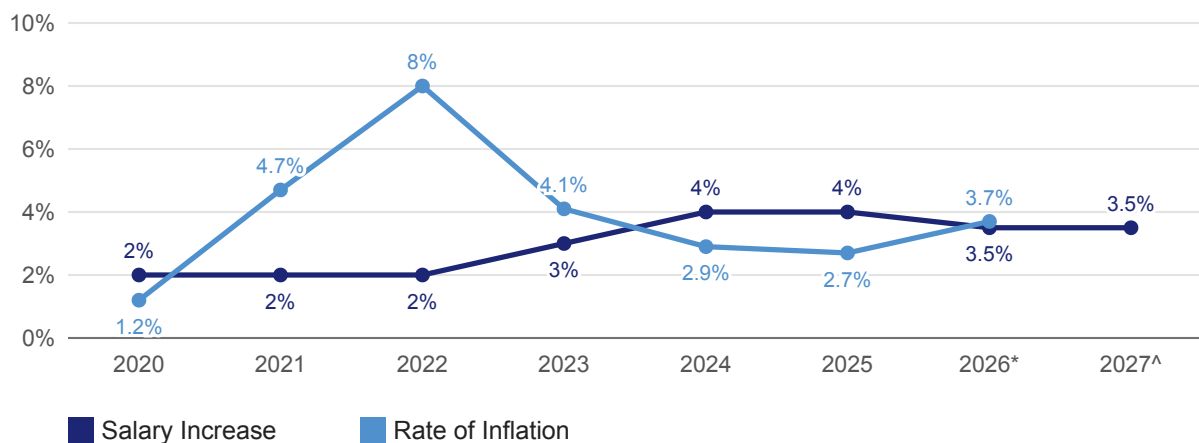
Revenue by Source per Year



Expenses

- Total expenses are budgeted at \$7.44 million, \$302,200 (3.9%) below the 2026 budget and \$247,900 (3.4%) above 2026 projected figures.
- Payroll costs are budgeted at \$3.99 million. Salaries of \$2,453,600 are \$22,900 (0.9%) above the 2026 budget and \$187,400 (8.3%) above 2026 projected figures, and benefits of \$1,532,700 are \$50,500 (3.2%) below the 2026 budget and \$225,800 (17.3%) above 2026 projected figures. 2026 projected figures reflect vacancies held during the year.
- Staffing decreases from 26.75 to 24.75 FTE. Some full-time positions will convert to part-time, and some vacant full-time positions will not be filled.
- The annual wage increase is budgeted at 3.5% for all staff, with additional promotion-driven increases for specific employees. This follows increases of 3.5% (2026), 4% (2025), 4% (2024), 3% (2023), 2% (2019, 2020, 2021 and 2022). The chart below compares salary increases with the rate of inflation.

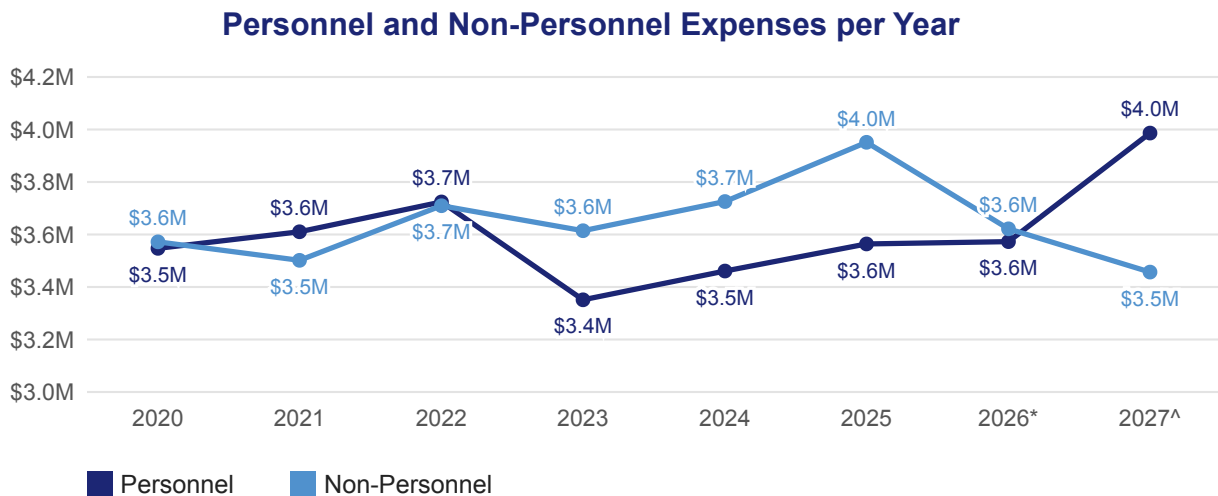
Annual Pay Increase vs. Rate of Inflation



- Employee benefits are budgeted at \$1,532,700, \$50,500 (3.2%) below the 2026 budget. The reduced headcount and a 2026 benefits budget that ran well above actual costs more than offset rising insurance rates.
 - Health insurance is projected to increase by 15%, with employees continuing to contribute 15% to individual health insurance plans and 20% to family plans. Dental and vision insurance are projected to increase by 3% and life insurance by 15%.
 - Pension costs are estimated at approximately 16% of 2027 salary and hourly pay.
- Library Materials are budgeted at \$345,700, \$398,800 (53.6%) below the 2026 budget and \$417,800 (54.7%) below 2026 projected figures.
 - Beginning in 2027, member libraries will make their own decisions about what e-content to purchase, and the member library contribution for group purchases ends. As a result, the group subscriptions to Hoopla, Medici, The Shelf and Mango Languages end after 2026.
 - WLS will continue to fund a core county-wide e-content collection with NYS Central Library Services Aid: OverDrive (e-books, e-audiobooks and magazines), Kanopy, LinkedIn Learning, Tutor.com, University of Fashion and TumbleBooks.
 - WLS will also continue ProQuest Syndetics Unbound, Blue Career, and ComicsPlus, ConsumerLab and X-Plain to support specific programs.
 - These digital content subscriptions support the WLS strategic goal to hold equity and access as core values and advance those values within WLS.
- Hudson Valley Connected: The Hudson Valley Connected project is funded by a grant from Empire State Development (ESD). Through this grant WLS is working with the Southeastern New York Library Resources Council (SENYLRC) to train digital navigators, in partnership with the Mid-Hudson Library System (MHLS) and the Ramapo Catskill Library System (RCLS), to deliver public service across the nine counties served by WLS, MHLS and RCLS.
 - The 18-month grant spans 2026 and 2027. In 2027 it funds \$245,100 in contractual services and \$75,000 in publicity.
 - Contractual Services are budgeted at \$537,600, \$219,300 (68.9%) above the 2026 budget and \$41,300 (8.3%) above 2026 projected figures. Activities previously budgeted under Special Events (\$54,000 in 2026) are now budgeted in Contractual Services.
 - Printing and Postage is budgeted at \$120,600, \$69,800 (137.4%) above the 2026 budget and \$1,700 (1.4%) above 2026 projected figures.
- Telephone and Internet expenses are budgeted at \$340,400, \$108,500 (24.2%) below the 2026 budget and \$7,800 (2.2%) below 2026 projected figures, reflecting savings on internet circuits realized during 2026.
- Delivery Service expenses are budgeted at \$515,000, \$19,500 (3.9%) above the 2026 budget and \$23,200 (4.7%) above 2026 projected figures, reflecting a 3% increase in contract fees and an allocation for fuel surcharges. \$100,000 of existing NYS Central Library Services Aid, previously allocated to administration, is reallocated to replace the planned loss of Westchester County funding that has historically supported delivery.

- Repairs and Maintenance is budgeted at \$637,100, \$1,300 (0.2%) above the 2026 budget. These expenses support the WLS strategic goal to continuously update and improve the WLS operational and technological infrastructure.
- WLS will continue its work to support workforce development for new entrepreneurs and small business startups. Expenses for these activities are included in the Personnel, Printing and Postage, and Library Materials lines.
- The Blue Career database continues to provide in-depth information on more than 100 skilled trades and connects individuals with hundreds of trade schools and training programs.

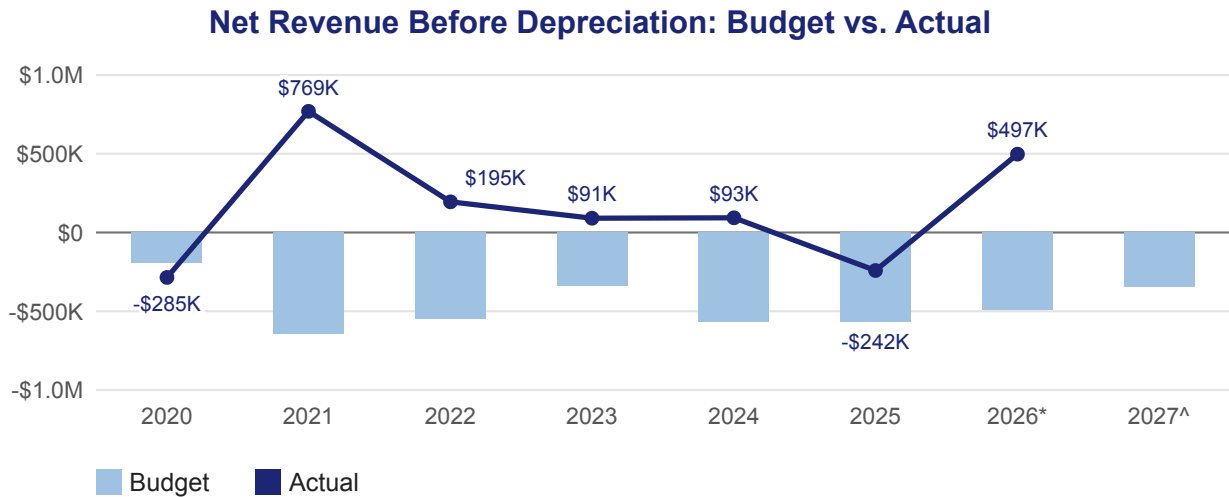
The chart below shows personnel and non-personnel expenses over time.



Net Revenue and Reserves

- In 2027, expenses before depreciation are budgeted to exceed revenues by \$345,700 (compared to \$490,100 budgeted for 2026).
- Department-level budgets are presented in the Department Detail Budget. Delivery, Cataloging, Career Coaching Services, Outreach and IT are each budgeted close to break-even before depreciation, ranging from a \$21,300 shortfall to a \$40,400 surplus. The deficit is concentrated in Administration (\$363,600), which carries organization-wide costs including \$350,000 for retiree health insurance.
- Restricted assets (grants) earned in prior years will be spent in 2027.
- Depreciation is projected at \$100,000 and is included in the Operating budget.
- The Budget & Finance Committee recommends that WLS appropriate \$445,700 of unrestricted assets to cover the remaining budget deficit. (WLS held over \$3.15 million in Reserve Cash and Cash Equivalents as of September 30, 2026.)

The chart below shows WLS budgeted net revenue versus actual net revenue since 2020.



Banking Services

As part of the budget process, the Budget & Finance Committee recommends approval of continuing to use Valley National Bank, Valley Wealth Management and the New York Cooperative Liquid Assets Securities System (NYCLASS) serviced through PMA for the purpose of Designation of Depositories, per WLS Policy #12 – Investment of Funds.

WLS will continue to use Valley National Bank for all commercial bank business and Valley Wealth Management for investment banking business. NYCLASS will be used to hold a portion of reserve and operating funds to maximize interest earning potential.

About the Supported Activities Chart

The Supported Activities chart in the Executive Summary identifies expenses as a function of Member Library Services, Direct Patron Services, Administration, or Other.

Member Library Services are the services that directly impact the member libraries. This includes information technology, cataloging, interlibrary loan, delivery, training, support for NYS annual reports and construction, and fundraising and grant writing support.

Direct Patron Services are services where WLS directly serves library patrons, potential patrons and works to drive new library users to the member libraries. This encompasses all outreach services to underserved and at-risk populations including, but not limited to, seniors, youth, low-literacy populations, justice-impacted individuals, and those seeking high-school equivalency (HSE) certification. It also includes career coaching services, digital navigator services through Hudson Valley Connected, and electronic content purchased with Central Library and other NYS funds.

Administration includes the executive, finance, human resources, communications and facilities functions that support all WLS operations.

Other includes staff education through the LIU Palmer School and legacy grant program costs (BTOP) that fall outside the categories above.

Conclusion

In 2027, WLS will continue to work to maximize investment and resource allocation to support both its ongoing operations and strategic initiatives. At the same time, WLS will support the needs of the libraries, people and businesses in Westchester by providing services that support the member libraries' efforts to engage with their communities and provide inclusive services and programs for all residents.

Spending will be monitored against the budget on an ongoing basis both through regular reports to the Board and in-depth discussions with the WLS Budget & Finance Committee. Management will continue to explore cost savings opportunities and additional sources of revenue throughout the year.



Budget Summary

Line	Revenues	2025 Actual	2026 Projected	2026 Adopted	2027 Proposed
R1	State Revenues without Restrictions	2,234,476	2,235,830	2,122,760	2,122,760
R2	County Revenues without Restrictions	1,343,125	1,235,675	1,275,970	1,173,900
R3	Federal Revenues without Restrictions	-	169,212	160,000	100,000
R4	Member Technology Fees	2,748,494	2,897,818	2,860,520	2,550,700
R5	Fund Raising & Contributions	5,545	32,053	1,600	1,600
R6	Interest	143,603	124,311	67,500	67,500
R7	Other Revenues without Restrictions	24,195	57,785	71,000	71,000
R8	State Revenues with Restrictions	643,308	836,148	611,090	931,190
R9	Other Revenues with Restrictions	127,320	85,795	84,500	78,500
R10	Gain of Disposal of Assets	3,529	26,789	-	-
Total Revenues		7,273,595	7,701,416	7,254,940	7,097,150
Expenses					
E1	Salaries	2,358,645	2,305,379	2,430,711	2,453,590
E2	Fringe Benefits	1,205,019	1,332,878	1,583,219	1,532,748
E3	Professional Fees	58,581	61,354	55,800	53,700
E4	Equipment	280,424	111,312	102,600	106,600
E5	Library Materials	1,343,133	760,201	744,500	345,700
E6	Rent and Utilities	342,168	462,612	422,200	406,515
E7	Repairs and Maintenance	577,312	489,996	635,800	637,100
E8	Supplies	16,791	17,008	31,000	25,250
E9	Telephone and Internet	240,151	378,802	448,900	340,400
E10	Printing and Postage	48,267	121,561	50,800	120,600
E11	Bibliographic Fees	91,311	94,111	98,300	100,800
E12	Professional Development	88,009	93,229	96,450	93,950
E13	Travel	36,415	40,012	73,000	74,000
E14	Memberships	21,408	18,979	29,000	23,900
E15	Contractual Services	276,660	496,306	318,300	537,600
E16	Delivery Service	471,762	491,753	495,500	515,000
E17	Special Events	-	-	54,000	-
E17	Insurance	38,133	37,876	41,000	42,000
E18	Miscellaneous	20,988	10,888	34,000	33,400
E20	Intangible Assets	-	-	-	-
Total Expenses		7,515,175	7,324,256	7,745,080	7,442,854
Net Revenue Before Depreciation		(241,580)	377,160	(490,140)	(345,704)
Non-Cash Activity					
N1	Depreciation	145,306	99,752	99,600	100,000
N2	Post-Retirement Benefits (Gain) / Loss	(56,372)	-	-	-
N3	Unrealized Investments (Gain) / Loss	1,302	-	-	-
Total Non-Cash Activity		90,236	99,752	99,600	100,000
Total Net Revenue		(331,817)	277,408	(589,740)	(445,704)
Release from Reserves					445,704



Department Detail Budget

	Admin	Delivery	Cataloging	CCS	Outreach	IT	Total
Revenues							
State Revenues without Restrictions	1,492,340	223,440	282,080	-	124,900	-	2,122,760
County Revenues without Restrictions	-	262,000	181,625	389,625	340,650	-	1,173,900
Federal Revenues without Restrictions	-	-	-	-	-	100,000	100,000
Member Technology Fees	-	-	-	-	-	2,550,700	2,550,700
Fund Raising & Contributions	1,600	-	-	-	-	-	1,600
Interest	60,000	-	-	-	-	7,500	67,500
Other Revenues without Restrictions	4,500	-	-	-	66,500	-	71,000
State Revenues with Restrictions	554,000	100,000	-	32,000	245,190	-	931,190
Other Revenues with Restrictions	75,000	-	-	-	3,500	-	78,500
Gain of Disposal of Assets	-	-	-	-	-	-	-
Net Assets Released from Restriction	-	-	-	-	-	-	-
Total Revenues	2,187,440	585,440	463,705	421,625	780,740	2,658,200	7,097,150
Expenses							
Salaries	766,377	37,145	279,135	228,826	339,220	802,886	2,453,590
Fringe Benefits	773,990	16,764	100,917	55,975	86,855	498,247	1,532,748
Professional Fees	37,300	-	-	-	500	15,900	53,700
Equipment	16,100	-	2,000	-	7,500	81,000	106,600
Library Materials	233,500	-	-	32,000	45,700	34,500	345,700
Rent and Utilities	114,000	19,700	31,300	33,900	80,815	126,800	406,515
Repairs and Maintenance	59,100	-	-	-	23,000	555,000	637,100
Supplies	10,000	2,000	500	750	5,000	7,000	25,250
Telephone and Internet	4,300	-	2,500	1,400	5,000	327,200	340,400
Printing and Postage	85,500	-	-	2,100	32,500	500	120,600
Bibliographic Fees	-	-	65,700	-	35,100	-	100,800
Professional Development	75,000	-	-	250	7,700	11,000	93,950
Travel	26,000	-	2,000	2,500	8,000	35,500	74,000
Memberships	21,200	-	500	800	400	1,000	23,900
Contractual Services	300,100	-	500	62,000	97,700	77,300	537,600
Delivery Service	-	509,000	-	-	6,000	-	515,000
Insurance	24,000	-	-	1,000	-	17,000	42,000
Miscellaneous	4,600	-	-	-	1,800	27,000	33,400
Total Expenses	2,551,067	584,609	485,052	421,501	782,790	2,617,834	7,442,854
Net Revenue Before Depreciation	(363,627)	831	(21,347)	124	(2,050)	40,366	(345,704)
Non-Cash Activity							
Depreciation	15,000	-	-	-	-	85,000	100,000
Post-Retirement Benefits (Gain) / Loss	-	-	-	-	-	-	-
Unrealized Investments (Gain) / Loss	-	-	-	-	-	-	-
Total Non-Cash Activity	15,000	-	-	-	-	85,000	100,000
Total Net Revenue	(378,627)	831	(21,347)	124	(2,050)	(44,634)	(445,704)

Prior-Year Budget Highlights

Total Revenue	2,238,340	554,440	471,080	403,900	826,160	2,761,020	7,254,940
Total Expenses	2,652,421	563,539	493,479	405,126	836,604	2,793,911	7,745,080
Net Revenue before Depreciation	(414,081)	(9,099)	(22,399)	(1,226)	(10,444)	(32,891)	(490,140)
Non-Cash Activity / Depreciation	9,300	-	-	-	-	90,300	99,600
Net Revenue	(423,381)	(9,099)	(22,399)	(1,226)	(10,444)	(123,191)	(589,740)

REVENUE

#	Budget Item	GENERAL NOTES	2027 BUDGET NOTES
R1	State Revenues without Restrictions	Formula aid provided by NYS to WLS in support of services provided to member libraries. Also includes pass-through aid from NYS to WLS for member libraries.	Unrestricted monies which may be budgeted for any services provided by WLS. Assumes a 5% decrease in NYS funding over 2026 actual allocations. All State aid figures do not reconcile with audited financial statements and are structured for budgetary comparison.
R2	County Revenues without Restrictions	Allocation from Westchester County for programs and services, based on a Statement of Work submitted by WLS	Aid is used to provide career & educational counseling services for adults, consumer education on health and related services for those who are 60+ years of age, general outreach services, cataloging, interlibrary loan, delivery service and electronic content. Assumes a 8% decrease over 2026 actual figures.
R3	Federal Revenues without Restrictions	Any grants or aid received from the Federal Government or subawards of Federal funding. Includes eRate, IMLS or legislative funding.	WLS currently receives reimbursement on 56% of eligible expenses for eRate and directly correlates to dollars spent on Internet.
R4	Member Technology Fees	The figure in this line represents revenue in two departments, IT and Administration. Revenue in IT is driven by services agreed to in the IT Service Level Agreements. Revenue in Administration is to support group purchases of e-content.	Revenue is projected to be 10.8% less than 2026 budget. IT fees are essentially flat (-0.4%) as rate increases are offset by changes in services selected by member libraries in the IT SLAs. The \$300,000 previously collected for group purchases of e-content is eliminated in 2027.
R5	Fund Raising & Contributions	Monies raised which may be used for any WLS services	
R6	Interest	Monies earned on as interest from bank accounts and returns on investments.	Despite healthy returns in 2026, this figure is being budgeted conservatively as the volatility in the market could cause dramatic fluctuations in future periods.
R7	Other Revenues without Restrictions	Monies raised for Career Counseling Services, purchase of WLS library cards from non-residents, miscellaneous income	
R8	State Revenues with Restrictions	Aid provided to library systems to provide services directly and through member libraries to New Yorkers who are most in need and who often are not regular library users	Outreach, re-entry services for formerly incarcerated individuals, and Central Library Funds. Assumes a 5% decrease in NYS funding over 2026 actual allocations. Also includes expected revenue from Hudson Valley Connected Grant.
R9	Other Revenues with Restrictions	Monies raised for specific WLS programs	

EXPENSES

#	Budget Item	GENERAL NOTES	2027 BUDGET NOTES
E1	Salaries	Salaries and hourly wages paid to WLS-employed individuals	See separate illustration of FTE comparison 2026 vs 2027. 3.5% pay rate increase with promotion-driven increases for specific employees.
E2	Fringe Benefits	(For Active Staff): Social Security & Medicare (employer portion) health insurance, worker's compensation, disability, life insurance, vision insurance, dental insurance, pension (For Retured Staff): Employer portion of retiree health benefits	15% increase in health insurance, 3% increase in dental and vision insurance, 15% increase in life insurance. Pension costs are estimated based on employee salaries, tiers.
E3	Professional Fees	Audit & Legal fees; Payroll Processing Fees, Recruitment Fees	
E4	Equipment	Furniture, computer equipment, equipment rental, copier lease, network hardware	This line includes computer and network equipment to support the member libraries.
E5	Library Materials	Books, audio books, e-format materials, periodicals, DVDs/videos, databases	Budget is primarily for electronic databases and limited e-books and e-audiobooks.
E6	Rent & Utilities	Rent, utilities, real estate taxes, office cleaning, maintenance	
E7	Repairs & Maintenance	Computer maintenance, equipment maintenance, software & software maintenance	Maintenance support for Evergreen, ASPEN, mobile printing, PC reservations help desk, thin client management, server virtualization software, help desk software, back-up system, security software, Windows 11/Office 365, and business software
E8	Supplies	Office & computer supplies, WLS-identified clothing	
E9	Telephone & Internet	Telephones & internet connections	Internet circuits for all libraries, phone lines and cellular telephones and service.
E10	Printing & Postage	Postage, express mail, printing, publicity	Includes postage for ILL, printing and publicity for Hudson Valley Connected
E11	Bibliographic Fees	Fees to Online Computer Library Center (OCLC), the bibliographic utility that provides shared cataloging records and an automated system for requesting interlibrary loans from participating libraries world-wide	
E12	Professional development	Training & professional development, trustee activities	
E13	Travel	Travel, registration and related expenses for staff representation at professional conferences and meetings	ALA, PLA, NYLA, technology and other professional conferences
E14	Memberships	Institutional membership in professional organizations	Includes memberships in Metro (RRR), Empire Library Delivery to support ILL shipping and receiving with outside institutions, ALA, NYLA, WCA and professional organization memberships for staff.
E15	Contractual Services	Services rendered under a formal contract/letter of agreement by outside persons, consultants or contractors	Network admin, co-location, CCS counselors, and New Rochelle Library's Broadband Technology project and contractual obligations for Hudson Valley Connected.
E16	Delivery Service	Transportation of library materials to & from member libraries	Includes 3% increase in contract fees plus an allocation for fuel surcharges
E17	Insurance	Liability and automobile insurance, Directors & Officers insurance	Increases in rates for each policy based on experienced rate increases in 2026.
E18	Miscellaneous	Automotive Supplies, maintenance & repairs; Miscellaneous expenses; Bank Fees; Contingency	

2027 Proposed Budget FTE Changes 2026 to 2027

Department	2026 Budget	2027 Budget	NOTES for 2027 personnel
Administration	6.55	6.55	No Changes
Cataloging	3.50	3.00	1 FTE Reduced to 0.5 FTE
Delivery	0.15	0.15	Admin time from Exec. Dir.
Outreach	5.00	4.50	1 FTE Reduced to 0.5 FTE
Career Coaching Services	2.25	2.25	No Changes
Information Technology	9.30	8.30	1 FTE Reduced
TOTALS	26.75	24.75	

Item: 2027 Capital Expenditure Budget – 570 Taxter Road Renovation

Background: With WLS remaining at 570 Taxter Road, the landlord will provide a \$300,000 tenant improvement allowance toward the renovation of WLS's 4th floor offices and meeting rooms. Plans for the renovation are complete.

The renovation converts former office space into a new conference room (Room 411), creates a new recording studio and mail room, adds interior glazing, upgrades the pantry, brings new power and data to the lecture and training rooms, relocates the IT department into a refreshed workspace, and replaces paint, carpet and flooring in selected areas. The project also includes additions and upgrades to the security system and replacement of the paper guillotine. The audio/visual equipment in the meeting rooms has failed or is reaching the end of manufacturer support and will be replaced as part of the project.

Status: Management has prepared a 2027 capital expenditure budget of \$477,300. The tenant improvement allowance covers \$300,000: \$240,000 for construction (hard costs) and \$60,000 for architectural design and permits (soft costs). The remaining \$177,300 would be funded by reserves. The allowance is limited to construction, architectural and permit costs; furniture, audio/visual equipment, other equipment and appliances are excluded.

Revenue

Tenant improvement allowance – hard costs	\$240,000
Tenant improvement allowance – soft costs	\$60,000

Total revenue**\$300,000****Expenses**

Construction of office and meeting space improvements	\$240,000
A/V for Meeting Rooms	\$90,100
Professional Services and Permits	\$60,000
Additions and upgrades to security system	\$50,000
Paper guillotine	\$20,000
IT workstations	\$13,200
Kitchen appliances	\$4,000

Total expenses**\$477,300****Funded by Reserves****\$177,300**

Audio/visual equipment totals \$90,100 across four rooms. Lecture Room 414 receives a new control and audio system, wireless microphones, a laser projector, a camera for hybrid meetings, and professional installation. Training Room 417 and Conference Room 411 each receive a mobile display cart with video conferencing and wireless screen sharing. Recording Studio 410A is equipped for podcasting, video recording and editing. Each room's amount includes a 10% contingency. The paper guillotine (\$20,000) will replace the existing unit. These purchases will be competitively quoted in line with the WLS Purchasing Policy (Policy #13).

The IT department will receive six new workstations for its relocated, refreshed workspace, budgeted at \$2,000 per station plus a 10% contingency (\$13,200). The cubicles now in that area will be disposed of.

Management will bring the budget to the Board for approval as an action item at the November 17, 2026, meeting.

WLS Executive Director Report

October 27, 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>.



Cataloging Services

Original Cataloging: Member library holdings are represented in the shared catalog by bibliographic records that allow patrons to find and access them. Most records are supplied by vendors or exist in the OCLC WorldCat database and are imported and edited by WLS catalogers. When no suitable record can be found, the catalogers create one from scratch. Recent examples include:

- *Alicia Has Alopecia!* — a children's picture book about a young girl who, when her baldness makes her sad, cheers herself up by remembering all the things she can do and imagining more, including time travel, riding dinosaurs, and greeting extraterrestrials (cataloged by Director of Cataloging Services Douglas Wray for Hendrick Hudson Free Library)
- *From Habit to Hardhat: a Memoir of Faith, Learning, and Building Against the Odds* — the autobiography of a nun who became a construction worker, by a Larchmont resident (cataloged by Part-time Cataloger Steven Pisani for Larchmont Public Library)
- *The City of Rye* — a 1962 guide published by the League of Women Voters containing useful historical information (cataloged by Manager of Cataloging Services Melissa Glazer for Rye Free Reading Room)

Mr. Wray also cataloged several "library of things" items, including a Book Seat (a beanbag book stand), a bicycle, and a Garden Weasel.

World Language Cataloging: During the past month, WLS catalogers cataloged materials in Albanian, Bengali, Chinese, French, German, Haitian Creole, Japanese, Portuguese, Spanish, and Vietnamese. Making these works accessible through the catalog helps member libraries serve their diverse communities.



Hudson Valley Connected: Fall 2026 Update

Our Hudson Valley Connected project is in full swing. Funded by a ConnectAll grant through NYS Empire State Development, it advances digital equity by training library and community-

organization staff as Digital Navigators. These are trusted local guides who help residents get online, build digital skills and access essential services.

The Fall 2026 cohort adds four Westchester libraries to our growing network of trained WLS member library Digital Navigators: New Rochelle Public Library, Mount Vernon Public Library, Port Chester-Rye Brook Public Library and Mamaroneck Public Library. Staff from three community partners are also taking part: Neighbors Link, the Center for Career Freedom and Westchester Jewish Community Services.

Participants receive specialized training and ongoing support. The grant also funds a regional media campaign that highlights this work at libraries throughout the Hudson Valley. Learn more at HVConnected.org.



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

WLS Mobile App Release: ILS Discovery Specialist Allison Pryor coordinated the transition of the WLS mobile app from the Aspen LiDA platform to the Solus platform, including library testing, communication to member libraries, and development of PR and training materials for member libraries. Director of IT Wilson Arana supported the effort, along with staff from Administration and Outreach.

Circulation Data Privacy Update: ILS Administrator / Systems Librarian Lindsay Stratton updated the ILS circulation transaction anonymization period from 30 days to 90 days. The change was recommended by the Circulation Committee and approved by the Public Library Directors Association (PLDA).



Outreach Services

2026 ALSC National Institute: WLS was selected to present at the Association for Library Service to Children (ALSC) National Institute in Buffalo, October 1–4. Dr. Kirchner and Outreach Specialist Janet Donat presented “Fostering a Culture of Connection Through a County-Wide Initiative,” highlighting WLS’s lead agency role in the Disconnect to Reconnect (D2R) initiative. The hour-long session focused on cross-system collaboration, the formation of the steering committee, and the transition to a county-wide collaborative addressing digital overuse and the importance of play throughout the lifespan. A robust Q&A followed. Pat Brigham, who was

unable to attend, prepared the slide deck that guided the presentation. The session was recorded and made available for streaming to all conference attendees.

Westchester County Department of Correction Book Groups: Outreach Specialist Alice Bennett facilitates a multi-block book group at the Westchester County Department of Correction, currently serving residents in the Youth Offenders and Protective Custody blocks. The program promotes literacy while creating opportunities for participants to connect through a shared love of reading. Recent selections include *My Time Will Come* by Ian Manuel, *The Client* by John Grisham, *The Tainted Cup* by Robert J. Bennett, and the children's classic *Shiloh*. Participant feedback has been positive, and Outreach hopes to expand the book groups to additional blocks so more residents can participate.

Senior Law Day 2026: On October 8, Senior Law Day brought more than 500 older adults to the Westchester County Center for access to legal, financial, health, and other aging-related resources. The event provided more than 225 individual consultations and 16 workshops that together drew more than 560 attendances over three hours, along with opportunities to connect directly with professionals and community service providers. Elena Falcone (Outreach Services) and Federica Sburlati (Special Projects Coordinator), along with Alan Houston, adult services librarian at the Yonkers Grinton I. Will Library, conducted more than 30 interviews with attendees, gathering feedback on the event as a whole, the ease of using the website, and interest in year-round programming. Other Senior Law Day programming this quarter included four virtual programs and three in-person programs at local libraries.



Small Business and Workforce Development

City of Yonkers MWBE Event: WLS was one of a select group of community resource providers invited to the City of Yonkers Minority/Women Business Enterprise (MWBE) event. Mayor Mike Spano opened the program, which featured two minority women business owners sharing their small business journeys and several presentations on the MWBE certification process. Attendees showed strong interest in WLS small business resources.



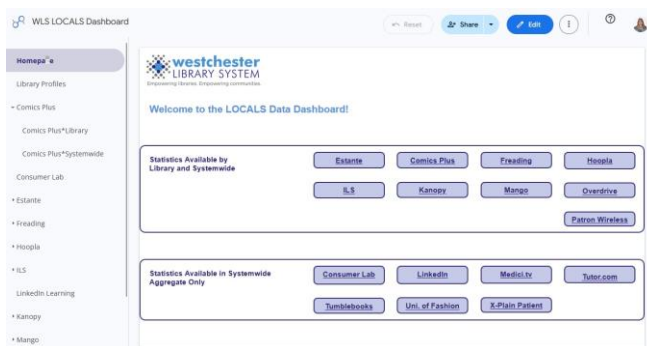
SUNY Purchase Experiential Fair: Peter Riffel, Director of Small Business & Workforce Development, and Special Projects Coordinator Federica Sburlati showcased WLS small business and job search resources at the SUNY Purchase Experiential Fair. Strong interest in WLS small business resources reinforced that entrepreneurship and small business ownership are attractive to those pursuing careers in the arts.

BlueCareer in the News: BlueCareer was recently highlighted in *914INC.* and in *Westchester Skill Up* publications. The articles encourage skilled trades career exploration and planning using BlueCareer.



Strategic Data Analysis and Member Library Support

LOCALS Monthly Statistics Dashboard: The Library Online Calculated and Analyzed Local Statistics (LOCALS) Dashboard draft was shared with WLS and Member Library Data Review



Teams in September. LOCALS will replace the current dashboard, developed and maintained by Evolytix, and the IT Wiki for library access. Allison Midgley, Manager of Strategic Data Analysis and Member Library Support, and Bijan Kimiagar, principal of AEQUA Strategies, are developing the platform with support from the WLS IT Department, primarily Lindsay Stratton, Michael Petrocelli, and Wilson Arana, who

are helping incorporate ILS, wireless, and other complex datasets. Ms. Midgley and Mr. Kimiagar are also developing and testing Standard Operating Procedures for each dataset so that WLS staff can maintain and update LOCALS internally beginning in January 2027.

NYS Annual Reports: Thirty-seven DLD-approved 2025 Member Library Annual Reports were aggregated to prepare data for SCALE Dashboard updates and the 2025 WLS Member Libraries Statistics Report. Mount Vernon Public Library data will be included upon DLD approval. This aggregation, previously provided to library systems by DLD, was not available this year due to the 2026 reporting platform change from Baker & Taylor to Counting Opinions; using Claude.ai was essential to completing the project.

WLS Shared Digital Resources: WLS is working with vendors and member libraries to prepare for changes to WLS shared digital resources beginning in 2027. Libraries have expressed interest in small-group pricing: twenty-one libraries for Mango Languages and eleven for Medici.tv.



Trustee Education and Board Matters

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.



Respectively Submitted,

A handwritten signature in dark ink, reading "Terry L. Kirchner".

Terry L. Kirchner, PhD.
Executive Director