

**WESTCHESTER LIBRARY SYSTEM**  
**Annual & Trustee Meeting**  
**November 29, 2022 – Approved January 31, 2023**

**ANNUAL MEETING**

The Annual Meeting of the Westchester Library System was called to order by Karen Zevin, President, at 6:10 p.m. The quorum requirement was met with the following people in attendance:

Board Members present: Cathy Draper, Nishat Hydari, Wes Iwanski, Maureen LeBlanc, Julie Mills-Worthey, Susan Morduch, Diane Tabakman, Francis Okelo, Edris Scherer, Karen Zevin

Board Members absent: Andrea Bober, Karen Kelley, Jonathan Marshall, Joseph Puglia

Also present from WLS were: Terry Kirchner, Rob Calouri, Patricia Brigham, Joe Maurantonio, Kate Meyer

Dr. Kirchner welcomed all who attended. He noted that it is through WLS' partnerships with the member libraries, government organizations, service organizations community members, Westchester County, and others that WLS can assist them in their efforts to create and grow welcoming, inclusive services and programs for all residents of their community and the County. WLS does its work with a disciplined focus on equity, diversity and inclusion, which gives our outreach programs and member library activities the broadest reach and relevance.

Dr. Kirchner also noted the development of strategic partnerships outside of just libraries; one example included a vast group of materials added to the WLS catalog from the National Maritime Historical Society in Peekskill. This large project, which was completed in the fall, facilitates access to about 4,200 volumes, some of which date back to the nineteenth century. Hendrick Hudson Free Library was also a valued partner, acting as the hub for shipping the materials, processing the books (i.e. adding spine labels) and searching the WLS catalog to find and set aside whatever few works might already be cataloged. Throughout the year WLS updated and improved infrastructure, with Wi-Fi upgrades at participating member libraries, Local Area Network (LAN) rebuild, and the Virtual Desktop Infrastructure (VDI) upgrade and enhancement.

The business portion of the Annual Meeting was called to order at 6:20 p.m. by Ms. Zevin, who introduced each of the WLS Trustees and the Districts they represent.

**ELECTION OF NEW TRUSTEES:** Mr. Okelo, Vice Chair of the WLS Nominating & Board Development Committee, proposed the following slate of trustees who were nominated by their represented libraries and are willing to serve:

District II [Briarcliff Manor, Ossining, Tarrytown]  
Matthew Weiss (to a full term ending December 31, 2027)

District VIII [Bronxville Eastchester, Pelham, Tuckahoe]  
Robert Cartolano (to a full term ending December 31, 2027)

District XII [Peekskill]  
Karen Kelley (to a full term ending December 31, 2027)

There being no nominations from the floor, the above Trustees were elected to the WLS Board of Trustees on a motion by Karen Zevin and seconded by Edris Scherer. The motion passed unanimously.

MINUTES OF THE 2021 ANNUAL MEETING: The minutes of the Annual Meeting of November 30, 2021, were approved on a motion by Francis Okelo and seconded by Edris Sherer. The motion passed unanimously.

Having completed its agenda, the Board adjourned the business portion of the meeting at 6:25 p.m. on a motion by Edris Scherer and seconded by Susan Morduch. The motion passed unanimously.

## **REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin, President, at 6:25 p.m. The quorum requirement was met with the following people in attendance:

Cathy Draper, Nishat Hydari, Wes Iwanski, Maureen LeBlanc, Julie Mills-Worthey, Susan Morduch, Diane Tabakman, Francis Okelo, Edris Scherer, Karen Zevin

Board Members absent: Andrea Bober, Karen Kelley, Jonathan Marshall, Joseph Puglia

Also present from WLS were: Terry Kirchner, Rob Calouri, Patricia Brigham, Joe Maurantonio, Kate Meyer

## **MINUTES**

The minutes of the meetings of June 28, 2022, September 27, 2022, and October 25, 2022 were approved as submitted on a motion by Ms. Zevin and seconded by Ms. Scherer. The motion passed unanimously.

## **FINANCIAL REPORTS**

The financial report through October 2022 was presented by Mr. Caluori and reviewed by the board in detail. The Board accepted the October 2022 finances on a motion by Ms. Scherer and seconded by Ms. Draper. The motion passed unanimously.

## **ACTION ITEMS**

***New WLS Collection Development Policy & Revisions to Workplace Violence, Board Meetings, and Sexual Harassment Prevention Policies:*** The WLS Governance Committee does an annual review of WLS policies. Several recent changes in New York State law and New York State Labor Law indicated a review for compliance to these changes. The proposed WLS Collection Development Policy & Revisions to the Workplace Violence, Board Meetings, and Sexual Harassment Prevention Policies was approved by the board as submitted (see attached) on a motion by Ms. Draper and seconded by Ms. Scherer. The motion passed unanimously.

***Library Materials Discovery Tool:*** Mr. Arana, Director of Information Technology for WLS, presented The Aspen Discovery Tool, which will provide library users with a more robust and integrated discovery experience for both print and digital materials including those from Hoopla, Overdrive and Kanopy.

The proposed Library Materials Discovery Tool was approved by the board as submitted (see attached) on a motion by Ms. Mills-Worthy and seconded by Ms. Draper. The motion passed unanimously.

***WLS 2023 Operating Budget:*** The WLS Budget Committee met on October 6th, October 12th, and October 17th to review several options in order to arrive at a budget proposal for the 2023 fiscal year. Mr. Caluori reviewed the budget, which was developed in alignment with WLS's strategic vision and to support WLS's 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.

Revenues from all sources include approximately \$7.5 million, which is an increase of roughly \$893,800 over 2022. These revenues assume no increase in funding from New York State and a reduction in IT fees of approximately 2.4% less than 2022. Westchester County funding initially assumed a slight increase over 2022 for the same activities, but also included an additional \$525,000 request for a special Digital Equity Community Engagement project. Mr. Caluori noted that the project was not funded, the revenue and expenses were equal and isolated, so they were removed and have no impact on the bottom line of the budget. Mr. Caluori personally thanked the Budget Committee for all their hard work.

The Proposed WLS 2023 Operating Budget was approved by the board as submitted (see attached) on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion passed unanimously.

***NYS Minimum Standard Variance Request Forms:*** On the New York State Annual Report, libraries answer whether they meet New York State Minimum Standards as of December 31, 2022. All WLS member libraries are in compliance with the exception of Bedford Free Library, Irvington Public Library and Warner Library. Variance Request Forms were submitted for these three libraries, who are currently working toward completing their long-range plans.

The proposed Variance Request Forms for Bedford Free Library, Irvington Public Library and Warner Library were approved by the board as submitted (see attached) on a motion by Ms. Mills-Worthy and seconded by Ms. Scherer. The motion passed unanimously. All forms will be submitted to the NYS Library Division of Library Development.

## **PRESIDENT'S REPORT**

Ms. Zevin thanked Cathy Draper for all her hard work as a WLS board member and for her leadership as chair of the Governance Committee.

Ms. Zevin reminded board members that committees should be formed as of January 31, 2023, and information regarding such will be sent to board members beforehand. Ms. Zevin also noted that all board members in officer positions (2-year term) have asked to remain in their roles.

Ms. Zevin noted that the annual performance review for the Executive Director is underway, and this process will conclude in January with an Executive Committee session.

## **COMMITTEE REPORTS**

***Finance Committee:*** Ms. LeBlanc noted that the committee reviewed a report that shows cash flow over several years. The report reveals that WLS's cash balances are predictably cyclic with having the least

cash on hand in the early summer, followed by the most cash on hand later that summer and into the early fall. Ms. LeBlanc also noted that the balance in the operating account at its lowest amount has been increasingly larger year-over-year and so the committee reviewed ways to move money from the operating account so that it can be used to build additional interest.

***Nominating Committee:*** Dr. Kirchner noted that in January the committee will be searching for a new trustee to fill District V (Armonk, Bedford Village, Mount Pleasant, Pound Ridge).

***Trustee Training:*** Dr. Kirchner stated beginning January 1, 2023, each trustee, elected or appointed, of a public library, association library or Indian Library will be required to complete a minimum of two hours of trustee education annually (*Education Law 260-d added by Chapter 468 of the Laws of 2021*).

## **EXECUTIVE DIRECTOR'S REPORT**

Dr. Kirchner noted that the Mount Vernon Public Library has not yet provided all the required documents to complete the registration review process or to complete the 2020 and 2021 New York State Annual Reports. Recently Oscar Davis, Jr. has resigned from the Mount Vernon Board of Trustees, and two new trustees have been appointed by the Regents: Ron Hood and James Carlos. Ms. Mills-Worthy recognized the hard work Dr. Kirchner contributes to Mount Vernon and recognized how challenging it has been.

## **PLDA LIASON'S REPORT**

Ms. Cech reported on the November PLDA meeting where the following was discussed:

- Ms. Cech and the PLDA members thanked Ms. Burke for all her work compiling the Annual Statistics report.
- There was further discussion regarding potential amnesty programs for library patrons fines and fees. This discussion focuses on the viability of forgiving fines for lost books in addition to late fees.
- Two new Directors were introduced: Robert Conrad (Chappaqua Library), Cathleen Sulli (Ruth Keeler Memorial Library).

## **ADJOURNMENT**

Having completed its agenda, the Board Adjourned its meeting at 7:23 p.m. on a motion by Ms. Morduch and seconded by Ms. Draper that passed unanimously. The January 31<sup>st</sup> WLS Board Meeting will take place in person at the WLS Headquarters at 6 p.m., and all should be prepared to wear a mask if needed.

Respectfully submitted,

*Kate Meyer*

Kate Meyer  
Recording Secretary





# Financial Statements and Notes

October 2022

Westchester Library System  
Statement of Financial Position - WLS Balance Sheet  
As of 10/31/2022

	<u>10/31/2022</u>	<u>9/30/2022</u>	<u>Current Period Change</u>	<u>Current Period % Change</u>	<u>12/31/2021</u>
<b>Assets</b>					
<b>Current Assets</b>					
Operating Cash & Cash Equivalents	4,170,471	4,725,251	(554,779)	-11.74%	3,685,745
Reserve Cash & Cash Equivalents	1,752,665	1,752,246	419	0.02%	1,747,107
Unconditional Promises to Give	392,228	283,668	108,560	38.27%	292,070
Accounts Receivable	198,433	142,604	55,829	39.15%	206,860
Prepaid Expenses	546,354	592,876	(46,523)	-7.85%	433,569
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>
Total Current Assets	7,060,151	7,496,646	(436,495)	-5.82%	6,365,351
<b>Long-term Assets</b>					
Property & Equipment	<u>309,483</u>	<u>320,704</u>	<u>(11,221)</u>	<u>-3.50%</u>	<u>421,690</u>
Total Property & Equipment	<u>309,483</u>	<u>320,704</u>	<u>(11,221)</u>	<u>-3.50%</u>	<u>421,690</u>
Total Long-term Assets	<u>309,483</u>	<u>320,704</u>	<u>(11,221)</u>	<u>-3.50%</u>	<u>421,690</u>
Total Assets	<u>7,369,634</u>	<u>7,817,350</u>	<u>(447,715)</u>	<u>-5.73%</u>	<u>6,787,041</u>
<b>Liabilities</b>					
<b>Short-term Liabilities</b>					
Accounts Payable	557,466	541,744	15,721	2.90%	841,006
Deferred Revenue	<u>965,190</u>	<u>1,418,482</u>	<u>(453,292)</u>	<u>-31.96%</u>	<u>7,200</u>
Total Short-term Liabilities	1,522,656	1,960,226	(437,571)	-22.32%	848,206
<b>Long-term Liabilities</b>					
Capital Lease Obligations	0	0	0	0.00%	0
Deferred Rent	222,469	225,171	(2,702)	-1.20%	245,925
Post-Retirement Benefits Payable	<u>4,892,551</u>	<u>4,892,551</u>	<u>0</u>	<u>0.00%</u>	<u>4,892,551</u>
Total Long-term Liabilities	<u>5,115,020</u>	<u>5,117,722</u>	<u>(2,702)</u>	<u>-0.05%</u>	<u>5,138,476</u>
Total Liabilities	<u>6,637,676</u>	<u>7,077,948</u>	<u>(440,272)</u>	<u>-6.22%</u>	<u>5,986,682</u>
<b>Net Assets</b>					
Working Capital	5,537,495	5,536,420	1,076	-0.02%	5,517,145
Long-term Net Assets	<u>(4,805,537)</u>	<u>(4,797,018)</u>	<u>(8,519)</u>	<u>-0.18%</u>	<u>(4,716,786)</u>
Total Net Assets	<u>731,959</u>	<u>739,402</u>	<u>(7,443)</u>	<u>-1.01%</u>	<u>800,359</u>
Total Liabilities and Net Assets	<u>7,369,634</u>	<u>7,817,350</u>	<u>(447,715)</u>	<u>-5.73%</u>	<u>6,787,041</u>

## **NOTES FOR OCTOBER 2022 STATEMENT OF FINANCIAL POSITION - WLS BALANCE SHEET**

In October, WLS's cash position decreased by \$554,800 which contributed to an overall \$436,500 decrease in *Total Assets*. There were also decreases in *Deferred Revenue* by \$453,300 which drove a \$440,300 decrease in *Total Liabilities*. The overall effect was a \$7,500 (1%) decrease in WLS's *Total Net Assets*. Details of the Balance Sheet activity are discussed below.

All figures noted in this narrative are approximate to the nearest \$100 or 1%.

**Current Assets:** *This section indicates the organization's liquidity by showing what assets WLS holds in cash and what assets will be available in cash in the near future.*

*Cash & Cash Equivalents* – These lines shows the total cash in WLS's bank accounts, investment accounts and petty cash. – In October, WLS's cash position decreased by \$554,400. With \$10,500 in receipts, revenues received included \$2,700 from the National Maritime Historical Society and \$2,800 in interest income from WLS bank accounts. Aside from rent, payroll and benefits, Internet, and delivery to libraries, the notable expenditures include \$37,000 to Newbeg for software and support subscriptions and consulting for the new server hardware purchased in 2022, \$23,750 to Rivera Toyota for the purchase of a new vehicle and \$11,200 to Utica National Insurance Group for the remainder of the renewal of WLS's Auto, Commercial and Umbrella policies which run from September 2022 thru August 2023.

**Short term Liabilities:** *This section shows WLS's near-term obligations.*

*Deferred Revenue* – *Funds received which have not yet been earned.* – This figure decreased by \$453,300 the result of recognizing of \$479,300 in revenues from New York State, IT services and eContent group purchases for libraries, eRate and, movie licensing revenues against the deferral of \$26,000 in revenues from IT services and eContent group purchases for libraries on 3-month billing cycles.

**Net Assets:** *This section shows WLS's net financial position.*

*Working Capital* – *WLS's Current Assets less Short-Term Liabilities* – While this figure fluctuates slightly from period-to-period (up \$1,100 in October), it has increased a fraction of a percent (\$20,300) from the start of the year.

*Net Assets* – Overall, Net Assets are down 1% in October and down 8% from the start of the year.

Westchester Library System  
Statement of Revenues and Expenditures - Comparison to Budget with 2020 and 2021 YTD  
From 10/1/2022 Through 10/31/2022

	Current Period	Current Period	Current Period	10/31/2020 YTD	10/31/2021 YTD	10/31/2022 YTD	YTD Budget		Total Budget
	Actual	Budget	Budget Variance				YTD Budget	Variance	
Revenue									
State Revenues without Restrictions	223,767	188,750	35,017	1,907,575	1,853,253	2,023,564	1,887,500	136,064	2,265,000
County Revenues without Restrictions	108,560	87,550	21,010	858,200	874,330	1,001,576	875,500	126,076	1,050,600
Federal Revenues without Restrictions	15,590	12,917	2,673	131,566	698,494	334,334	129,167	205,167	155,000
Member Technology Fees	217,007	230,292	(13,285)	2,272,506	2,364,097	2,318,610	2,302,917	15,693	2,763,500
Fund Raising & Contributions	0	917	(917)	18,473	1,138	1,049	9,167	(8,118)	11,000
Interest	2,775	333	2,442	14,295	2,060	8,870	3,333	5,537	4,000
WEBS & Other	14,370	658	13,712	10,520	7,411	21,505	6,583	14,921	7,900
Government Revenues with Restrictions	20,210	19,158	1,052	190,514	389,802	187,335	191,583	(4,248)	229,900
Other Revenues with Restrictions	<u>7,240</u>	<u>13,208</u>	<u>(5,969)</u>	<u>109,617</u>	<u>248,205</u>	<u>303,907</u>	<u>132,083</u>	<u>171,824</u>	<u>158,500</u>
Total Revenue	<u>609,518</u>	<u>553,783</u>	<u>55,735</u>	<u>5,513,267</u>	<u>6,438,790</u>	<u>6,200,749</u>	<u>5,537,833</u>	<u>662,916</u>	<u>6,645,400</u>
Expenditures									
Salaries	191,568	206,760	15,192	1,888,124	1,910,773	1,960,689	2,067,599	106,910	2,481,119
Fringe Benefits	98,028	111,648	13,620	944,268	942,445	988,211	1,116,485	128,274	1,339,781
Professional Fees	816	4,138	3,322	124,754	22,998	11,965	41,375	29,410	49,650
Equipment	5,322	11,500	6,178	160,814	215,639	80,311	115,000	34,689	138,000
Library Materials	61,497	57,621	(3,876)	773,358	615,161	583,217	576,209	(7,009)	691,450
Rent and Utilities	27,771	30,100	2,329	299,413	277,169	301,445	301,000	(445)	361,200
Repairs and Maintenance	31,045	42,625	11,580	376,519	346,017	357,427	426,250	68,823	511,500
Supplies	(2,245)	3,488	5,732	23,946	22,233	20,628	34,875	14,247	41,850
Telephone and Internet	32,759	36,500	3,741	262,009	314,961	355,333	365,000	9,667	438,000
Printing and Postage	29,920	4,958	(24,962)	13,688	66,241	99,107	49,583	(49,524)	59,500
Bibliographic Fees	6,765	6,708	(57)	64,451	66,244	67,071	67,083	12	80,500
Professional Development	19,806	7,718	(12,089)	52,404	22,007	48,103	77,175	29,072	92,610
Travel	8,474	2,870	(5,604)	10,442	1,063	26,816	28,700	1,884	34,440
Memberships	0	1,808	1,808	6,769	15,371	16,487	18,083	1,597	21,700
Contractual Services	30,640	29,733	(906)	176,199	250,557	367,000	297,333	(69,667)	356,800
Delivery Service	36,461	35,750	(711)	269,294	361,766	403,738	357,500	(46,238)	429,000
Special Events	0	833	833	1,018	0	0	8,333	8,333	10,000
Insurance	2,750	2,667	(83)	17,358	22,242	25,182	26,667	1,484	32,000
Miscellaneous	<u>615</u>	<u>2,017</u>	<u>1,401</u>	<u>4,462</u>	<u>5,268</u>	<u>5,652</u>	<u>20,167</u>	<u>14,514</u>	<u>24,200</u>
Total Expenditures	<u>581,990</u>	<u>599,442</u>	<u>17,451</u>	<u>5,469,290</u>	<u>5,478,157</u>	<u>5,718,384</u>	<u>5,994,417</u>	<u>276,033</u>	<u>7,193,300</u>
Net Revenue Before Depreciation	<u>27,528</u>	<u>(45,658)</u>	<u>73,186</u>	<u>43,977</u>	<u>960,633</u>	<u>482,365</u>	<u>(456,584)</u>	<u>938,948</u>	<u>(547,900)</u>
Non-Cash Activity									
Depreciation	11,221	12,021	800	187,414	158,130	112,206	120,208	8,002	144,250
Unrealized Gain/Loss on Investments	<u>0</u>	<u>0</u>	<u>0</u>	<u>(3,554)</u>	<u>116</u>	<u>(2,660)</u>	<u>0</u>	<u>2,660</u>	<u>0</u>
Total Non-Cash Activity	<u>11,221</u>	<u>12,021</u>	<u>800</u>	<u>183,861</u>	<u>158,246</u>	<u>109,546</u>	<u>120,208</u>	<u>10,662</u>	<u>144,250</u>
Net Revenue	<u>16,308</u>	<u>(57,679)</u>	<u>73,987</u>	<u>(139,884)</u>	<u>805,362</u>	<u>372,818</u>	<u>(576,792)</u>	<u>949,610</u>	<u>(692,150)</u>

## **NOTES FOR OCTOBER 2022 (INCOME STATEMENT) STATEMENT OF REVENUE AND EXPENDITURES – COMPARISON TO BUDGET**

Revenues outpaced expenditures before depreciation in October by \$27,500 (5%) and similarly for the YTD by \$482,400 (8%). There are noteworthy positive and negative variances discussed below. All figures in this narrative are approximated to the nearest \$100 or 1%.

### **Revenues:**

Total revenue was \$55,700 more than budgeted for October and \$662,900 above budget for the year-to-date (YTD). While most revenue lines are essentially within budget, the significant variances were primarily driven by *State Revenues without Restrictions* and *County Revenues without Restrictions* and is discussed in greater details below.

*State Revenues without Restrictions* and *County Revenues without Restrictions* came in \$35,000 and \$21,000 more than budgeted, respectively. WLS was allocated more aid from both NYS and Westchester County than was budgeted, resulting in the positive variances which will continue through the remainder of the year.

The deficit figure for *Member Technology Fees* and the surplus figure for *WEBS & Other* are related to a reclassification of revenue earned YTD in 2022. The Cataloging department has been engaged in a project for the National Maritime Historical Society (NMHS) to include their titles in the WLS catalog as an extension of the Hendrick Hudson Free Library. NMHS is covering the cost of the cataloging services. That revenue (totaling \$13,500) was reclassified so that it can be correctly reflected in *WEBS and Other* and not part of *Member Technology Fees*. The new classification will be used for the remainder of the year at which time the project is expected to be complete.

*Other Revenues with Restrictions* was under budget by \$6,000 for October but was \$171,800 above budget for the YTD and has exceeded its target for the year. This highlights that while revenues for grants and fundraising are budgeted evenly across the year, the actual amounts raised monthly will fluctuate. The significant above budget variance for the year to date was primarily due to the March recording of a \$250,000 grant from the Eric & Wendy Schmidt Fund for Strategic Innovation in the *Restricted Contributions* line.

### **Expenses:**

Total spending in October was \$27,500 less than revenues and was \$17,500 less than the monthly budget. Spending for the YTD is \$482,400 less than revenues and \$276,000 less than budgeted. Significant variances are discussed below.

*Printing and Postage* – This line came in \$25,000 more than budgeted and was driven by several factors. This includes \$17,400 which can be attributed to printing and promotion expenses related to grants. An additional \$6,900 is ascribed to an advertisement in the Westchester Giving Guide, a portion of which will be reimbursed to WLS by PLDA. The remaining \$5,600 in expenses in the line are related to routine printing and postage expenses which are in line with the budget for the category.

*Professional Development* – While this line was over budget by \$12,100 for October it is under budget by \$29,100 for the YTD. The overage for October was driven by \$17,600 payment to Long Island University for the Palmer School program tuition. The expense is offset by revenues in the *Other Revenues with Restrictions* line from tuition payments by the students in the program.

*Travel* – This line was \$5,600 over budget for October, but \$1,900 under budget for the year to date. The overage in October was primarily driven by expenses related to staff attendance at the Schools, Health and Libraries Broadband (SHLB), Internet Librarian and New York State Library Association Conferences.

*Supplies* – This line shows a negative balance for October, which was driven by the timing of recording \$2,600 in reimbursement from the member libraries for barcode labels. The expense was recorded in September and the reimbursement was recoded in October. Typically, these take place in the same month, avoiding a negative balance on the financial statement. A journal entry will be used to avoid this situation should it occur in the future.

Westchester Library System  
Statement of Revenues and Expenditures with Projections  
as of September 30, 2022

	Total Budget	Current Year Actuals (through Oct-2022)	Current Year Projected (Nov -Dec 2022)	CURRENT YEAR TOTAL PROJECTIONS	Current Year Projected vs Budget
Revenue					
State Revenues without Restrictions	2,265,000	2,023,564	447,523	2,471,087	206,087
County Revenues without Restrictions	1,050,600	1,001,576	217,120	1,218,696	168,096
Federal Revenues without Restrictions	155,000	334,334	31,180	365,514	210,514
Member Technology Fees	2,763,500	2,318,610	446,300	2,764,910	1,410
Fund Raising & Contributions	11,000	1,049	210	1,259	(9,741)
Interest	4,000	8,870	7,529	16,399	12,399
WEBS & Other	7,900	21,505	3,844	25,349	17,449
Government Revenues with Restrictions	229,900	187,335	40,382	227,717	(2,183)
Other Revenues with Restrictions	<u>158,500</u>	<u>303,907</u>	<u>11,971</u>	<u>315,878</u>	<u>157,378</u>
<b>Total Revenue</b>	<b><u>6,645,400</u></b>	<b><u>6,200,749</u></b>	<b><u>1,206,059</u></b>	<b><u>7,406,808</u></b>	<b><u>761,408</u></b>
Expenditures					
Salaries	2,481,119	1,960,689	392,138	2,352,827	128,292
Fringe Benefits	1,339,781	988,211	161,401	1,149,612	190,169
Professional Fees	49,650	11,965	29,697	41,662	7,988
Equipment	138,000	80,311	18,107	98,418	39,582
Library Materials	691,450	583,217	116,643	699,860	(8,410)
Rent and Utilities	361,200	301,445	61,694	363,139	(1,939)
Repairs and Maintenance	511,500	357,427	74,789	432,216	79,284
Supplies	41,850	20,628	5,575	26,203	15,647
Telephone and Internet	438,000	355,333	71,067	426,400	11,600
Printing and Postage	59,500	99,107	19,821	118,928	(59,428)
Bibliographic Fees	80,500	67,071	13,414	80,485	15
Professional Development	92,610	48,103	9,621	57,724	34,886
Travel	34,440	26,816	5,363	32,179	2,261
Memberships	21,700	16,487	3,297	19,784	1,916
Contractual Services	356,800	367,000	72,967	439,967	(83,167)
Delivery Service	429,000	403,738	83,294	487,032	(58,032)
Special Events	10,000	0	0	0	10,000
Insurance	32,000	25,182	5,036	30,218	1,782
Miscellaneous	<u>24,200</u>	<u>5,652</u>	<u>1,130</u>	6,782	17,418
<b>Total Expenditures</b>	<b><u>7,193,300</u></b>	<b><u>5,718,384</u></b>	<b><u>1,145,054</u></b>	<b><u>6,863,438</u></b>	<b><u>329,862</u></b>
Net Revenue Before Depreciation	(547,900)	482,365	61,005	543,370	1,091,270
Non-Cash Activity					
Depreciation	<u>144,250</u>	112,206	<u>57,108</u>	<u>169,314</u>	<u>(25,064)</u>
Unrealized Gain/Loss on Investments	<u>0</u>	<u>(2,660)</u>	<u>0</u>	<u>(2,660)</u>	<u>2,660</u>
<b>Total Non-Cash Activity</b>	144,250	109,546	57,108	166,654	(22,404)
<b>Net Revenue</b>	<b><u>(692,150)</u></b>	<b><u>690,819</u></b>	<b><u>3,897</u></b>	<b><u>376,716</u></b>	<b><u>1,068,866</u></b>

## Income Statement with Projections for November through December 2022

### Revenues:

On the Revenue side, total revenue is expected to come in at approximately \$761,400 more than budgeted driven primarily by unbudgeted revenue from NYS and grants through the American Rescue Plan Act (ARPA) and the Eric and Wendy Schmidt Foundation. Detail budget lines noted below:

*Federal Revenues without Restrictions* – This line will come in approximately \$210,500 more than budget due to the unbudgeted award of funds from ARPA and eRate revenues being \$10,700 more than budgeted.

*State Revenues without Restrictions* – NYS allocations for 2022 were approximately 8% higher than budget, which assumed flat funding over 2021. The line will close the year more than \$206,100 higher than budgeted.

*Other Revenues with Restrictions* – This line is projected to come in approximately \$157,400 more than budgeted driven primarily by fundraising activities. The revenue projections in this line also include anticipated shortfalls from the Broadband Technology program at New Rochelle Public Library and Library Administration Certificate program.

*Fund Raising & Contributions* – This line is projected to end the year with little activity, driving a deficit of \$9,700. This was caused by the decision to direct WLS's broader fund-raising efforts to support Outreach activities, resulting in the funds raised (approx. \$7,300) to be recorded in *Other Revenues with Restrictions*.

*Government Revenues with Restrictions* – The projected \$2,200 deficit in this line is primarily driven by the elimination of the Westchester Seniors Out Speaking (WSOS) program and loss of its associated revenue. Also included in this line are revenues from NYS for Coordinated Outreach and services to correctional facilities that will come in more than budgeted as discussed in *State Revenues without Restrictions*.

### Expenses:

On the Expense side, total expenses are projected to come in approximately \$329,900 under budget before depreciation. Notable variances are discussed below:

*Salaries and Fringe Benefits* – The projected surpluses in these lines are driven primarily by positions which were not filled or were open for a period. One full-time position was filled by a part-time worker in combination with contract personnel. A full-time position in the Cataloging department that became open through a retirement has not yet been filled. Positions budgeted for the WSOS program did not incur costs for the entire year. Finally, the 2022 pension payment is expected to be lower than budgeted.

*Contractual Services* – This line will end the year with a deficit of approximately \$83,200 and is primarily driven by using contract services by IT for the development of a data dashboard and services related to unbudgeted grant-funded projects.

*Repairs and Maintenance* – The expenses in this line are currently expected to fall under budget by \$79,300 driven primarily by lower than anticipated costs in software licensing and computer maintenance.

*Delivery* – This line is projected to come in at a deficit of more than \$58,000. This was driven by two key factors: (1) a fuel surcharge that has been applied to the cost of the service since March 2022 and (2) additional deliveries to libraries with pandemic-related supplies including COVID tests for distribution to the public.

*Professional Development and Travel* – These lines are projected to end the year with a combined surplus of \$37,100. This is driven by the COVID-19 pandemic which has limited travel, in-person professional development and costs associated with in-person meetings. The spending in these lines has increased over 2021 and is anticipated to continue to grow as activities return to pre-pandemic levels.

*Equipment* – Equipment expenses are projected to be \$39,600 under budget driven primarily by the fact that most equipment purchased in 2022 was through special projects approved by the Board are included in the Special and Capital Projects Income Statement rather than the Operating Income Statement.

*Printing and Postage* – This line will be projected to end the year nearly \$59,400 over budget. This was primarily driven by expenses related to unbudgeted, grant-funded programs through ARPA, Reconnect with Tech and other Outreach department projects.

**NOTES FOR 2022 SPECIAL PROJECTS AND CAPITAL EXPENDITURES (OCTOBER 2022 AND YTD)**

Total capital expenses thru October 2022 amounted to \$441,220. (These expenses represent spending for special projects approved by the Board above and beyond the operating budget for 2022.) For this report there are two illustrations. The first chart is a Statement of Capital Expenditures and shows the expenses by category and period (October 2022 and YTD) with comparison to budget. The second chart is a Project Summary and shows expenses by project with comparison to budget. Budget figures in each illustration includes all capital projects authorized to date.

The only activity in October was the purchase of a new vehicle. WLS was able to negotiate a favorable trade-in on the 2012 Toyota Prius and replace it with a 2022 Toyota RAV4.

It is important to note that the Income Statement illustration is for expenses approved and incurred as part of the capital budget. However, prepaid expenses, while paid are yet to be incurred and therefore do not appear on the Statement of Capital Expenditures. There are additional expenses that are recorded as prepaid expenses on the Balance Sheet and will be recognized against the operating budget as they are incurred. The Project Summary chart includes ALL expenses, including prepaid expenses.

**Statement of Special Projects and Capital Expenditures – October 2022 with Comparison to Budget**

	<u>10/31/2022</u>	<u>Current Period Budget</u>	<u>Current Period Budget Variance</u>	<u>10/31/2022 YTD</u>	<u>YTD Budget</u>	<u>YTD Budget Variance</u>	<u>Total Budget</u>
Equipment	23,751	94,083	70,332	353,405	625,835	272,430	814,000
Repairs and Maintenance	0	0	0	50,002	0	-50,002	0
Contractual Services	0	0	0	37,813	0	-37,813	0
Total Expenditures	<u>23,751</u>	<u>94,083</u>	<u>70,332</u>	<u>441,220</u>	<u>625,835</u>	<u>184,615</u>	<u>814,000</u>

**Summary of Expenditures by Project**

<b>Project</b>	<b>Date Authorized</b>	<b>Expenses thru Oct- 2022</b>	<b>Prepaid Expenses</b>	<b>Project Total to Date</b>	<b>Budget</b>	<b>Budget Variance</b>
Service Vehicle	1/25/2022	\$23,751	\$0	\$23,751	\$36,000	\$12,249
Primary Server Hardware Replacement	1/25/2022	\$103,661	\$82,599	\$186,260	\$153,000	(\$33,260)
Library Network Upgrade	4/26/2022	\$234,022	\$0	\$234,022	\$465,000	\$230,978
VDI Terminal / Access Point Replacement	6/28/2022	\$79,785	\$0	\$79,785	\$160,000	\$80,215
<b>Total</b>		<b>\$441,219</b>	<b>\$82,599</b>	<b>\$523,818</b>	<b>\$814,000</b>	<b>\$290,182</b>



## Investment Account Report

### Summary

Assets	Value
Cash	\$ 762
U.S. Treasury Securities	\$ 1,041,483
<b>Total Value</b>	<b>\$ 1,042,245</b>

### Cash Detail

2022 Year-To-Date Activity	
Activity	Amount
Opening Balance	\$ 118
Sale of Treasury Bills	\$ 1,550,287
Interest	\$ 1,714
Purchase of Treasury Bills	\$ (1,551,326)
Fees	\$ (30)
End Balance	\$ 762

### U.S. Treasury Securities Detail

Current Holdings					
Purchase Date	Maturity Date	Value at Maturity	Current Value	Orig. Cost Basis	
5/19/2022	11/3/2022	\$ 528,000	\$ 526,791	\$ 524,871	
8/25/2022	2/23/2023	\$ 522,000	\$ 514,692	\$ 513,984	
<b>Total</b>		<b>\$ 1,050,000</b>	<b>\$ 1,041,483</b>	<b>\$ 1,038,855</b>	

Activity during period					
Activity Type	Date	Amount	Gain/(Loss)	Total	
Sold Treasury Bills	2/24/2022	\$ 512,898	\$ 102	\$ 513,000	
Purchase Treasury Bills	2/24/2022	\$ 512,471		\$ 512,471	
Fees	2/28/2022	\$ (10)	\$ (10)	\$ (10)	
Sold Treasury Bills	5/19/2022	\$ 524,918	\$ 82	\$ 525,000	
Purchase Treasury Bills	5/19/2022	\$ 524,871		\$ 524,871	
Fees	5/31/2022	\$ (10)	\$ (10)	\$ (10)	
Sold Treasury Bills	8/25/2022	\$ 512,471	\$ 1,529	\$ 514,000	
Purchase Treasury Bills	8/25/2022	\$ 513,984		\$ 513,984	
Fees	8/31/2022	\$ (10)	\$ (10)	\$ (10)	

Temporarily Restricted Net Assets  
as of October 31, 2022

Code	Asset Title	Asset Description	Temporarily Restricted Net Assets December 31, 2021	2022 Revenue	2022 Expenses	Temporarily Restricted Net Assets Oct. 31, 2022
30004	Central Library	Library materials, services & training	\$58,472	\$306,666	\$85,368	\$279,770
70120	Schmidt Innovation	Digital inclusion for reentry populations	\$0	\$250,000	\$33,414	\$216,586
40006	Metro / ARPA Digital Inclusion	Digital inclusion funded by subaward from Metro through American Rescue Plan Act	\$0	\$199,855	\$147,193	\$52,662
70119	NYS GIA - Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$25,000	\$0	\$7,198	\$17,802
70116	Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$23,539	\$0	\$6,755	\$16,784
70117	STEM ConEd	STEM Programming	\$15,000	\$0	\$0	\$15,000
70111	Digital Resources	Educational equity through access to resources & information	\$19,584	\$0	\$8,485	\$11,099
70114	Digital Equity - RXR and Fundraising	Equipment, services and supports to bridge the digital divide. Funded by RXR Reality and individual contributions.	\$9,099	\$35	\$222	\$8,912
70113	HW Wilson/Outreach/Career	Support libraries meeting needs of COVID-19, Outreach to vulnerable pop., Job and Career Counseling	\$23,247	\$0	\$15,395	\$7,852
70108	Early Literacy/Private Contributions	Early literacy activities	\$8,979	\$0	\$1,619	\$7,360
70118	NYS GIA - Databases	Grant from NYS to support database purchases and advertising	\$50,000	\$0	\$43,927	\$6,073
70005	Gates	Computer equipment & training	\$5,094	\$0	\$0	\$5,094
80008	Outreach Fundraising	Fundraising to support outreach activities	\$3,433	\$7,343	\$6,521	\$4,255
70102	TASC - Private contributions	Private monies for adult literacy programs	\$3,113	\$0	\$0	\$3,113
70101	Mini-Grants	Competitive grants to member libraries	\$7,358	\$0	\$5,000	\$2,358
30006	People and Stories	Literacy support program	\$2,096	\$0	\$0	\$2,096
80007	Music & Memory	Music and Memory project funded by M&T Bank.	\$1,450	\$0	\$0	\$1,450
70110	Xprize	Digital Learning	\$4,085	\$0	\$2,915	\$1,170
70100	Hope for Youth	Teen programming	\$951	\$0	\$0	\$951
42030	Broadband Technology Opportunities Program	Contract with New Rochelle Library to provide tech-related workshops	\$0	\$15,855	\$15,400	\$455
80020	P. Rosen Fund for Senior Svcs	Donations made in honor of Phyllis Rosen for Senior Services	\$788	\$0	\$758	\$30
70001	Bruni Verges	Children's programs celebrating cultural diversity	\$23	\$0	\$0	\$23
20005	WSPS/WSOS	Health Information for Senior Adults	\$4,384	\$0	\$4,384	\$0
44001	Learning Ambassadors	Youth internships at member libraries	\$100	\$1,350	\$1,450	\$0
70115	Digital Equity - WCF Grant	Equipment, services and supports to bridge the digital divide funded by the Westchester Community Foundation	\$43,081	\$0	\$43,081	\$0
70112	Vision Labs	Resources for Westchester Residents with Low or Declining Vision	\$5,498	\$0	\$5,498	\$0
	<b>TOTALS</b>		<b>\$314,374</b>	<b>\$781,104</b>	<b>\$434,583</b>	<b>\$660,896</b>

**Item:** New WLS Collection Development Policy & Revisions to Workplace Violence, Board Meetings, and Sexual Harassment Prevention Policies

**Background:** The WLS Governance Committee does an annual review of WLS policies. Several recent changes in New York State law and New York State Labor Law indicated a review for compliance to these changes.

**Status:** The Governance Committee met on August 30th to discuss potential revisions related to the changes in law for the following WLS Policies: Sexual Harassment (Policy #17) and Workplace Violence (Policy #3). The draft revisions to each are attached, and the committee unanimously voted to bring these changes to the Board of Trustees for approval.

Given recent amendments to the New York State Open Meeting Law, the committee discussed the Board Meeting Participation via Video Conference (Policy #16). Based upon the advice of staff and recent full board discussions, the committee decided that permitting remote trustee participation in board meetings would be cumbersome and expensive and discussed possible changes to the current policy.

In addition, a proposed new Collection Development policy was reviewed.

The draft revisions of the above-mentioned policies as well as the new policy regarding Collection Development are attached.

Per regular procedure, these revisions and new policy were presented in advance as an Information Item at the September meeting and official approval is now being sought.

**Recommended**

**Action:** Approval of the recommended revisions to the above-mentioned WLS Policies and approval of the new policy for Collection Development.

October 25, 2022

**DRAFT August 2022**  
**Marked to show changes from existing policy**

**WESTCHESTER LIBRARY SYSTEM**

**POLICY #17**

**Subject:** Sexual Harassment<sup>1</sup>

**Application:** Employees, trustees, [applicants for employment, interns \(whether paid or unpaid\)](#), customers, consultants, contractors, [subcontractors](#), vendors, [persons conducting business](#) and visitors, [regardless of immigration status](#)

**Introduction**

Westchester Library System (WLS) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This policy is one component of WLS's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with WLS. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

**Policy:**

1. WLS's policy applies to all employees, trustees, applicants for employment, interns, [\(whether paid or unpaid\)](#), contractors, subcontractors, consultants, vendors, persons conducting business, and visitors, regardless of immigration status, ~~with WLS~~. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No employee shall be subject to adverse action because such employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. WLS will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject

---

<sup>1</sup> Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

to such retaliation should inform their immediate supervisor or the Executive Director. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of WLS policies, is unlawful, and may subject WLS to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. WLS will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. WLS will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. WLS will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Executive Director.
8. This policy applies to all employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment;  
or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report [their concern](#) so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or the status of being transgender, such as:

- Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
- Sabotaging an individual’s work;
- Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a sexual harassment claim. Adverse action [includes the disclosure of an employee’s personnel file, except where such disclosure is made in connection with a judicial or administrative proceeding as permitted by applicable law](#). Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** WLS cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Executive Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Executive Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.



Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. WLS will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, the Executive Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the Executive Director will encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, the Executive Director will prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

In the event an individual making a complaint is not satisfied with the result of the process described above, such individual may bring the complaint to the President of the Board of Trustees, who will bring the issue before the entire Board, in executive session, for resolution.

### **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by WLS but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at WLS, employees may also choose to pursue legal remedies with the governmental entities listed below. While a private attorney is not required to file a complaint with a governmental agency, an employee may seek the legal advice of an attorney.

#### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. [Any individual experiencing sexual harassment in the workplace may use the free and confidential DHR hotline, 1-800-HARASS-3, to connect with pro bono attorneys on sexual harassment issues or to submit a complaint.](#)

Complaints with DHR may be filed any time **within ~~one year~~ [three years](#)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within ~~one year~~ [three years](#)** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to WLS does not extend an individual's time to file with DHR or in court. The ~~one year~~ [three years](#) is counted from the date of the most recent incident of harassment.

An attorney is not required to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate a complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals wishing to make a complaint may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

An employee may contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

## **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. [WLS employees may file complaints of sexual harassment with the Westchester County Human Rights Commission at https://humanrights.westchestergov.com/file-a-complaint](https://humanrights.westchestergov.com/file-a-complaint) or may contact the commission at 914-995-7710 or [humanrights@westchestergov.com](mailto:humanrights@westchestergov.com). ~~For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit <http://www.nyc.gov/html/cehr/html/home/home.shtml>.~~

## **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. An individual who has been the target of such activity should contact the local police department.

*Approved: November 27, 2018*

*Amended: \_\_\_\_\_, 2022*

DRAFT August 2022  
Marked to show changes from existing policy

Formatted: Centered

**WESTCHESTER LIBRARY SYSTEM**

**POLICY #3**

**Subject:** Workplace Violence

**Application:** Employees, trustees, applicants for employment, interns (whether paid of unpaid) customers, consultants, contractors, subcontractors, vendors, persons conducting business and visitors

Westchester Library System (WLS) is committed to providing a work environment that is free from violence or threats of violence. WLS also is intent on preventing any threatened or actual destruction of company and personal property. Compliance with this policy requires that all individuals on WLS premises, conducting business with or on behalf of WLS, act in a professional, non-violent and non-threatening manner.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee, any intentional display of force that would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury, or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment. includes behavior that constitutes assault, battery, or ~~It also includes~~ the intentional destruction or attempted destruction of company or personal property while on WLS premises or while engaged in WLS business. This definition expressly includes domestic violence when such behavior extends to the workplace. WLS also prohibits employees and others covered by this policy from possessing firearms or other dangerous weapons on the premises whether or not the person is licensed or permitted to carry a weapon.

Prohibited threats are those that a reasonable person would perceive as real threats of violence against a person or WLS property and that ~~has~~ have the effect of unreasonably interfering with the work of WLS or any of its employees.

All employees and others covered under this policy are responsible for establishing and maintaining a work environment which promotes professionalism and is free of threats and violence. This responsibility includes being alert to situations in which workplace violence is occurring or may potentially occur. Threats, acts of violence or behaviors that raises a safety or security threat should be reported to ~~a supervisor or to~~ the Executive Director at 914-231-3223 or [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org).

WLS will initiate appropriate action based on the circumstances, including notifying law enforcement. WLS will take all reasonable steps to investigate and address the safety concerns of those who have reported or believe they may have been subject to workplace violence, or are otherwise concerned about their safety or security.

Any employee determined to have violated this policy will be subject to disciplinary action, up to and including termination of employment, at the discretion of the WLS Executive

Director.

In compliance with New York State Labor Law, WLS will develop a workplace violence prevention program that includes a workplace evaluation designed to identify the risks of workplace violence to which WLS employees could be exposed. In addition, all WLS employees will participate in an annual workplace violence prevention training program provided by WLS.

Individuals who have questions or concerns about the policy should speak with their supervisor for further clarification.

*Last approved: ~~May 26, 2015~~ \_\_\_\_\_, 2022*

Marked to show changes from May 2022 draft

WESTCHESTER LIBRARY SYSTEM

POLICY #16

**Subject:** Board Meetings Participation

**Application:** WLS Trustees, employees and members of the public

The participation of trustees, employees and members of the public in the Board meetings of the Westchester Library System (WLS) is necessary for the effective operation of WLS on behalf of the residents of Westchester County and its libraries. This policy sets forth procedures for participation by trustees and members of the public that both serve the needs of WLS and are in compliance with the New York State Open Meetings Law (OML).

All meetings of the Board of Trustees shall be open to the general public, except that an executive session may be called as provided by the OML. Meetings will be held in a facility that permits barrier-free physical access and can adequately accommodate members of the public who wish to attend.

The Board of Trustees allows public meetings to be photographed, broadcast, webcast or otherwise recorded by means of audio or video, in a non-disruptive manner.

**Participation by Trustees**

~~Subject to the rules specified below, trustees may participate in Board meetings using videoconferencing, provided that (a) a trustee may participate remotely only when she/he is not physically present in Westchester County or is unable to be physically present at the meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event that precludes such trustee's physical attendance at such meeting; (b) a quorum is present in the physical location where the public can attend; (c) minutes of the meeting indicate which members participated remotely; (d) the public notice of the meeting indicates that videoconferencing will be used, where the public can view and/or participate in the meeting, and the physical location of the meeting; (e) any meeting using videoconferencing is recorded and made available on the WLS website as required by the OML; and (f) members of the public have the opportunity to participate via videoconference in real time where public comment is authorized.~~

~~Any trustee wishing to participate in a Board meeting remotely must follow these rules:~~

- ~~1. In order to comply with public notice requirements, a trustee wishing to participate in a meeting remotely must notify the Board President and the Executive Director of his/her/their intent to participate remotely at least eight (8) days before the relevant Board meeting, unless such advanced notice is impracticable.~~
- ~~2. The trustee must use an Internet connection that supports video and audio functionality.~~

~~3. The trustee must ensure that participation in properly convened executive sessions will be secure from outside observation.~~

~~All trustees attending meetings by video conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.~~

~~In addition, sufficient security and identification procedures shall be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all trustees attending for discussion or voting purposes are in fact authorized members with the right to speak and vote.~~

### **Participation by Members of the Public**

The Board of Trustees encourages public expression at public meetings and has designated a specific portion of its meeting agenda for public comment. Members of the public, upon identifying themselves, are permitted to address the Board ~~for a period of not more than three minutes~~. Statements by the public should be kept as brief as possible (not more than three minutes or such other time period as may be designated by the Board in their sole discretion) and must relate to library matters. Statements relating to the competence or personal conduct of individual trustees or employees are not appropriate and will not be permitted at a public meeting. All comments must be made in a civil and respectful manner. Topics raised by the public will generally not be ~~discussed by the trustees~~ addressed by the Trustees during the meeting but may, if appropriate, be placed on a future board agenda.

*Last Approved:* \_\_\_\_\_, 2022

# **Westchester Library System – Collection Development Policy – Draft 1**

## **8/12/2022**

### **Objective**

Westchester Library System (WLS) strives to provide collections and resources that meet the cultural, informational, educational, and recreational needs of all individuals in the System's service area in conjunction with the strategic initiatives of WLS and member libraries.

### **Principles of Free Access**

The WLS Board of Trustees affirms the principles presented in the American Library Association's (ALA) [Library Bill of Rights](#)<sup>1</sup>, [Interpretations of the Library Bill of Rights](#)<sup>2</sup>, [Freedom to Read Statement](#)<sup>3</sup>, and [Freedom to View Statement](#)<sup>4</sup> in support of acquiring and managing collections in support of its mission.

### **Statement on Minor Access**

WLS acknowledges that the responsibility for monitoring a minor's access to library materials and resources rests with the minor's parent or legal guardian.

### **Collection Development Responsibility**

Authority for the shared collections is a joint responsibility of WLS and the member libraries. For materials and resources owned, leased, or subscribed to by WLS, the responsibility is delegated to the WLS Executive Director by the WLS Board of Trustees. The WLS Executive Director may delegate related responsibilities to qualified WLS staff. For each member library's materials and resources, this responsibility is delegated by the library's Board of Trustees to the Library Director, who has the authority to delegate responsibilities to qualified library staff.

### **Selection of Materials and Resources**

For WLS, recommendations by member libraries, standard professional and journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the selection process. The acquisition of a material or resource by WLS does not constitute endorsement of the contents of the material or resource.

---

<sup>1</sup> Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>

<sup>2</sup> Interpretations of the Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

<sup>3</sup> Freedom to Read Statement <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<sup>4</sup> Freedom to View Statement <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>



While a single standard cannot be applied, materials and resources that are considered for acquisition are judged by these and other related criteria:

- Relevance to community needs and interests;
- Balance and diversity in the current collection;
- Suitability to the intended audience of subject, style, format, interest and reading level;
- Reputation of the author, composer, publisher, or producer; and
- Quality of the writing, design, illustration, or production.

Licensing and leasing requirements may result in the automatic addition of materials in the digital collections by a vendor or publisher.

### **Withdrawal of WLS Materials and Resources**

Materials and resources are routinely withdrawn to maintain the usefulness, currency, relevance, and condition of the WLS collections. Licensing and leasing requirements may result in the automatic withdrawal of materials in the digital collections by a vendor or publisher. Physical materials withdrawn from a collection may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Gifts and Donations to WLS**

WLS accepts gifts of books and other materials with the understanding that they may be added to the collection, made available to the member libraries, or used to support WLS outreach activities if deemed appropriate. If the material cannot be used by WLS or the member libraries, the material may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Reconsideration of WLS Materials and Resources**

Materials made available by WLS present a diversity of viewpoints, enabling residents to make informed choices. WLS strives to provide a wide range of library materials and resources to satisfy the diverse interests of all individuals living, working, going to school or who own property in Westchester County. WLS upholds the right of a library card holder to obtain these materials and resources, even though the content may be viewed as controversial, unorthodox, or unacceptable by others. While the materials and resources are available to all valid library card holders, it is not expected that all the collection will appeal to everyone.

Library card holders requesting the reconsideration of a material or resource that WLS owns, leases, or subscribes to must have a valid and current library card from WLS or a member library and are required to complete a *WLS Request for Reconsideration of Material or Resource* form and submit it to the WLS Executive Director. The request and material/resource in question will be reviewed by a committee of three, which will be composed of the WLS Executive Director, one librarian from the WLS staff, and a

representative from the WLS Board Audit Committee. The request will be reviewed by the committee considering this policy's guidelines, the ALA's documents referenced in the Principles of Free Access section of this policy, the opinions of professional reviewing sources, and other relevant information. The WLS Executive Director will notify the requester in writing of the results of the review within two weeks of receiving the completed reconsideration form.

The committee's decision may be appealed to the WLS Board of Trustees. The WLS Board will be the final level of appeal for any reconsideration request. The final determination will be developed and kept on file for a minimum of two years. An individual title or resource will not be reviewed more than once in this two-year period.

## WLS Request for Reconsideration of Material or Resource

To request the reconsideration of a material or resource that WLS owns, leases, or subscribes to and you have a valid and current library card from WLS or a member library, provide the requested information to the WLS Executive Director through the online form portal, or as an email attachment to [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org) or U.S. Mail to the address below:

Westchester Library System  
Executive Director  
570 Taxter Rd, Ste. 400  
Elmsford, NY 10523

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Library card number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please specify the type/format of the resource which you are requesting to be reconsidered. Check all that apply:

**Physical collection:**

\_\_\_\_\_ Audiobook

\_\_\_\_\_ Book

\_\_\_\_\_ Magazine/Newspaper

\_\_\_\_\_ Movie

\_\_\_\_\_ Music

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**Digital collection:**

\_\_\_\_\_ Audiobook

\_\_\_\_\_ Book

\_\_\_\_\_ Magazine/Newspaper

\_\_\_\_\_ Movie

\_\_\_\_\_ Music

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Title of the material/resource:

\_\_\_\_\_

Author/Producer/Content Creator: \_\_\_\_\_

In what collection did you find this material/resource?

\_\_\_\_\_

What brought this material/resource to your attention?

\_\_\_\_\_

Have you examined the entire material/resource? If not, indicate the sections you did review:

\_\_\_\_\_

\_\_\_\_\_

What concerns you about the material/resource?

\_\_\_\_\_

\_\_\_\_\_

Are there resources that you suggest providing additional information and/or other viewpoints on this topic? \_\_\_\_\_

What action are you requesting regarding this material/resource?

\_\_\_\_\_

\_\_\_\_\_

**Item:** Library Materials Discovery Tool

**Background:** Westchester Library System (WLS) patrons and member library staff currently use the online public access catalog (OPAC) built into the Evergreen ILS (Integrated Library System) for search and discovery of library materials. The current OPAC does not integrate discovery of both physical and digital library materials and is limited in its overall functionality.

**Status:** WLS has identified the open-source Aspen Discovery System as a solution that will provide library users with a more robust and integrated discovery experience for both print and digital materials. It also provides opportunities for local customization, better relevancy in search results and a more refined interface than the current OPAC.

WLS has also identified ByWater Solutions as a partner to provide installation, customization, hosting and training.

The cost of the project is \$70,200 for the first year and \$42,500 in the second year for continuing hosting and support.

This special project will be presented at this meeting as an Information Item for discussion and will be brought to the WLS Board for approval at their November 29, 2022, meeting.

**Recommended**

**Action:** WLS staff recommends approval of the purchase of the Aspen Discovery System from ByWater Solutions.

October 25, 2022

**Item:** WLS 2023 Operating Budget

**Background:** The Budget Committee of the Board of Trustees met three times in October to review a number of options in order to arrive at a budget proposal for the 2023 fiscal year. Each of the committee's meetings focused on the following:

- October 6
  - Budget process and overview
  - Employee compensation
  - Administration department
  - Information Technology department
- October 12
  - Career Coaching Service department
  - Outreach department
  - Training department
- October 17
  - Cataloging department
  - Delivery department
  - Fund-Raising department
  - Employee benefits

The proposed budget was presented to the Board at its October 25, 2022 meeting. The proposed budget has been amended to remove the Digital Equity Community Engagement project discussed in the presentation as anticipated funding was not included in the Westchester County Executive Budget released earlier this month.

**Status:** Attached is the Executive Summary for the proposed FY 2023 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.

**Recommended**

**Action:** The Budget Committee recommends adoption of the FY2023 operations budget as presented.

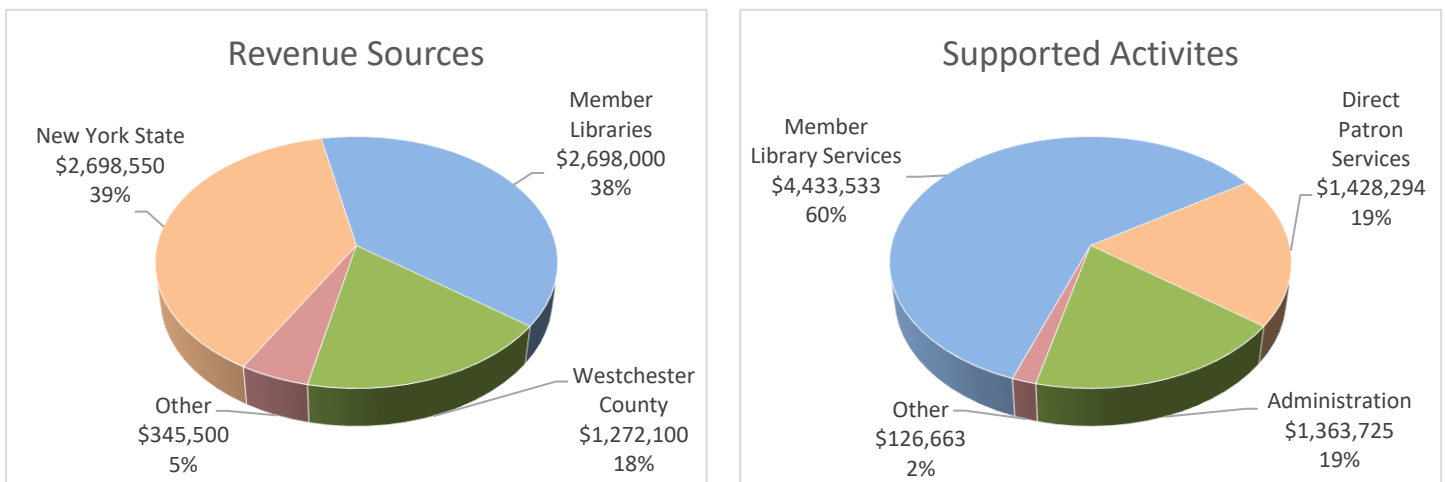
# Westchester Library System Proposed FY 2023 Operating Budget

## 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.

In preparing the 2023 proposed budget, WLS made two major assumptions: (1) no increase in funding from New York State as well as (2) a reduction in IT fees of approximately 2.4% less than previous year budget.

The budget was developed and presented to the Budget Committee over the course of three meetings, each with a deeper focus on department-level allocations. The committee examined previous year actual figures, current year budget and the proposed budget at the department level. Considerations were made to the purpose of programs as pertaining to administration, services to member libraries, and direct services to the public.



## 2023 Budget Highlights:

### ✓ Revenue

- Approximately \$7.0 million from all sources
- Revenues increase roughly \$368,800 over the 2022 revenue budget
- eRate funding of \$165,000 (compared to \$155,000 budgeted for 2022)
- Central Library revenue (\$375,550) assumed flat over 2022
- A 2.4% reduction of Member Library Technology fees over 2022 budget

### ✓ Expenses

- Operational changes intended to increase value and productivity including:
  - Purchase of laptops and cell phones for staff to replace existing workstations and promote a mobile-enabled workforce and cyber-security focused design
  - Streamlining of Outreach budget to include all youth service activities
  - Reassignment of training staff to provide member libraries with guidance with NYS Annual Reports

## Westchester Library System Proposed FY 2023 Operating Budget

---

- ✓ **Expenses (continued)**
  - Budgeted expenses exceed revenues by \$338,065 before depreciation (compared to \$547,900 budgeted for 2022)
    - Restricted assets (grants) earned in prior years will be spent in 2023
    - The Budget Committee recommends that WLS appropriate unrestricted assets to meet its projected expenditures for 2023
  - WLS currently holds over \$5.9 million in Cash and Cash Equivalents between its Operating, Reserve and Investment accounts
  - Projected depreciation of \$169,000 is included in the Operating budget
  - Member Library Services includes member-funded IT services, and additionally includes, but is not limited to, cataloging, interlibrary loan, training, and delivery services

The budget allows for the continuation of current programs and services whose overarching goal is to focus on community engagement and outreach through partnerships with the member libraries, governmental agencies, service organizations community members and Westchester County, including:

- ✓ Engagement with unserved and underserved populations including youth, seniors, and low-literacy adults
- ✓ Assist justice impacted individuals residing in New York State and Westchester County facilities in accessing library services
- ✓ Promoting discovery, access and resource sharing through Cataloging, Interlibrary Loan and Delivery
- ✓ Career Coaching Services for unemployed and underemployed adults
- ✓ Member Library Technology

**The following assumptions form the basis for the revenue figures included in the budget:**

- ✓ Allocations from Westchester County include a 4% increase on continuing operations
- ✓ The allocations from New York State as assumed to be flat over 2022
- ✓ Member Library contributions will be lower due to reductions in requested services
- ✓ Adult and Family Literacy funding has been combined into Coordinated Outreach funding from NYS to align with new legislation

**On the expense side, the following assumptions are built into the budget:**

- ✓ 2023 salaries will increase by 3% for staff
- ✓ An increase of 18% for the cost of health insurance with employees continuing to contribute 15% of the cost of individual health insurance and a decrease to 20% of the cost of family health insurance.
- ✓ Central Library expenditures totaling \$375,550
- ✓ Pension costs will be approximately 12% of 2023 salary expenses and is slightly lower than previous years' expenses.
- ✓ Professional Development increased 11% to support training staff for community engagement activities.
- ✓ Delivery service allocations increased 5% due to new contract pricing and anticipated fuel surcharges.



## Westchester Library System Proposed FY 2023 Operating Budget

---

The following expense lines in 2023 will have significant changes compared to the 2022 budget:

- ✓ The employee contribution to health insurance has been simplified: employees will contribute 15% toward the individual plan premium and 20% toward the family plan premium. The current contribution for family plan premiums has an effective rate of 24% but fluctuates year-to-year. No change is applied to the individual contribution. The cost of this change is approximately \$18,800.
- ✓ Increased allocations for Equipment of \$62,400 (45%), and Telephone and Internet of \$37,200 (8.5%) will invest in WLS's through purchase of laptops and cell phones for staff to replace existing workstations and promote a mobile-enabled workforce and cyber-security focused design
- ✓ Increased allocation in Printing and Postage (26%) will support Outreach activities from various State, County and grant-funded programs.
- ✓ Increased allocation in Travel, Conferences and Meetings of \$16,000 (46%) includes additional allocations for IT staff to attend technology-specific conferences

### Banking Services

WLS will continue to use TD Bank for all commercial bank business. WLS will also use TD Wealth for all investment banking business.

### About Supported Activities

The Supported Activities chart on page one identifies expenses as a function of either Member Library Services, Direct Patron Service, Administration, or other.

Member Library Services are the services that directly impact the member libraries. This includes information technology, cataloging, interlibrary loan, training, support for NYS annual reports and construction grants, fund raising and grant writing support, movie licensing coordination and group purchasing of electronic content for patrons.

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 unserved and underserved populations including, but not limited to seniors, youth, low-literacy populations, justice impacting individuals, and those seeking high-school equivalency certification. It also includes career coaching services, and electronic content purchased with Central Library funds.

### Conclusion

In 2023, WLS will work to maximize investment and resource allocation to support both its ongoing operations and its strategic initiatives. At the same time, WLS will continue to 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. As always, spending will be monitored against the budget on an ongoing basis, and WLS will continue to look for cost savings and additional sources of revenue throughout the year.

Westchester Library System  
2023 Proposed Budget - Summary 2021-2023

Generated 11/14/2022

Oct-2022

Item #		2021 Final	2022 Adopted	2022 Projected	2023 Proposed	% change over 2022 Adopted
	<b>REVENUES:</b>					
R-1	General Library Aid	1,526,392	1,526,390	1,669,030	1,669,000	9.3%
R-2	Supplemental Aid	202,912	202,950	219,857	219,850	8.3%
R-3	Local Library Services revenue	256,063	275,300	299,304	299,300	8.7%
R-4	Local Library Services pass-thru payments	(256,065)	(275,300)	(299,304)	(299,300)	8.7%
R-5	Local Services Support Aid	209,414	189,900	206,655	206,650	8.8%
R-6	Grants in Aid	440,000	0	7,084	0	
R-7	Grants in Aid pass-thru payments	(365,000)	0	(7,084)	0	
R-8	Central Library Services Aid	345,729	345,760	375,554	375,550	8.6%
R-9	Westchester County	1,050,600	1,050,600	1,218,696	1,272,100	21.1%
R-10	Federal Aid	938,845	155,000	365,514	165,000	6.5%
R-11	Member Library Fees	2,820,800	2,763,500	2,764,910	2,698,000	-2.4%
R-12	Special Events	0	10,000	0	0	-100.0%
R-13	Contributions (Unrestricted)	771	1,000	1,398	0	-100.0%
R-14	Investments/Interest Income	2,531	4,000	11,666	5,000	25.0%
R-15	WEBS, Non-Resident Cards, Misc	8,930	7,900	9,505	2,500	-68.4%
R-16	Coordinated Outreach	153,309	153,300	187,888	187,850	22.5%
R-17	Correctional Facilities	38,433	38,400	39,867	39,650	3.3%
R-18	Adult Literacy	8,293	8,300	0	0	-100.0%
R-19	Family Literacy	12,900	12,900	0	0	-100.0%
R-20	Westchester Seniors Out Speaking	17,514	17,000	0	0	-100.0%
R-21	Other revenues with Restrictions	264,676	158,500	314,207	173,000	9.1%
	<b>Total Revenues:</b>	<b>7,677,047</b>	<b>6,645,400</b>	<b>7,384,747</b>	<b>7,014,150</b>	<b>5.5%</b>
	<b>EXPENSES:</b>					
	<b>Personnel</b>					
E-1	Salaries & Hourly Wages	2,347,714	2,481,119	2,358,829	2,375,223	-4.3%
E-2	Employee Benefits	993,145	1,079,781	864,973	1,072,202	-0.7%
E-3	Retiree Health Benefits	269,615	260,000	271,230	276,000	6.2%
	<b>Subtotal Personnel</b>	<b>3,610,474</b>	<b>3,820,900</b>	<b>3,495,032</b>	<b>3,723,425</b>	<b>-2.6%</b>
	<b>Other Than Personnel</b>					
E-4	Professional Fees	43,238	49,650	42,119	51,300	3.3%
E-5	Equipment	386,706	138,000	103,394	190,000	37.7%
E-6	Library Materials	752,235	691,450	695,628	710,420	2.7%
E-7	Rent & Utilities	332,274	361,200	366,215	355,870	-1.5%
E-8	Repairs & Maintenance	406,210	511,500	440,475	559,400	9.4%
E-9	Supplies	20,184	41,850	32,022	45,550	8.8%
E-10	Telephone & Internet	414,792	438,000	430,099	467,100	6.6%
E-11	Printing & Postage	68,855	59,500	92,249	74,900	25.9%
E-12	Bibliographic Fees	79,256	80,500	80,408	89,500	11.2%
E-13	Professional Development	2,247	92,610	37,730	98,050	5.9%
E-14	Travel, Conferences & Meetings	2,053	34,440	24,456	50,400	46.3%
E-15	Memberships	15,834	21,700	21,982	28,000	29.0%
E-16	Contractual Services	295,682	356,800	448,481	395,300	10.8%
E-17	Delivery Service	423,702	429,000	496,844	451,000	5.1%
E-18	Special Events	0	10,000	0	0	-100.0%
E-19	Insurance	25,658	32,000	29,910	35,000	9.4%
E-20	Miscellaneous	6,641	24,200	6,716	27,000	11.6%
	<b>Subtotal Other Than Personnel</b>	<b>3,275,567</b>	<b>3,372,400</b>	<b>3,348,728</b>	<b>3,628,790</b>	<b>7.6%</b>
	<b>TOTAL EXPENSES</b>	<b>6,886,041</b>	<b>7,193,300</b>	<b>6,843,760</b>	<b>7,352,215</b>	<b>2.2%</b>
	<b>Net Revenue before Depreciation</b>	<b>791,006</b>	<b>(547,900)</b>	<b>540,987</b>	<b>(338,065)</b>	
	<b>From Temp. Restd. Assets</b>		<b>6,500</b>		<b>132,575</b>	
	<b>From Reserves</b>		<b>541,400</b>		<b>205,490</b>	<b>-62.0%</b>
	<b>Depreciation &amp; Non-Cash Activity</b>	<b>204,368</b>	<b>144,250</b>	<b>169,314</b>	<b>169,000</b>	<b>17.2%</b>
	<b>TOTAL EXPENSES with Depreciation</b>	<b>7,090,409</b>	<b>7,337,550</b>	<b>7,013,074</b>	<b>7,521,215</b>	
	<b>Net Revenue</b>	<b>586,638</b>	<b>(144,250)</b>	<b>371,673</b>	<b>(169,000)</b>	

Westchester Library System  
2023 Proposed Budget - Detail  
Oct-2022

Generated: 11/14/2022

<b>2023 PROPOSED BUDGET BY DEPARTMENT</b>									
<b>Revenues</b>	<b>Admin</b>	<b>Fund Raising</b>	<b>Cataloging</b>	<b>Delivery</b>	<b>Outreach</b>	<b>Training</b>	<b>CCS</b>	<b>Information Technology</b>	<b>TOTAL</b>
General Library Aid	1,367,850	160,000	97,400	0	43,750	0	0	0	1,669,000
Supplemental Aid	0	0	99,070	40,170	9,035	71,575	0	0	219,850
Local Library Services revenue	299,300	0	0	0	0	0	0	0	299,300
Local Library Services payments	(299,300)	0	0	0	0	0	0	0	(299,300)
Local Services Support Aid	0	0	102,765	0	103,885	0	0	0	206,650
Central Library Services Aid	362,550	0	0	0	0	13,000	0	0	375,550
Westchester County	0	0	157,100	470,350	338,845	0	245,805	60,000	1,272,100
Federal Aid	0	0	0	0	0	0	0	165,000	165,000
Member Library Fees	298,000	0	0	0	0	0	0	2,400,000	2,698,000
Special Events	0	0	0	0	0	0	0	0	0
Contributions (unrestricted)	0	0	0	0	0	0	0	0	0
Investments/Interest Income	4,250	0	0	0	0	0	0	750	5,000
WEBS, Non-Resident Cards, Misc	2,500	0	0	0	0	0	0	0	2,500
Coordinated Outreach	0	0	0	0	187,850	0	0	0	187,850
Correctional Facilities	0	0	0	0	39,650	0	0	0	39,650
Adult Literacy	0	0	0	0	0	0	0	0	0
Family Literacy	0	0	0	0	0	0	0	0	0
Westchester Seniors Out Speaking	0	0	0	0	0	0	0	0	0
Other revenues with Restrictions	20,000	76,500	0	0	41,500	35,000	0	0	173,000
<b>Total Revenues:</b>	<b>2,055,150</b>	<b>236,500</b>	<b>456,335</b>	<b>510,520</b>	<b>764,515</b>	<b>119,575</b>	<b>245,805</b>	<b>2,625,750</b>	<b>7,014,150</b>
<b>Expenses</b>									
<b>Personnel:</b>	<b>Admin</b>	<b>Fund Raising</b>	<b>Cataloging</b>	<b>Delivery</b>	<b>Outreach</b>	<b>Training</b>	<b>CCS</b>	<b>Information Technology</b>	<b>TOTAL</b>
Salaries	585,496	104,985	217,227	31,254	262,858	20,836	88,374	795,805	2,106,835
Hourly Wages	79	0	48,079	0	158,983	27	25,066	36,154	268,388
Employee Benefits	300,845	38,135	104,319	8,996	187,039	5,937	40,520	386,411	1,072,202
Retiree Health Benefits	276,000	0	0	0	0	0	0	0	276,000
<b>Subtotal Personnel</b>	<b>1,162,420</b>	<b>143,120</b>	<b>369,626</b>	<b>40,250</b>	<b>608,880</b>	<b>26,800</b>	<b>153,960</b>	<b>1,218,369</b>	<b>3,723,425</b>
<b>Other Than Personnel Services (OTPS)</b>									
Professional Fees	30,500	0	0	0	1,000	0	0	19,800	51,300
Equipment	25,500	2,000	10,000	0	16,000	0	4,000	132,500	190,000
Library Materials	660,550	0	0	0	39,870	0	0	10,000	710,420
Rent & Utilities	79,400	12,810	21,710	16,350	37,350	34,800	13,950	139,500	355,870
Repairs & Maintenance	55,100	1,000	0	0	4,500	0	0	498,800	559,400
Supplies	12,000	300	750	3,000	13,500	0	5,000	11,000	45,550
Telephone & Internet	8,540	1,220	4,880	0	10,980	0	2,440	439,040	467,100
Printing & Postage	16,500	1,000	0	0	51,100	0	1,000	5,300	74,900
Bibliographic Fees	0	0	56,000	0	33,500	0	0	0	89,500
Professional Development	8,000	0	0	0	10,550	58,000	500	21,000	98,050
Travel, Conferences & Meetings	15,000	1,000	4,000	0	5,000	0	400	25,000	50,400
Memberships	17,500	750	500	0	7,500	0	250	1,500	28,000
Contractual Services	50,000	0	1,000	0	108,800	0	68,500	167,000	395,300
Delivery Service	0	0	0	451,000	0	0	0	0	451,000
Special Events	0	0	0	0	0	0	0	0	0
Insurance	19,000	0	0	0	0	0	0	16,000	35,000
Miscellaneous	2,500	0	0	0	2,000	0	0	22,500	27,000
<b>Subtotal OTPS:</b>	<b>1,000,090</b>	<b>20,080</b>	<b>98,840</b>	<b>470,350</b>	<b>341,650</b>	<b>92,800</b>	<b>96,040</b>	<b>1,508,940</b>	<b>3,628,790</b>
<b>TOTAL EXPENSES</b>	<b>2,162,510</b>	<b>163,200</b>	<b>468,466</b>	<b>510,600</b>	<b>950,530</b>	<b>119,600</b>	<b>250,000</b>	<b>2,727,309</b>	<b>7,352,215</b>
<i>% of overall budget(before depreciation)</i>	29.4%	2.2%	6.4%	6.9%	12.9%	1.6%	3.4%	37.1%	100.0%
<b>NET REVENUE before Depreciation</b>	<b>(107,360)</b>	<b>73,300</b>	<b>(12,131)</b>	<b>(80)</b>	<b>(186,015)</b>	<b>(25)</b>	<b>(4,195)</b>	<b>(101,559)</b>	<b>(338,065)</b>
From Temp. Restd. Assets	0	0	0	0	132,575	0	0	0	132,575
From Reserves	107,360	(73,300)	12,131	80	53,440	0	0	0	205,490
Depreciation	18,000	0	0	0	0	0	0	151,000	169,000
<b>TOTAL EXPENSES with Depreciation</b>	<b>2,180,510</b>	<b>163,200</b>	<b>468,466</b>	<b>510,600</b>	<b>950,530</b>	<b>119,600</b>	<b>250,000</b>	<b>2,878,309</b>	<b>7,521,215</b>
<b>Net Revenue</b>	<b>(18,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(25)</b>	<b>(4,195)</b>	<b>(252,559)</b>	<b>(169,000)</b>

Westchester Library System  
2023 Proposed Budget - Notes  
Oct-2022

Generated: 11/14/2022

**REVENUE**

#	Budget Item	GENERAL NOTES	2023 BUDGET NOTES
R-1	General Library Aid	Formula aid provided by NYS to WLS in support of services provided to member libraries	Unrestricted monies which may be budgeted for any services provided by WLS. Assumes flat NYS funding over 2022 actual allocations. All State aid figures do not reconcile with audited financial statements and are structured for budgetary comparison.
R-2	Supplemental Aid	Same as General Library Aid	Same as General Library Aid.
R-3	Local Library Services Aid	Direct formula aid to assist individual public libraries in the system	Monies are sent to WLS for distribution to the individual libraries Assumes flat NYS funding over 2022 actual allocations.
R-4	Local Library Services payments	Formula aid distributed to member libraries	Monies sent to WLS are passed through to individual libraries. Allocations are set by the NYS Division of Library Development.
R-5	Local Services Support Aid	Same as General Library Aid	Same as General Library Aid.
R-6	Grants in Aid	Additional aid from NYS to WLS and Member Libraries	Funding in this category could be for both WLS and as pass-through to member libraries. While there is always a possibility of additional aid, the 2023 budget assumes that none will be received.
R-7			
R-8	Central Library Aid/Book Aid	Funding to support expenditures for adult non-fiction and foreign language materials	Budget is based on recommendations from the PLDA Central Library/eResources committee. Assumes flat NYS funding over 2022 actual allocations.
R-9	Westchester County Aid	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, cataloging and interlibrary loan, delivery service and electronic content.
R-10	Federal Aid	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. 2021 actuals include PPP, Project HOPE and NY Cares which is not included in the 2022 or 2023. 2022 projections also ARPA funding.
R-11	Member Library 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 2.4% less than budgeted in 2022. These figures are driven by the selections of services in the IT Service Level Agreements. The amount collected for group purchases of e-content (\$298,000) is assumed to be flat over the 2022 budget.
R-12	Special Events	Monies raised from special events held by WLS	Assumes there will be no special events held in 2023.
R-13	Contributions (unrestricted)	Monies raised by Development which may be used for any WLS services	
R-14	Investments/Interest income	Monies earned on as interest from bank accounts and returns on investments.	
R-15	WEBS, Non-resident Cards, Misc	Monies raised for Career Counseling Services, purchase of WLS library cards from non-residents, miscellaneous income	
R-16	Coordinated Outreach	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	Family literacy, adult literacy, re-entry services for formerly incarcerated individuals, Vision Labs accessibility services, Senior Law Day (legal & financial workshops for older adults and caregivers) Assumes flat NYS funding over 2022 actual allocations.
R-17	Correctional Facilities	Aid to support libraries for offenders residing in NYS and Westchester County correctional facilities	Support for library services at correctional facilities including interlibrary loan, and purchase of library materials. Assumes flat NYS funding over 2022 actual allocations.
R-18	Adult Literacy	Funding to support services to improve adult literacy on the job and in the home	This funding has been eliminated as a separate program in 2022 and is now included as part of Coordinated Outreach funding from NYS.

Westchester Library System  
2023 Proposed Budget - Notes

Generated: 11/14/2022

Oct-2022

R-19	Family Literacy	Funding to provide family literacy services to children and their parents/caregivers	This funding has been eliminated as a separate program in 2022 and is now included as part of Coordinated Outreach funding from NYS.
R-20	Westchester Seniors Out Speaking	Funding to provide education & counseling services addressing Medicare and related benefits	This program was eliminated in 2022.
R-21	Other Revenues with Restrictions	Monies raised by Development for specific WLS programs	

**EXPENSES**

#	Budget Item	GENERAL NOTES	2023 BUDGET NOTES
E-1	Salaries & Hourly Wages	Salaries and hourly wages paid to WLS-employed individuals	See separate illustration of FTE comparison 2022 vs 2023
E-2	Benefits	(For Active Staff): Social Security & Medicare (employer portion) health insurance, worker's compensation, disability, life insurance, vision insurance, dental insurance, pension	18% increase in health insurance, 3% increase in dental and vision insurance, 5% increase in life insurance, pension costs equal to approx. 12% of salaries
E-3	Retiree Health Benefits	Health insurance for retirees	
E-4	Professional Fees:	Audit & Legal fees; Payroll Processing Fees, Recruitment Fees	
E-5	Equipment	Furniture, computer equipment, equipment rental, copier lease, network hardware	This line includes computer equipment for most WLS staff to create a more mobile-enable working environment as well as network and computer hardware to support the member libraries.
E-6	Library Materials	Books, audio books, e-format materials, periodicals, DVDs/videos, databases	Budget is primarily for audio books, e-format materials and databases.
E-7	Rent & Utilities	Rent, utilities, real estate taxes, office cleaning, maintenance	
E-8	Repairs & Maintenance	Computer maintenance, equipment maintenance, software & software maintenance	Maintenance support for Evergreen, mobile printing, PC reservations help desk, thin client management, VMware (virtualization software), help desk software, back-up system, security software, Windows 10/Office 365
E-9	Supplies	Office & computer supplies, WLS-identified clothing	
E-10	Telephone & Internet	Telephones & internet connections	Internet circuits for all libraries, phone lines and cellular telephones. This also includes cellular phones for all WLS staff to create a more mobile-enabled work environment.
E-11	Printing & Postage	Postage, express mail, printing, publicity	
E-12	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	
E-13	Professional development	Training & professional development, trustee activities	
E-14	Travel, Conferences & Meetings	Travel, registration and related expenses for staff representation at professional conferences and meetings	ALA, PLA, NYLA, technology conferences
E-15	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.
E-16	Contractual Services	Services rendered under a formal contract/letter of agreement by outside persons, consultants or contractors	Network admin, co-location, WEBS counselors New Rochelle Library's Broadband Technology project, annual actuarial study
E-17	Delivery Service	Transportation of library materials to & from member libraries	Reflects new contract pricing taking effect on 1/1/2023
E-18	Special Events	WLS-sponsored events and fundraising activities	No event is planned for 2023.
E-19	Insurance	Liability and automobile insurance, Directors & Officers insurance	
E-20	Miscellaneous	Automotive Supplies, maintenance & repairs; Miscellaneous expenses; Bank Fees; Contingency	

Westchester Library System  
 2023 Proposed Budget - Headcount: 2022 vs 2023  
 Oct-2022

Generated : 11/14/2022

Department	2022 Budget	2023 Budget	NOTES for 2023 personnel
Administration	7.45	5.95	1.6 FTE eliminated through attrition 0.5 FTE training staff moved from IT 0.4 correction in total from 2022
Fund Raising	1.00	1.00	No changes
Cataloging	3.00	4.00	0.5 FTE moved from Outreach 0.5 FTE PT Cataloger added
Delivery	0.15	0.15	Admin time from Exec. Dir.
Outreach	6.80	6.00	West. Seniors Out Speaking positions removed 0.5 FTE moved to Cataloging PT FTE adjusted due to additional hours
Training	0.10	0.10	Admin time from Exec. Dir.
Career Coaching Services	1.20	1.50	Shared support role replaced with a dedicated PT position
Information Technology	11.45	10.80	0.5 FTE training staff move to Admin 0.15 FTE shared support role eliminated
<b>TOTALS</b>	<b>31.15</b>	<b>29.50</b>	

Item: Variance Requests for New York State Minimum Standards

Background: Each year the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards. This information is supplied by the libraries in their Annual Reports. General information about the NYS Minimum Standards is attached.

If a library does not meet the Minimum Standards, the payment of the Local Library Services Aid can be withheld, and ultimately their charter can be revoked, if no action is taken to come into compliance. Libraries must submit a Variance Request Form to explain their current status and plan for compliance.

Status: As of 11/29/2022, all WLS member libraries are recorded as complying, with the following exceptions:

<b>Library</b>	<b>Minimum Standard</b>
Bedford Free Library	#4 — Has a board-approved, written policies for the operation of the library
Irvington Public Library	#2 – Has a community-based, board-approved written long-range plan of service #3 – Provides a board-approved written annual report #5 – Annual prepares and publishes a board-approved written budget #6 – Periodically evaluates the effectiveness of the library’s programs, services and collections to address the community’s needs
Warner Library	#2 – Has a community-based, board-approved written long-range plan of service #3 – Provides a board-approved written annual report

Attached are the Variance Request Forms submitted by the libraries listed above.

Recommended  
Action: Acceptance of the submitted Variance Requests.

March 30, 2021

Return this form by email to  
the New York State Library at:  
[MINSTAN@nysed.gov](mailto:MINSTAN@nysed.gov)

## Variance Request Form



### Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

**Instructions:** Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 1, 2021). **If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply.** The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

1. **Library Information** (Name of library, contact person, phone number)

Bedford Free Library  
Ann Cloonan  
914-234-3570

2a. Request for Variance from Standard Number: 4

b. What is current status? (Please attach explanation.)

see attached

3. **Circumstances Over Which the Library Has No Control That Are Barriers to Compliance.** Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

see attached

4. **Plan for Compliance.** Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. (Please attach documentation.)

see attached

Deen Deen

Library Director

Date

11/4/22

 4/4/22

Library Board President

Date

**System Comment and Review:** Variance request

\_\_\_\_\_ may be approvable \_\_\_\_\_ may not be approvable  
(Please include explanation.)

This variance request was reviewed at the \_\_\_\_\_ meeting of the Board of Trustees of  
the \_\_\_\_\_  
(Month/Day)

System.

System Director

Date

System Board President

Date

FOR SED USE ONLY: \_\_\_ Variance request is approvable; Variance granted until: \_\_\_\_\_  
(Month/Day/Year)



\_\_\_ Variance request is not approvable because:

Reviewed By: \_\_\_\_\_

### MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c)Variances. If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION																
1	Is governed by written bylaws define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;																
2	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff;																
3	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;																
4	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;																
5	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;																
7	Is open the following scheduled hours: <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 - 2,499	20	2,500 - 4,999	25	5,000 - 14,999	35	15,000 - 24,999	40	25,000 - 99,999	55	100,000 and above	60
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																
Up to 500	12																
500 - 2,499	20																
2,500 - 4,999	25																
5,000 - 14,999	35																
15,000 - 24,999	40																
25,000 - 99,999	55																
100,000 and above	60																
8	Maintains a facility to meet community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;																
9	Provides programming to address community needs, as outlined in																

	the library's long-range plan of service;
10	Provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;
11	Provides access to current library information in print and online, facilitating the understanding of library services, operation and governance; information provided online shall include the standards in paragraphs (1) through (5) of this subdivision;
12	Employs a paid director in accordance with the provisions of section <u>90.8</u> of the Regulations of the Commissioner of Education
13	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
14	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

Bedford Free Library  
32 Village Green  
Bedford, NY 10506  
email:[acloonan@wlsmail.org](mailto:acloonan@wlsmail.org)

Attachment to Variance Request Form

2b. The Bedford Free Library at the November 2, 2022 Board Meeting met and voted to approve the updated policies for the Bedford Free Library.

3. The question about policies was incorrectly answered on the Annual Appeal and should have been corrected. See attached email.

4. The library board approved updated policies at the November 2, 2022 board meeting.



Ann Cloonan &lt;acloonan@wlsmail.org&gt;

---

**2021 NYS Annual Report - DLD Questions - Reply by 7/25/22**

4 messages

---

**Elise Burke** <eburke@wlsmail.org>  
To: Ann Cloonan <acloonan@wlsmail.org>

Thu, Jul 21, 2022 at 11:51 AM

Hello, Ann: DLD completed their review of Bedford Free's 2021 Annual Report. While the report was approved, they noted the following -- and I put my comments below:

**Bedford Free Library – Approved**Section 7: Minimum Public Library StandardsQ4 – does not have board approved written policies for the operation of the library

1) Would you please confirm to me that the answer to Q7.4 noted above should be NO. By answering No, you will need to supply the System with a Variance Form for your plan to come into compliance with this standard. That process usually takes place following the submission of all of the Annual Report, but I just want you to be aware of that.

2) I also noticed that Q12.25-Contracts with Public Library Systems = 0 -- This usually represents the money paid to WLS for IT services, and our records showed that there was money paid to WLS in 2021 (\$36,217.76). I noticed that the 12.23 Other Miscellaneous = \$102,381, which was rather high compared to 2020's answer. Do you think it's possible that the amount paid to WLS was included in this question? If so, let me know and I will make the correction.

Any questions, please contact me on my cell number -- 914-844-0807. /Elise

--  
Elise A. Burke  
Executive Assistant  
**Westchester Library System**  
570 Taxter Road - Suite 400  
Elmsford, NY 10523  
Tel: 914-231-3225; Fax: 914-674-4185

---

**Ann Cloonan** <acloonan@wlsmail.org>  
To: Alix Townley <atownley@wlsmail.org>

Thu, Jul 21, 2022 at 2:47 PM

[Quoted text hidden]

--  
Ann Cloonan, Library Director  
Bedford Free Library  
32 Village Green  
Bedford, New York 10506  
914-234-3570  
[acloonan@wlsmail.org](mailto:acloonan@wlsmail.org)  
[www.bedfordfreelibrary.org](http://www.bedfordfreelibrary.org)

---

**Alix Townley** <atownley@wlsmail.org>  
To: Elise Burke <eburke@wlsmail.org>  
Cc: Ann Cloonan <acloonan@wlsmail.org>

Fri, Aug 5, 2022 at 2:15 PM

Dear Elise,

Thank you for the above comments regarding Bedford Free Library 2021 Annual Report. We reviewed your comments/questions and here are the answers:

- 1.) Q7.4 Should be a YES. I apologize for that error.
- 2.) Yes, please make the change you suggested - Q12.25 should be \$36,217.76 and please subtract that amount from Q12.23 Other Misc which will now be \$66,163.

Thank you very much for your efforts and review. We hope you are having a nice summer - stay cool!

Alix

[Quoted text hidden]

--

Alix Townley  
Bedford Free Library  
32 Village Green  
Bedford, New York 10506  
914-234-3570  
atownley@wlsmail.org  
www.bedfordfreelibrary.org

---

**Alix Townley** <atownley@bedfordfreelibrary.org>

Fri, Oct 28, 2022 at 9:52 AM

To: Ann Cloonan <acloonan@wlsmail.org>

[Quoted text hidden]

[Quoted text hidden]

**Bedford, NY 10506**

**T: 914-234-3570**



	the understanding of library services, operation and governance; information provided online shall include the standards in paragraphs (1) through (5) of this subdivision;
12	Employs a paid director in accordance with the provisions of section <u>90.8</u> of the Regulations of the Commissioner of Education
13	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
14	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

Return this form by email to  
the New York State Library at:  
[MINSTAN@nysed.gov](mailto:MINSTAN@nysed.gov)

## Variance Request Form



### Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

**Instructions:** Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 1, 2021). **If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply.** The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

**1. Library Information** (Name of library, contact person, phone number)

Warner Library  
Jessica Pacciotti, Director  
914-631-7734

**2a. Request for Variance from Standard Number:** 2  
**b. What is current status? (Please attach explanation.)**

**3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance.** Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

**4. Plan for Compliance.** Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)**

Jessica Pacciotti  
Library Director

Date

Debra Heller  
Library Board President

Date

**System Comment and Review:** Variance request

\_\_\_\_\_ may be approvable \_\_\_\_\_ may not be approvable  
**(Please include explanation.)**

This variance request was reviewed at the \_\_\_\_\_ meeting of the Board of Trustees of  
(Month/Day)  
the \_\_\_\_\_ System.

\_\_\_\_\_  
System Director

Date

\_\_\_\_\_  
System Board President

Date

FOR SED USE ONLY: \_\_\_ Variance request is approvable; Variance granted until: \_\_\_\_\_  
(Month/Day/Year)

\_\_\_ Variance request is not approvable because:

Reviewed By: \_\_\_\_\_

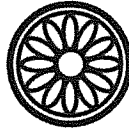


## MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c) *Variations.* If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION																
1	Is governed by written bylaws define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;																
2	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff;																
3	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;																
4	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;																
5	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;																
7	<p>Is open the following scheduled hours:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 - 2,499	20	2,500 - 4,999	25	5,000 - 14,999	35	15,000 - 24,999	40	25,000 - 99,999	55	100,000 and above	60
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																
Up to 500	12																
500 - 2,499	20																
2,500 - 4,999	25																
5,000 - 14,999	35																
15,000 - 24,999	40																
25,000 - 99,999	55																
100,000 and above	60																
8	Maintains a facility to meet community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;																
9	Provides programming to address community needs, as outlined in the library's long-range plan of service;																
10	Provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;																
11	Provides access to current library information in print and online, facilitating																



## Variance Request

2b. The Warner Library is working on developing a Long Range plan. At the November 17<sup>th</sup>, 2022 regular board meeting the board was presented with a draft. This draft will be put forth to the community over the next month for comment. The intention is to approve a final draft of the long range plan at the December 15, 2022 regular board meeting.

3. There are no circumstances beyond the library's control that prevents meeting this standard. The library is working presently on meeting the standard.

4. Throughout the summer of 2022 the library director worked on gathering community input towards developing a Long Range Plan. At the October 20<sup>th</sup> regular board meeting the board, using the gathered community feedback, identified 3 primary goals for the plan. These goals were developed into a draft of a plan, which was presented to the board for comment at the regular board meeting on November 17<sup>th</sup>, 2022. Currently the draft of the plan is posted publicly for comment by the community. The intention is for the board to consider any public feedback on the draft at the regular board meeting on December 15<sup>th</sup>, 2022 and approve the Long Range Plan with any necessary edits.



## MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c) *Variations.* If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION																
1	Is governed by written bylaws define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;																
2	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff;																
3	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;																
4	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;																
5	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;																
7	<p>Is open the following scheduled hours:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 - 2,499	20	2,500 - 4,999	25	5,000 - 14,999	35	15,000 - 24,999	40	25,000 - 99,999	55	100,000 and above	60
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																
Up to 500	12																
500 - 2,499	20																
2,500 - 4,999	25																
5,000 - 14,999	35																
15,000 - 24,999	40																
25,000 - 99,999	55																
100,000 and above	60																
8	Maintains a facility to meet community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;																
9	Provides programming to address community needs, as outlined in the library's long-range plan of service;																
10	Provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;																
11	Provides access to current library information in print and online, facilitating																



## Variance Request

2b. In 2021 the director of the Warner Library retired prior to getting a public annual report approved by the board. The interim director also did not complete the task. The new director was hired in September and was unable to prepare an annual report based on the Long Range Plan because there was no Long Range Plan in effect at time of hire. The Warner Library has created an annual report for the year 2022 that is currently scheduled to be approved by the board, and has made the annual report submitted to the state for the year 2021 available to the public.

3. There are no circumstances over which the library has no control relating to this minimum standard.

4. In future years there shall be no barrier to compliance with this minimum standard. Efforts are underway to develop a Long Range Plan. A public annual report will be completed and approved by the board as soon as the Long Range Plan is approved.

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**June 28, 2022 – Approved November 29, 2022**

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin, President, at 6:04 p.m. and held in-person at the WLS Headquarters in Elmsford. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Cathy Draper, Maureen LeBlanc, Jonathan Marshall, Julie Mills-Worthey, Susan Morduch, Joseph Puglia, Edris Scherer, Karen Zevin

Board Members absent: Nishat Hydari, Wes Iwanski, Karen Kelley, Jennifer Kothari, Denise Matthews-Serra, Francis Okelo

Also present from WLS were: Terry Kirchner, Wilson Arana, Patricia Brigham, Rob Caluori, Joe Maurantonio

Public Library Directors Association (PLDA) Representative: Yvonne Cech, Director, John C. Hart Memorial Library

Guest: Diane Tabakman, Trustee, White Plains Public Library

Ms. Zevin reviewed the public comment guidelines.

## **MINUTES**

The following revisions of the minutes of the regular meeting of May 31, 2022, were recommended:

On Page 3, in the paragraph regarding the Data Dashboard project, the following sentences should read as follows:

The Data Dashboard will also incorporate electronic material statistics from outside vendors such as OverDrive; but many smaller companies do not have the Application Programming Interface (API) for ~~the data to communicate~~ **ion necessary** to generate automated reports. In addition, the team is looking to ~~adding~~ wireless usage and WLS Helpdesk data into the system.

The Board approved the minutes with the above-mentioned corrections on a motion by Ms. Zevin and seconded by Ms. Draper. The motion was approved unanimously. [Ms. Mills-Worthey was not present for vote.]

## **FINANCIAL REPORTS**

The financial report through May 2022 was presented by Mr. Caluori and an overview of the check signing and voucher/payment process was provided. The Board accepted the financial report on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion was approved unanimously.

Ms. Brigham provided an update on WLS fundraising from 2018-2022. Prior to 2018, WLS fundraising focused on supporting library services offered through outreach initiatives. Through those services, such as Family and Adult Literacy, Mini-Grants for member libraries and Senior Programs, WLS gained wider recognition with community and funding leaders. In 2019, this

recognition led to WLS and the member libraries playing a crucial role for the US Census 2020 and the county-wide Resilience program. The onset of Covid-19 in 2020 had its own challenges, and focus switched to maintaining operational flexibility as well as stability, realignment of the WLS mission and vision statements and growing community relationships. Funding received supported digital equity & inclusion efforts to meet the needs uncovered by the pandemic. Mini-grants to libraries were offered to help local libraries meet their specific challenges brought on by Covid-19; and WLS purchased additional online resources. In 2023-2024, WLS fundraising will look to sustain these equity initiatives to advance the following goals: digital literacy job skills; news and information literacy (e.g. promotion of voting procedures); workforce development; and staff professional development/train-the-trainer programs. In addition, WLS will see to strengthen internal security and infrastructure, development upgrades, and broadband for operational efficiency. Future corporate and community efforts will look to increase impact visibility to advance WLS as a viable partner and identify opportunities by monitoring the funding ecosystem. Individual giving has had a slower growth, which is typical. With higher visibility and modeling of direct giving, WLS should see greater potential.

### **INFORMATION ITEM**

Ms. Draper, Chair of the Governance Committee, noted that the Committee met on June 7<sup>th</sup> to review the recommendations made by the Finance Committee for the following policies: Exempt & Non-Exempt Employee Pay (Policy #5), Investment of Funds (Policy #12), Purchasing (Policy #13). The draft revisions of these three policies are attached.

Per regular procedure, these revisions are being presented one meeting in advance as an Information Item with official approval to be sought at the next regularly scheduled Board meeting in September.

### **ACTION ITEM**

***Extension of WLS Current Borrowing Facility:*** Mr. Caluori reviewed the purpose of the existing Line of Credit with TD (Toronto Dominion) Bank, which allows WLS to borrow up to \$500,000 unsecured for a period of one year, and there are neither facility fees nor covenants for this loan agreement. The current facility expires on August 31, 2022. During the prior year, there were no borrowings under the facility. If borrowed against, the interest rate would be based on WSJ (Wall Street Journal) Prime + 50 bps (base percentage points), with a Floor of 3.75% and would need to be paid back within a year. At this time, the need to borrow under this facility is not foreseen for the coming year.

The Board approved the extension of the WLS current borrowing facility on a motion by Ms. Edris and seconded by Ms. LeBlanc. The motion was approved unanimously.

***WLS VDI Terminal/Access Point Replacement Request:*** Mr. Arana reported that the WLS IT requested funds to upgrade the VDI infrastructure to provide Windows 10 for libraries. Part of that request was for replacement of the local user terminals. At the time of the request, there was a concern about the number of participating libraries who would continue to use WLS IT services in the future. Therefore, a conservative number of terminals was purchased to prevent wasting resources and funds. Replacing the VDI terminals was on the agenda for 2022.

Since the pandemic and the implementation of the Service Level Agreement (SLA), the interest in VDI has stayed positive. The flexibility to access a remote station has been invaluable to library

staff. The replacement of the old terminals progressed well and the current inventory of hardware is nearly depleted. The recommendation is to complete the conversion of all VDI terminals to the new hardware to better service participating libraries with an investment of an additional \$160,000 to replace all older generation VDI terminals at the libraries by the end of the summer.

The Board approved the completion of the conversion of all older generation VDI terminals as recommended on a motion by Ms. Bober and seconded by Mr. Marshall. The motion was approved unanimously.

## **PRESIDENT'S REPORT**

Ms. Zevin announced the Intellectual Freedom and Zoom training on June 30<sup>th</sup>. The first Legislative Breakfast is being held on Tuesday, July 13<sup>th</sup> and will be hosted at the Croton Free Library. Trustees are encouraged to register for and attend this or any of the other upcoming Legislative Breakfasts. WLS report was very informative and showcased mission, vision & strategy as the framework. Board retreat in early September, perhaps a dinner or a more social type of event will be held.

## **COMMITTEE REPORTS**

**Governance Committee:** Ms. Draper, Chair, noted that the WLS Employee Handbook needs to be updated. A few revisions are needed to the Sexual Harassment Policy due to changes in the law. Hybrid meeting policy needs to be updated to reflect the current law as well. The Videoconference Policy/Hybrid Policy will also need to be revised. It is expected to cost of \$25,000-\$35,000 for equipment and storage and laptops for trustees and a handler for the meetings. There is a concern regarding a loss of camaraderie if all meetings are held remotely. A member of the public did note that a hybrid would be helpful. Ms. Zevin recommended putting the Hybrid policy on the radar for review next June.

## **EXECUTIVE DIRECTOR'S REPORT**

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

**Open Meetings Law – Recent Changes:** New York State Governor Kathy Hochul signed Executive Order (EO) 11.7 on June 14<sup>th</sup>, which declared a disaster emergency in the State of New York. With EO 11.7, library boards have the option to host a 100% virtual board meeting through Thursday, July 14, 2022. Library boards still have the option to meet in person and are not required to host an online/virtual meeting.

On April 9, 2022, Governor Hochul signed Chapter 56 of the Laws of 2022, which included an amendment to the Open Meetings Law (OML) to make permanent until July 1, 2024, the expanded use of videoconferencing by public bodies to conduct open meetings under extraordinary circumstances regardless of a declaration of emergency. The Committee on Open Government created a Questions and Answers document to provide an overview of the law. The new law is not intended to change or limit what was required of public bodies complying with OML. The law was intended to expand, *only in extraordinary circumstances*, the ability of public bodies to meet in a hybrid (in-person and online) environment. Library boards planning to host a hybrid meeting in accordance with the new law are strongly encouraged to review the Questions and Answers document.



*Public Library Collection Management:* Based on requests from public libraries across the state, the Empire State Library Network (ESLN) and the Public Library Systems Directors Organization (PULISDO) have partnered on the creation of a "Collection Management Policy Template & Guide" to help public libraries confirm that their policies are ready for materials challenges. This resource clarifies and emphasizes not only the law underlying collection management issues, but the very different roles of trustees and directors in the collection management process. Information on how to access the resource was shared with the member library directors.

*Access to Justice Initiative (AJI):* The Access to Justice Initiative (AJI) is identifying public libraries within the 9<sup>th</sup> Judicial District (Dutchess, Orange, Putnam, Rockland and Westchester Counties) interested in hosting virtual meeting spaces for individuals working through civil law related activities.

The New York State 9<sup>th</sup> Judicial District Supreme Court Law Libraries will host a webinar for public libraries on June 29<sup>th</sup> at 2 p.m. to showcase the Supreme Court Law Libraries' resources, and services that are available for free to the public. The webinar will also include information covering services and legal information typically provided by AJI sites for litigants who represent themselves in their court cases. Resources discussed will include those available in the district as well as online information services and resources available statewide. Member library staff were encouraged to register for this free event and a recording of this workshop will be made available.

*Central Library Update:* The Field Library (Peekskill) has been officially recognized as the Central Library of the Westchester Library System and this change has been reflected in the System's 2022-2026 Plan of Service. The Maintenance of Effort waiver, the request to restore full funding of Central Library Aid, was filed with the Division of Library Development; and WLS has received notice that with there will not be a reduction in Central Library Aid this year.

The Public Library Directors Association (PLDA) Central Library Funding Committee (formerly the Central Library/E-Content Committee) has started the review process of potential services and products to be funded through Central Library Aid as part of the 2023 WLS Budget. The current membership in this committee includes:

Jennifer Brown, Director, Field Library/Peekskill;  
Yvonne Cech, Director, John C. Hart Memorial Library/Yorktown;  
Jennifer Coulter, Director, Pound Ridge Library;  
Jennifer Daddio, Director, Somers Library;  
Timur Davis, Director, Mount Vernon Public Library;  
Mary Kane, Director, Katonah Village Library;  
Terry Kirchner, Executive Director, WLS [nonvoting member];  
Allison Midgley, Senior Technology Trainer, WLS [nonvoting member];  
Jesse Montero, Director, Yonkers Public Library; and  
Christina Ryan-Linder, Director, Greenburgh Public Library (Chair).

This committee will continue to meet over the summer and bring forward recommendations to PLDA at their September 2022.

*WLS Trustee Institutes/Advocacy Events:* Trustees were reminded that several trustee and advocacy events are scheduled for July and August. The next event, entitled, *Incorporating Community Aspirations in Your Long-Range/Strategic Planning Process*, will be held both in-person and via Zoom at the following dates and times:

July 7<sup>th</sup> – In-person/WLS Conference Room: 6-7 PM light supper, 7-8:30 PM program

July 21<sup>st</sup> – Online/Zoom: 6-7:30 PM

Elena Falcone, Director of WLS Public Innovation & Engagement, will be the presenter regarding the timing and planning for a long-range/strategic plan and techniques on how to discover who is living in the community and what aspirations they have and how to help more voices, especially those that have often been silenced, to be heard.

*Advocacy Events:* Trustees were encouraged to attend one of the Legislator Breakfasts being hosted throughout the County. These meet and greet events will be an opportunity to learn more about the WLS Digital Equity Initiative and thank our County and State Legislators and local government figures for their support of libraries. Light refreshments will be served, and registration is appreciated. All Breakfasts will be held from 9-9:45 a.m.

Wednesday, July 13<sup>th</sup>

Croton Free Library  
171 Cleveland Drive  
Croton-on-Hudson, NY 10520

Wednesday July 27<sup>th</sup>

Somers Library  
Route 139 - Reis Park  
Somers, NY 10589

Wednesday, August 10<sup>th</sup>

Harrison Public Library  
Bruce Avenue  
Harrison, NY 10528

Wednesday, August 24<sup>th</sup>

Yonkers Public Library: Grinton I. Will  
Branch  
1500 Central Park Avenue  
Yonkers, NY 1071

*Public Library Construction Aid Program:* With the state-wide allocation of \$34 million to support the FY 2022/2023 Public Library Construction Aid Program, WLS was notified by NYS Library Division of Library Development (DLD) that \$1,605,184 will be available for approved public library and public library system construction projects within Westchester County. This is an increase of \$14,716 in funding from last year. Workshops regarding the Construction Aid application process are currently being scheduled. This year's deadline for submission of project applications to WLS is Tuesday, August 23<sup>rd</sup>.

## **PLDA LIAISON'S REPORT**

Ms. Cech reported on the June PLDA meeting where the following was discussed:

- The Central Library Funding Committee is working on a survey to be sent to the member libraries.
- Summary of the work of the Civil Service Committee; County versus State requirements; solutions to overcome barriers/restrictions.
- Continuation of the review of the PLDA bylaws.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:46 p.m. on a motion by Ms. Draper and seconded by Ms. Scherer that passed unanimously. The September 27<sup>th</sup> WLS Board Meeting will take place in person at the WLS Headquarters at 6 p.m., and all should be prepared to wear a mask if needed.

Respectfully submitted,

*/s/ Andrea Zuckerman Bober*

Andrea Zuckerman Bober  
Secretary

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**September 27, 2022 – Approved November 29, 2022**

The Regular Meeting of the Westchester Library System was called to order by Francis Okelo, Vice President, at 6:06 p.m. and held in-person at the WLS Headquarters in Elmsford. The quorum requirement was met with the following people in attendance:

Board Members present: Cathy Draper, Nishat Hydari, Wes Iwanski, Karen Kelley, Jennifer Kothari, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Edris Scherer, Diane Tabakman

Board Members absent: Andrea Bober, Maureen LeBlanc, Jonathan Marshall, Joseph Puglia, Karen Zevin

Also present from WLS were: Terry Kirchner, Patricia Brigham, Joe Maurantonio

Public Library Directors Association (PLDA) Representative: Yvonne Cech, Director, John C. Hart Memorial Library

Guest: Angela Groth, Director, Ardsley Public Library; Jesse Montero, Director, Yonkers Public Library; Rob Cartolano, President, Eastchester Public Library

Mr. Okelo reviewed the public comment guidelines.

## **MINUTES**

The following correction to the minutes of the regular meeting of June 28, 2022, was recommended:

On Page 2, in the paragraph regarding the action item for the extension of the WLS current borrowing facility, correct that the motion was made by Ms. Scherer, not Ms. Edris.

The Board approved the minutes with the above-mentioned correction on a motion by Ms. Mills-Worthey and seconded by Ms. Scherer. The motion was approved with 5 in favor and 3 abstentions (Ms. Kelley; Mr. Okelo; Ms. Hydari). [Ms. Kothari was not present for vote.]

The Nominating & Board Education Committee recommended Diane Tabakman to be appointed to fill the vacant term for District 11 (White Plains) that ends 12/31/2024. The Board approved the nomination on a motion by Ms. Kelley and seconded by Ms. Scherer. The motion was approved unanimously, and the oath of office was administered. An update was given on the trustee vacancies that will occur on December 31, 2022, and the upcoming Trustee Institutes.

## **FINANCIAL REPORTS**

The financial report through June 2022 was reviewed in detail. The Board accepted the financial report on a motion by Ms. Scherer and seconded by Ms. Draper. The motion was approved unanimously. The Board appreciated the enhanced notes included in the written Finance Report.

**INFORMATION ITEM**

Ms. Draper, Chair of the Governance Committee, reviewed the policy process with the board. The Committee met on August 30<sup>th</sup> to discuss potential revisions related to the changes in law for the following WLS Policies: Sexual Harassment (Policy #17); Workplace Violence (Policy #3); Board Meeting Participation via Video Conference (Policy #16); and a new policy for collection development.

The proposed revisions to the Sexual Harassment Policy were made in response to changes in the law that address a broader application, statutes of limitation, clearer anti-retaliation approaches, clarifications of remedies including local options and the chain of command.

The proposed revisions to the Workplace Violence Policy were made in response to changes in the law that added a workplace violence program.

The proposed revisions to the Board Meeting Participation via Video Conference Policy were made in light of recent amendments to the New York State Open Meeting Law and Board guidelines for public comment.

The addition of the new Collection Development policy was made in response to a nationwide increase in collection development challenges and book bans.

The draft version for each of these policies is attached, and the committee unanimously voted to bring these changes to the Board of Trustees for approval. Per regular procedure, these revisions are being presented one meeting in advance as an Information Item with official approval to be sought at the next regularly scheduled Board meeting in October.

**ACTION ITEM**

**State Aid for Public Library Construction \$34 Million Program FY2022-2023:** The PLDA Grants Committee Chair Angela Groth, Director of the Ardsley Public Library, reported that committee members Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem), and Jennifer Daddio, Director of Somers Library, along with Dr. Kirchner and Elise Burke of WLS, met to review the 15 applications received. This year’s allocation for WLS totaled \$1,605,184, and the application request amounts totaled \$1,899,270; therefore, all requests could be met. The Committee reviewed the applications based on the nature of the projects and aid previously received. All applications met the New York State criteria for approval, and the following award recommendations were made:

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Original Committee Recommended Award Amount
Bedford Hills Free Library	Data System Upgrade to Support Network: The Library will install new data lines to support the WLS-ILS network upgrade to ensure fast, secure, and optimal performance for library patrons.	\$28,791	\$28,791	\$25,912	\$21,593

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Original Committee Recommended Award Amount
Eastchester Public Library	Conversion of 2 Library Bathrooms to Gender Neutral ADA Compliant Bathrooms: The Library would like to convert 2 public bathrooms into ADA compliant restrooms and all bathrooms into gender neutral restrooms.	\$161,060	\$161,060	\$80,530	\$80,530
Greenburgh Public Library *	Library Vestibule & Canopy Rehabilitation: Rehabilitation of front entrance library vestibule & outside overhead canopy to mitigate leaks in both areas.	\$348,006	\$348,006	\$261,004	\$197,949
Hastings-on-Hudson Public Library	Air Conditioning Replacement: This project will replace the 30-year-old, failing chiller and air handling equipment.	\$346,250	\$346,250	\$173,125	\$173,125
Hendrick Hudson Free Library-Montrose	HVAC Efficiency Upgrades: The project will replace the remaining 4 original HVAC condensers, coils, valves, piping and control software with more efficient equipment.	\$207,144	\$207,144	\$103,572	\$103,572
Lewisboro Library	HVAC Project: This project will replace failing components of the library's HVAC rooftop units.	\$6,245	\$6,245	\$3,122	\$3,122
New Rochelle Public Library -- Main Library *	Noise Abatement Project: Installation of sound absorbing panels around appropriate areas of the library will significantly reduce noise reverberation in the building.	\$303,494	\$303,494	\$227,620	\$175,591
New Rochelle Public Library -- Huguenot Children's Branch Library	General Capital Improvements: Exterior: Create Art Wall; Basement: Rework flooring, craft/prep kitchen; First Floor: Establish receiving area, upgrade work area; Second Floor: Improve storage.	\$48,760	\$48,760	\$36,570	\$24,380
North Castle Public Library -- Main Library-Armonk	Security Camera & Monitoring System Installation: Project will install security cameras and a monitoring system throughout the Armonk Library Branch.	\$27,830	\$27,830	\$13,915	\$13,915
North Castle Public Library -- North White Plains Branch	Security Camera & Monitoring System Installation: Project will install security cameras and a monitoring system throughout the North White Plains Branch Library.	\$6,420	\$6,420	\$3,210	\$3,210
Tuckahoe Public Library	Installing the new Humidity Control Unit & Furnace for Exterior Heating Control: This project will install new Humidity Control system (Dehumidifier) and also a new furnace for the exterior radiant heating control.	\$120,000	\$120,000	\$60,000	\$60,000
Warner Library-Tarrytown *	Energy Efficient Lighting & HVAC Upgrade: New insulation will be installed in HVAC system, LED lighting will be installed in the children's room to provide better energy efficiency.	\$120,000	\$120,000	\$60,000	\$83,844

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Original Committee Recommended Award Amount
White Plains Public Library *	LED Lighting for Library Stacks: Upgrade of original florescent lighting fixtures in the main publically accessible stack area of the Library to LED fixtures.	\$97,050	\$97,050	\$87,050	\$72,369
Yonkers Public Library -- Grinton I. Will Branch *	Sustainable HVAC System Replacement and Improvement: This project will replace and improve Will Library's failed 30-year-old HVAC system with a more efficient and sustainable air-cooled chiller.	\$995,500	\$995,500	\$695,500	\$523,844
John C. Hart Memorial Library- Yorktown	Program Space Expansion & Facility Safety Upgrade: Upgrade fire safety and optimize existing building footprint to expand library program space, gaining larger community meeting room and storytime room.	\$136,280	\$136,280	\$68,140	\$68,140
* Eligible for Economically Disadvantaged Community					
<b>TOTALS</b>		<b>\$2,952,830</b>	<b>\$2,952,830</b>	<b>\$1,899,270</b>	<b>\$1,605,184</b>

The recommended award amounts were approved as submitted on a motion made by Ms. Draper and seconded by Dr. Morduch. The motion passed unanimously. Ms. Burke was thanked for her efforts with the Construction Aid application process.

**WLS Policy Revisions:** Ms. Draper, Chair of the Governance Committee, noted that the Committee met on June 7<sup>th</sup> to review the recommendations made by the Finance Committee for the following policies: Exempt & Non-Exempt Employee Pay (Policy #5), Investment of Funds (Policy #12), Purchasing (Policy #13). The draft revisions of these three policies are attached. Per regular procedure, these revisions were presented one meeting in advance as an Information Item in September, and official approval is being requested.

The Board approved the recommended revisions to the Exempt & Non-Exempt Employee Pay (Policy #5), Investment of Funds (Policy #12), and Purchasing (Policy #13) on a motion by Ms. Draper and seconded by Ms. Mills-Worthey. The motion was approved unanimously.

**PRESIDENT’S REPORT**

Vice-President Okelo shared with the Board a report from President Karen Zevin, who was unable to attend the meeting. Ms. Zevin reported that the WLS Advocacy Breakfasts were very successful, and that these events helped inform the public, board members and legislators about the Digital Equity and Inclusion efforts. Dana Hysell and Joe Maurantonio were thanked for their work. The WLS Board and Staff gathering held in September was fun and useful in that individuals got to know each other better. It was suggested to do this type of event once or twice per year. The Community Aspirations presentation by Elena Falcone was much appreciated.

Mr. Okelo encouraged board members to keep aware of Digital Equity and Inclusion activities that are taking place in their local communities and in the County. He also noted that the WLS Executive Committee met on September 12<sup>th</sup> to discuss the Executive Director’s job description and annual evaluation process. Mr. Okelo also reminded trustees that in addition to the role of attending meetings, it is imperative that trustees read the board materials and come well prepared to the meeting.

A brief discussion concerning the difficulty of attending meetings with a 6 p.m. start time occurred, with additional questions raised concerning the potential impact of the meeting start times and the lack of a videoconferencing option on recruitment efforts going forward. Mr. Okelo suggested moving this issue to the WLS Executive Committee’s agenda for further review and discussion

### **COMMITTEE REPORTS**

***Budget Committee:*** Ms. Scherer, Chair, announced the upcoming budget preparation meetings and she noted the parts of the WLS 2023 budget that will be reviewed at each meeting:

October 6: Information Technology (IT)/Administration;

October 12: Outreach/Career Coaching Services/Training; and

October 17: Cataloging/Delivery/Development.

### **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner noted that the Mount Vernon Public Library has not yet provided all of the required documents to complete the registration review process or to complete the 2020 and 2021 New York State Annual Reports.

### **PLDA LIAISON'S REPORT**

Ms. Cech reported on the September PLDA meeting where the following was discussed:

- PLDA has established Workplace Trauma & Stress Committee.
- Wilson Arana’s IT Report noted that the email/website services used by the member libraries will transition. WLS will no longer host websites, and email will be available as a billable service. The new network structure provides an individual network connection for each library that will allow each library to have its own firewall and static IP.
- The PLDA Technology Committee discussed network security and multi-factor authentication (MFA) challenges that arise when asking library staff to use their personal cell phones or the library phones to complete MFA tasks when logging into the online environment. The PLDA Technology Committee is exploring additional options. There is a goal for mobile computing for staff-related functions to be available in March 2023 (6-month plan).

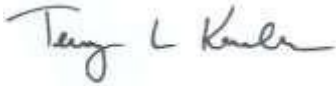


- The ILS Committee is transitioning into the Development Committee for the ILS. Civil Service challenges at member libraries continue to occur and recently a list of these challenges were sent to Westchester County Executive George Latimer at his request.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:25 p.m. on a motion by Dr. Morduch and seconded by Ms. Kelley that passed unanimously. The October 25<sup>th</sup> WLS Board Meeting will take place in person at the WLS Headquarters at 6 p.m., and all should be prepared to wear a mask if needed.

Respectfully submitted,



Terry L. Kirchner  
Recording Secretary

**DRAFT August 2022**  
**Marked to show changes from existing policy**

**WESTCHESTER LIBRARY SYSTEM**

**POLICY #17**

**Subject:** Sexual Harassment<sup>1</sup>

**Application:** Employees, trustees, [applicants for employment, interns \(whether paid or unpaid\)](#), customers, consultants, contractors, [subcontractors](#), vendors, [persons conducting business](#) and visitors, [regardless of immigration status](#)

**Introduction**

Westchester Library System (WLS) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This policy is one component of WLS's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with WLS. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

**Policy:**

1. WLS's policy applies to all employees, trustees, applicants for employment, interns, [\(whether paid or unpaid\)](#), contractors, subcontractors, consultants, vendors, persons conducting business, and visitors, regardless of immigration status, ~~with WLS~~. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No employee shall be subject to adverse action because such employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. WLS will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject

---

<sup>1</sup> Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

to such retaliation should inform their immediate supervisor or the Executive Director. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of WLS policies, is unlawful, and may subject WLS to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. WLS will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. WLS will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. WLS will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Executive Director.
8. This policy applies to all employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report [their concern](#) so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or the status of being transgender, such as:

- Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
- Sabotaging an individual’s work;
- Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a sexual harassment claim. Adverse action [includes the disclosure of an employee’s personnel file, except where such disclosure is made in connection with a judicial or administrative proceeding as permitted by applicable law.](#) Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** WLS cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Executive Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Executive Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. WLS will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, the Executive Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the Executive Director will encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, the Executive Director will prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

[In the event an individual making a complaint is not satisfied with the result of the process described above, such individual may bring the complaint to the President of the Board of Trustees, who will bring the issue before the entire Board, in executive session, for resolution.](#)

### **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by WLS but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at WLS, employees may also choose to pursue legal remedies with the governmental entities listed below. While a private attorney is not required to file a complaint with a governmental agency, an employee may seek the legal advice of an attorney.

#### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. [Any individual experiencing sexual harassment in the workplace may use the free and confidential DHR hotline, 1-800-HARASS-3, to connect with pro bono attorneys on sexual harassment issues or to submit a complaint.](#)

Complaints with DHR may be filed any time **within ~~one year~~ [three years](#)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to WLS does not extend an individual's time to file with DHR or in court. The ~~one year or~~ three years is counted from the date of the most recent incident of harassment.

An attorney is not required to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate a complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals wishing to make a complaint may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

An employee may contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.



### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. [WLS employees may file complaints of sexual harassment with the Westchester County Human Rights Commission at https://humanrights.westchestergov.com/file-a-complaint](https://humanrights.westchestergov.com/file-a-complaint) or [may contact the commission at 914-995-7710 or humanrights@westchestergov.com](mailto:humanrights@westchestergov.com). ~~For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit <http://www.nyc.gov/html/chr/html/home/home.shtml>.~~

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. An individual who has been the target of such activity should contact the local police department.

*Approved: November 27, 2018*

*Amended: \_\_\_\_\_, 2022*

DRAFT August 2022  
Marked to show changes from existing policy

Formatted: Centered

**WESTCHESTER LIBRARY SYSTEM**

**POLICY #3**

**Subject:** Workplace Violence

**Application:** Employees, trustees, applicants for employment, interns (whether paid of unpaid) customers, consultants, contractors, subcontractors, vendors, persons conducting business and visitors

Westchester Library System (WLS) is committed to providing a work environment that is free from violence or threats of violence. WLS also is intent on preventing any threatened or actual destruction of company and personal property. Compliance with this policy requires that all individuals on WLS premises, conducting business with or on behalf of WLS, act in a professional, non-violent and non-threatening manner.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee, any intentional display of force that would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury, or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment. includes behavior that constitutes assault, battery, or ~~It also includes~~ the intentional destruction or attempted destruction of company or personal property while on WLS premises or while engaged in WLS business. This definition expressly includes domestic violence when such behavior extends to the workplace. WLS also prohibits employees and others covered by this policy from possessing firearms or other dangerous weapons on the premises whether or not the person is licensed or permitted to carry a weapon.

Prohibited threats are those that a reasonable person would perceive as real threats of violence against a person or WLS property and that ~~has~~have the effect of unreasonably interfering with the work of WLS or any of its employees.

All employees and others covered under this policy are responsible for establishing and maintaining a work environment which promotes professionalism and is free of threats and violence. This responsibility includes being alert to situations in which workplace violence is occurring or may potentially occur. Threats, acts of violence or behaviors that raises a safety or security threat should be reported to ~~a supervisor or to~~ the Executive Director at 914-231-3223 or [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org).

WLS will initiate appropriate action based on the circumstances, including notifying law enforcement. WLS will take all reasonable steps to investigate and address the safety concerns of those who have reported or believe they may have been subject to workplace violence, or are otherwise concerned about their safety or security.

Any employee determined to have violated this policy will be subject to disciplinary action, up to and including termination of employment, at the discretion of the WLS Executive

Director.

In compliance with New York State Labor Law, WLS will develop a workplace violence prevention program that includes a workplace evaluation designed to identify the risks of workplace violence to which WLS employees could be exposed. In addition, all WLS employees will participate in an annual workplace violence prevention training program provided by WLS.

Individuals who have questions or concerns about the policy should speak with their supervisor for further clarification.

*Last approved: ~~May 26, 2015~~ \_\_\_\_\_, 2022*

D R A F T August -2022

Marked to show changes from May 2022 draft

WESTCHESTER LIBRARY SYSTEM

POLICY #16

**Subject:** Board Meetings Participation

**Application:** WLS Trustees, employees and members of the public

The participation of trustees, employees and members of the public in the Board meetings of the Westchester Library System (WLS) is necessary for the effective operation of WLS on behalf of the residents of Westchester County and its libraries. This policy sets forth procedures for participation by trustees and members of the public that both serve the needs of WLS and are in compliance with the New York State Open Meetings Law (OML).

All meetings of the Board of Trustees shall be open to the general public, except that an executive session may be called as provided by the OML. Meetings will be held in a facility that permits barrier-free physical access and can adequately accommodate members of the public who wish to attend.

The Board of Trustees allows public meetings to be photographed, broadcast, webcast or otherwise recorded by means of audio or video, in a non-disruptive manner.

**Participation by Trustees**

~~Subject to the rules specified below, trustees may participate in Board meetings using videoconferencing, provided that (a) a trustee may participate remotely only when she/he is not physically present in Westchester County or is unable to be physically present at the meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event that precludes such trustee's physical attendance at such meeting; (b) a quorum is present in the physical location where the public can attend; (c) minutes of the meeting indicate which members participated remotely; (d) the public notice of the meeting indicates that videoconferencing will be used, where the public can view and/or participate in the meeting, and the physical location of the meeting; (e) any meeting using videoconferencing is recorded and made available on the WLS website as required by the OML; and (f) members of the public have the opportunity to participate via videoconference in real time where public comment is authorized.~~

~~Any trustee wishing to participate in a Board meeting remotely must follow these rules:-~~

- ~~1. In order to comply with public notice requirements, a trustee wishing to participate in a meeting remotely must notify the Board President and the Executive Director of his/her/their intent to participate remotely at least eight (8) days before the relevant Board meeting, unless such advanced notice is impracticable.~~
- ~~2. The trustee must use an Internet connection that supports video and audio functionality.~~

~~3. The trustee must ensure that participation in properly convened executive sessions will be secure from outside observation.~~

~~All trustees attending meetings by video conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.~~

~~In addition, sufficient security and identification procedures shall be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all trustees attending for discussion or voting purposes are in fact authorized members with the right to speak and vote.~~

### **Participation by Members of the Public**

The Board of Trustees encourages public expression at public meetings and has designated a specific portion of its meeting agenda for public comment. Members of the public, upon identifying themselves, are permitted to address the Board ~~for a period of not more than three minutes~~. Statements by the public should be kept as brief as possible (not more than three minutes or such other time period as may be designated by the Board in their sole discretion) and must relate to library matters. Statements relating to the competence or personal conduct of individual trustees or employees are not appropriate and will not be permitted at a public meeting. All comments must be made in a civil and respectful manner. Topics raised by the public will generally not be discussed by the trustees addressed by the Trustees during the meeting but may, if appropriate, be placed on a future board agenda.

*Last Approved:* \_\_\_\_\_, 2022

# **Westchester Library System – Collection Development Policy – Draft 1**

## **8/12/2022**

### **Objective**

Westchester Library System (WLS) strives to provide collections and resources that meet the cultural, informational, educational, and recreational needs of all individuals in the System's service area in conjunction with the strategic initiatives of WLS and member libraries.

### **Principles of Free Access**

The WLS Board of Trustees affirms the principles presented in the American Library Association's (ALA) [Library Bill of Rights](#)<sup>1</sup>, [Interpretations of the Library Bill of Rights](#)<sup>2</sup>, [Freedom to Read Statement](#)<sup>3</sup>, and [Freedom to View Statement](#)<sup>4</sup> in support of acquiring and managing collections in support of its mission.

### **Statement on Minor Access**

WLS acknowledges that the responsibility for monitoring a minor's access to library materials and resources rests with the minor's parent or legal guardian.

### **Collection Development Responsibility**

Authority for the shared collections is a joint responsibility of WLS and the member libraries. For materials and resources owned, leased, or subscribed to by WLS, the responsibility is delegated to the WLS Executive Director by the WLS Board of Trustees. The WLS Executive Director may delegate related responsibilities to qualified WLS staff. For each member library's materials and resources, this responsibility is delegated by the library's Board of Trustees to the Library Director, who has the authority to delegate responsibilities to qualified library staff.

### **Selection of Materials and Resources**

For WLS, recommendations by member libraries, standard professional and journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the selection process. The acquisition of a material or resource by WLS does not constitute endorsement of the contents of the material or resource.

---

<sup>1</sup> Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>

<sup>2</sup> Interpretations of the Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

<sup>3</sup> Freedom to Read Statement <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<sup>4</sup> Freedom to View Statement <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

While a single standard cannot be applied, materials and resources that are considered for acquisition are judged by these and other related criteria:

- Relevance to community needs and interests;
- Balance and diversity in the current collection;
- Suitability to the intended audience of subject, style, format, interest and reading level;
- Reputation of the author, composer, publisher, or producer; and
- Quality of the writing, design, illustration, or production.

Licensing and leasing requirements may result in the automatic addition of materials in the digital collections by a vendor or publisher.

### **Withdrawal of WLS Materials and Resources**

Materials and resources are routinely withdrawn to maintain the usefulness, currency, relevance, and condition of the WLS collections. Licensing and leasing requirements may result in the automatic withdrawal of materials in the digital collections by a vendor or publisher. Physical materials withdrawn from a collection may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Gifts and Donations to WLS**

WLS accepts gifts of books and other materials with the understanding that they may be added to the collection, made available to the member libraries, or used to support WLS outreach activities if deemed appropriate. If the material cannot be used by WLS or the member libraries, the material may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Reconsideration of WLS Materials and Resources**

Materials made available by WLS present a diversity of viewpoints, enabling residents to make informed choices. WLS strives to provide a wide range of library materials and resources to satisfy the diverse interests of all individuals living, working, going to school or who own property in Westchester County. WLS upholds the right of a library card holder to obtain these materials and resources, even though the content may be viewed as controversial, unorthodox, or unacceptable by others. While the materials and resources are available to all valid library card holders, it is not expected that all the collection will appeal to everyone.

Library card holders requesting the reconsideration of a material or resource that WLS owns, leases, or subscribes to must have a valid and current library card from WLS or a member library and are required to complete a *WLS Request for Reconsideration of Material or Resource* form and submit it to the WLS Executive Director. The request and material/resource in question will be reviewed by a committee of three, which will be composed of the WLS Executive Director, one librarian from the WLS staff, and a

representative from the WLS Board Audit Committee. The request will be reviewed by the committee considering this policy's guidelines, the ALA's documents referenced in the Principles of Free Access section of this policy, the opinions of professional reviewing sources, and other relevant information. The WLS Executive Director will notify the requester in writing of the results of the review within two weeks of receiving the completed reconsideration form.

The committee's decision may be appealed to the WLS Board of Trustees. The WLS Board will be the final level of appeal for any reconsideration request. The final determination will be developed and kept on file for a minimum of two years. An individual title or resource will not be reviewed more than once in this two-year period.



## WLS Request for Reconsideration of Material or Resource

To request the reconsideration of a material or resource that WLS owns, leases, or subscribes to and you have a valid and current library card from WLS or a member library, provide the requested information to the WLS Executive Director through the online form portal, or as an email attachment to [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org) or U.S. Mail to the address below:

Westchester Library System  
Executive Director  
570 Taxter Rd, Ste. 400  
Elmsford, NY 10523

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Library card number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please specify the type/format of the resource which you are requesting to be reconsidered. Check all that apply:

**Physical collection:**

\_\_\_\_\_ Audiobook

\_\_\_\_\_ Book

\_\_\_\_\_ Magazine/Newspaper

\_\_\_\_\_ Movie

\_\_\_\_\_ Music

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**Digital collection:**

\_\_\_\_\_ Audiobook

\_\_\_\_\_ Book

\_\_\_\_\_ Magazine/Newspaper

\_\_\_\_\_ Movie

\_\_\_\_\_ Music

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Title of the material/resource:

\_\_\_\_\_

Author/Producer/Content Creator: \_\_\_\_\_

In what collection did you find this material/resource?

\_\_\_\_\_

What brought this material/resource to your attention?

\_\_\_\_\_

Have you examined the entire material/resource? If not, indicate the sections you did review:

\_\_\_\_\_

\_\_\_\_\_

What concerns you about the material/resource?

\_\_\_\_\_

\_\_\_\_\_

Are there resources that you suggest providing additional information and/or other viewpoints on this topic? \_\_\_\_\_

What action are you requesting regarding this material/resource?

\_\_\_\_\_

\_\_\_\_\_

**Subject:** Exempt and Non-Exempt Employee Pay

**Application:** Employees

### 1. Background

It is Westchester Library System's (WLS) policy and practice to appropriately compensate employees and to do so in compliance with applicable state and federal laws. To ensure that proper payment for all time worked and that no improper deductions are made, each employee must ~~record correctly~~correctly record all work time and review ~~your~~ paychecks promptly to identify and to report any errors.

### 2. Policies Applicable to All Employees

All employees will record their time and submit a completed timesheet to their supervisor via the ~~NOVAtime Attendance Program~~WLS attendance system.

It is a violation of WLS policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked. This kind of violation should be reported to the Executive Director.

In addition to deduction to pay that are mandated by federal and state laws and regulations, there may be reductions to an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. Employees with questions about deductions on a paycheck should contact the Chief Financial Officer and/or Personnel Clerk/Operations Manager. Each claim will be investigated and if the deduction was improper, WLS will reimburse the employee.

### 3. Non-Exempt Employees

Non-exempt employees must maintain a record of the total hours worked each day. Each non-exempt employee must submit his/her/their own timesheet to verify that the reported hours worked are complete and accurate. The timesheet must reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. At the end of each pay period, each non-exempt employee must submit a completed timesheet to his/her/their supervisor for verification and approval.

A non-exempt employee should not work hours which are not authorized by his/her/their supervisor. Non-exempt employees should not start work early, finish work late, work during a meal break or perform other overtime work unless authorized to do so and the time is recorded on the timesheet. Non-exempt employees are not to "make up time" unless it is approved in advance by his/her/their supervisor. "Making up time" means working more hours on one day to cover hours not completed on a pervious day.

#### **4. Exempt Salaried Employees**

Exempt salaried employees receive a salary which is intended to compensate for all work hours. This salary is established at the time of hire or when the employee is classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, this salary will be a predetermined amount which generally will not be subject to deductions for variations in the hours worked. However, there is no requirement to pay exempt employees for any work week in which they perform no work at all for WLS.

*Last approved: May 26, 2015*

**Subject:** Investment of Funds

**Application:** Trustees and employees

Westchester Library System (WLS) is committed to investing its funds in a way that will maximize the security of principal, satisfy cash flow requirements, and use approved investments to provide the highest possible return. All investments shall conform with all applicable laws and regulations applicable to public library systems in New York State.

**Investment Objectives**

The investment objectives of the Board of Trustees of WLS are, in priority order: (1) to conform to all applicable federal, state and other legal and regulatory requirements; (2) to preserve capital; (3) to provide sufficient liquidity to enable WLS to meet its goal of maintaining a reserve sufficient to meet at least ninety (90) days of operating expenses; and (4) to generate higher rates of return than available through standard savings accounts consistent with the first three objectives.

**Authorized Investments; Security**

All WLS funds (including privately raised moneys, but excluding trust funds that may be invested as provided in the Estates, Powers and Trusts Law) shall be invested in accounts or securities permitted under Sections 10 and 11 of Article 2 of the General Municipal Law, as from time to time amended and in effect, or any successor or similar laws. All deposits in commercial banks or trust companies in excess of the amount insured from time to time under the Federal Deposit Insurance Act shall be secured as provided in said Section 10.

**Designation of Depositories**

The Board of Trustees shall designate one or more banks or trust companies authorized to do business in the State of New York for the deposit of WLS funds, and the maximum amounts that may be deposited in each such financial institution, ~~at the January meeting of annually, as a function of the annual operating budget approval process by~~ the Board of Trustees. Such designation and amounts may be changed at any time by a resolution of the Board of Trustees.

**Delegation of Authority**

The Board of Trustees hereby delegates management responsibility for investment of WLS funds to the Board Treasurer and the Chief Financial Officer, who shall jointly (1) invest WLS funds in accordance with the investment objectives and subject to the limitations described in this policy; (2) manage the deposits of cash assets in accounts designated through this policy to be consistent with the goals of this policy; and ~~(23)~~ establish procedures consistent with this policy. No person may engage in any investment

**Formatted:** Space After: 25.85 pt, Tab stops: 3", Centered + 6", Right

transaction on behalf of WLS except as provided in this policy and the procedures established hereunder.

**Reporting**

The Treasurer shall provide the Board of Trustees with investment reports at regular board meetings, specifying the types of investments, principal balances, rates of return and maturities.

*Last approved: October 27, 2020*

**Subject:** Purchasing

**Application:** Employees

The Westchester Library System (WLS) is committed to promoting a responsible procurement process based on receiving the highest-quality goods and services while assuring the prudent and economical use of revenues. The intent of this policy is to maximize the use of the WLS funds by employing efficient and professional procurement practices and providing sound safeguards against favoritism, extravagance, fraud and corruption, while allowing appropriate decision-making flexibility for WLS staff to function effectively. This policy controls the procurement of goods and services with WLS funds. Procurement of goods and services shall be subject to the requirements and restrictions in these guidelines.

Purchasing activities may be initiated by any WLS staff member with the approval of the appropriate Department Head and/or the Executive Director. Large hardware and software purchases are the responsibility of the Director of Information Technology and/or Network Administrator, in consultation with and approval of the Executive Director. In the absence of the Executive Director, the Chief Financial Officer shall consult on and approve purchases.

### **Competitive Bidding**

Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which a contract may not be awarded to lowest responsible bidder may include, but are not limited to: (1) vendor cannot comply with the full specifications set forth in the bid; (2) vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by WLS; (3) vendor's after-purchase support services are deemed inadequate; (4) vendor's terms of payment are disadvantageous to WLS; (5) vendor's performance in previous engagements are not satisfactory.

To the extent possible, WLS will not purchase goods or services from any vendor in which a Board member or staff member has disclosed or is known to have a full or partial actual or prospective business interest.

[WLS welcomes all vendors including, but not limited to, Certified Minority-Owned, Women-Owned, 2SLGBTQAI+-Owned, Veteran-Owned and Abilities-Owned Enterprises. Vendors with such certifications are encouraged to identify their certifications when submitting bids.](#)

### **Quotes**

Competitive quotes are required when the estimated expenditure for a product or service exceeds certain thresholds, as noted below. This process allows WLS to obtain the best value for expenditure of its funds. The only exceptions to this process are for purchases in which there are fewer than the required number of competitors who offer a given product or service, or for purchases for which a "sole source" makes good business sense (see below).

**Sole Source Suppliers or Fewer-than-Required Number of Vendors**

Under certain circumstances, it may be necessary to seek quotes from fewer than the required number of vendors or make a purchase from a sole source. Sole sourcing may make sense in a situation where a specific manufacturer’s product is compatible with products already owned by the system, where a specific vendor may have special expertise related to a specific project or initiative or in a situation where it is determined that seeking competitive quotes is not advantageous to WLS. In situations where a sole source or fewer vendors will be sought, approval of the Executive Director must be obtained in advance of any purchase being made.

<b>Dollar Amount Of Purchase</b>	<b>Quote Requirements</b>	<b>Purchase Order (PO) required?</b>	<b>Payment Options</b>
Less than \$2,000	No quotes	No	1. Petty Cash (for items under \$50) 2. Vendor invoice 3. Corporate credit card
\$2,000 - \$4,999	Minimum of 2 verbal quotes	No	Vendor invoice
\$5,000 - \$24,999	Minimum of 2 written price quotes	Yes	Invoice, PO & supporting delivery documents
\$25,000 - \$99,999	Minimum of 3 written price quotes	Yes	Invoice, PO & supporting delivery documents
\$100,000 and up	Formal bid process	Yes	Invoice, PO & supporting delivery documents

**Office and Other Supplies**

Office supplies are purchased on a monthly basis. Employees make requests on a form located ~~in~~ with the supply ~~room~~ storage unit. Requests include the item description, name of requestor, requesting department and date. The ~~Administrative Assistant for Information Technology~~ Executive Director designates employees to serve as the Supplies Coordinator and as the Supply Manager. The Supply Coordinator compiles ~~these~~ supply requests and enters an online order for these items. The order is then routed to the ~~Executive Assistant~~ Supply Manager for approval and submission. When the ordered items are received, the ~~Administrative Assistant for Information Technology~~ Supplies Coordinator reviews the order for accuracy and completeness, distributes the items to the various requestors, and submits back-up information on the order to the Operations Manager.

For purchases other than office supplies, the requestor first explores the possibility of purchasing through a New York State government agency contract or any other recognized government agencies or national discount programs for libraries which offer the potential for economies of scale.



**Cooperative Purchases for Member Libraries**

For items purchased on behalf of the member libraries, WLS recognizes that those purchases are subject to competitive bidding as outlined in General Municipal Law. Therefore, the following procedures will be implemented for these purchases:

<b>Dollar Amount Of Purchase</b>	<b>Quote Requirements</b>	<b>PO required?</b>	<b>Payment Options</b>
Less than \$2,000	No quotes	No	1. Petty cash (for items under \$50) 2. Vendor invoice 3. Corporate credit card
\$2,000 - \$9,999	Minimum of 2 verbal quotes	No	Vendor invoice
\$10,000 - \$19,999	Minimum of 2 written quotes	Yes	Invoice, PO & supporting delivery documents
\$20,000 and up	Formal bid process*	Yes	Invoice, PO & supporting delivery documents

\* Request for Proposal (RFP) or Request for Quotation (RFQ), publicly advertised, and a minimum of 3 quotations, with selected vendor approved by the Executive Director. If funds have not been previously approved by the WLS Board of Trustees, then selected vendor requires Board approval.

**Exclusions**

These guidelines do not apply to the following:

1. Purchases made through a New York State contract, when the State contract vendor offers specified goods or services at a lower cost, purchase at the lower rate is recommended, with appropriate documentation included with the purchase documents.
2. Purchases of computer hardware, related equipment and support, when standardization of equipment and support can be justified, a specification document outlining in detail the technical requirements, including when appropriate brand name specification, can be developed and with Board approval used as part of the RFP or RFQ for these goods and services.

**Awarding Contracts for Purchases made for WLS or Cooperative Purchases for Member Libraries**

The basis for all contract awards shall be the lowest responsible bid that meets the requirements outlined to the vendor(s) in a statement of specifications, a RFP or RFQ.

**Purchases for WLS or Cooperative Purchases for Member Libraries Not Subject to Bid**

1. Professional services which involve specialized expertise, use of professional judgment and/or high degree of creativity, such as: attorney, architect, engineer, land surveyor, trainer;
2. Situations when immediate action is required that cannot await competitive bidding;
3. Insurance - documentation shall include written quotations and specifications;
4. Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and deemed necessary to public interest, items included under this criteria may include, but not be limited to:
  - i. Electronic databases
  - ii. Digital content (ebooks, downloadable audiobooks, videos and music)
  - iii. Specialized hardware
5. Real property
6. Dues and memberships in trade or professional organizations
7. Library materials, including periodical subscriptions
8. Advertisements
9. Postage
10. Petty cash purchases
11. Utility services
12. Copyrighted materials, patented materials, art and artistic services
13. Employee benefits
14. Legal services
15. Fees and costs of job-related travel, seminars, registration and training

*Last approved: September 29, 2015*

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**September 27, 2022 – Approved November 29, 2022**

The Regular Meeting of the Westchester Library System was called to order by Francis Okelo, Vice President, at 6:06 p.m. and held in-person at the WLS Headquarters in Elmsford. The quorum requirement was met with the following people in attendance:

Board Members present: Cathy Draper, Nishat Hydari, Wes Iwanski, Karen Kelley, Jennifer Kothari, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Edris Scherer, Diane Tabakman

Board Members absent: Andrea Bober, Maureen LeBlanc, Jonathan Marshall, Joseph Puglia, Karen Zevin

Also present from WLS were: Terry Kirchner, Patricia Brigham, Joe Maurantonio

Public Library Directors Association (PLDA) Representative: Yvonne Cech, Director, John C. Hart Memorial Library

Guest: Angela Groth, Director, Ardsley Public Library; Jesse Montero, Director, Yonkers Public Library; Rob Cartolano, President, Eastchester Public Library

Mr. Okelo reviewed the public comment guidelines.

## **MINUTES**

The following correction to the minutes of the regular meeting of June 28, 2022, was recommended:

On Page 2, in the paragraph regarding the action item for the extension of the WLS current borrowing facility, correct that the motion was made by Ms. Scherer, not Ms. Edris.

The Board approved the minutes with the above-mentioned correction on a motion by Ms. Mills-Worthey and seconded by Ms. Scherer. The motion was approved with 5 in favor and 3 abstentions (Ms. Kelley; Mr. Okelo; Ms. Hydari). [Ms. Kothari was not present for vote.]

The Nominating & Board Education Committee recommended Diane Tabakman to be appointed to fill the vacant term for District 11 (White Plains) that ends 12/31/2024. The Board approved the nomination on a motion by Ms. Kelley and seconded by Ms. Scherer. The motion was approved unanimously, and the oath of office was administered. An update was given on the trustee vacancies that will occur on December 31, 2022, and the upcoming Trustee Institutes.

## **FINANCIAL REPORTS**

The financial report through June 2022 was reviewed in detail. The Board accepted the financial report on a motion by Ms. Scherer and seconded by Ms. Draper. The motion was approved unanimously. The Board appreciated the enhanced notes included in the written Finance Report.

**INFORMATION ITEM**

Ms. Draper, Chair of the Governance Committee, reviewed the policy process with the board. The Committee met on August 30<sup>th</sup> to discuss potential revisions related to the changes in law for the following WLS Policies: Sexual Harassment (Policy #17); Workplace Violence (Policy #3); Board Meeting Participation via Video Conference (Policy #16); and a new policy for collection development.

The proposed revisions to the Sexual Harassment Policy were made in response to changes in the law that address a broader application, statutes of limitation, clearer anti-retaliation approaches, clarifications of remedies including local options and the chain of command.

The proposed revisions to the Workplace Violence Policy were made in response to changes in the law that added a workplace violence program.

The proposed revisions to the Board Meeting Participation via Video Conference Policy were made in light of recent amendments to the New York State Open Meeting Law and Board guidelines for public comment.

The addition of the new Collection Development policy was made in response to a nationwide increase in collection development challenges and book bans.

The draft version for each of these policies is attached, and the committee unanimously voted to bring these changes to the Board of Trustees for approval. Per regular procedure, these revisions are being presented one meeting in advance as an Information Item with official approval to be sought at the next regularly scheduled Board meeting in October.

**ACTION ITEM**

**State Aid for Public Library Construction \$34 Million Program FY2022-2023:** The PLDA Grants Committee Chair Angela Groth, Director of the Ardsley Public Library, reported that committee members Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem), and Jennifer Daddio, Director of Somers Library, along with Dr. Kirchner and Elise Burke of WLS, met to review the 15 applications received. This year’s allocation for WLS totaled \$1,605,184, and the application request amounts totaled \$1,899,270; therefore, all requests could be met. The Committee reviewed the applications based on the nature of the projects and aid previously received. All applications met the New York State criteria for approval, and the following award recommendations were made:

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Original Committee Recommended Award Amount
Bedford Hills Free Library	Data System Upgrade to Support Network: The Library will install new data lines to support the WLS-ILS network upgrade to ensure fast, secure, and optimal performance for library patrons.	\$28,791	\$28,791	\$25,912	\$21,593

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Original Committee Recommended Award Amount
Eastchester Public Library	Conversion of 2 Library Bathrooms to Gender Neutral ADA Compliant Bathrooms: The Library would like to convert 2 public bathrooms into ADA compliant restrooms and all bathrooms into gender neutral restrooms.	\$161,060	\$161,060	\$80,530	\$80,530
Greenburgh Public Library *	Library Vestibule & Canopy Rehabilitation: Rehabilitation of front entrance library vestibule & outside overhead canopy to mitigate leaks in both areas.	\$348,006	\$348,006	\$261,004	\$197,949
Hastings-on-Hudson Public Library	Air Conditioning Replacement: This project will replace the 30-year-old, failing chiller and air handling equipment.	\$346,250	\$346,250	\$173,125	\$173,125
Hendrick Hudson Free Library-Montrose	HVAC Efficiency Upgrades: The project will replace the remaining 4 original HVAC condensers, coils, valves, piping and control software with more efficient equipment.	\$207,144	\$207,144	\$103,572	\$103,572
Lewisboro Library	HVAC Project: This project will replace failing components of the library's HVAC rooftop units.	\$6,245	\$6,245	\$3,122	\$3,122
New Rochelle Public Library -- Main Library *	Noise Abatement Project: Installation of sound absorbing panels around appropriate areas of the library will significantly reduce noise reverberation in the building.	\$303,494	\$303,494	\$227,620	\$175,591
New Rochelle Public Library -- Huguenot Children's Branch Library	General Capital Improvements: Exterior: Create Art Wall; Basement: Rework flooring, craft/prep kitchen; First Floor: Establish receiving area, upgrade work area; Second Floor: Improve storage.	\$48,760	\$48,760	\$36,570	\$24,380
North Castle Public Library -- Main Library-Armonk	Security Camera & Monitoring System Installation: Project will install security cameras and a monitoring system throughout the Armonk Library Branch.	\$27,830	\$27,830	\$13,915	\$13,915
North Castle Public Library -- North White Plains Branch	Security Camera & Monitoring System Installation: Project will install security cameras and a monitoring system throughout the North White Plains Branch Library.	\$6,420	\$6,420	\$3,210	\$3,210
Tuckahoe Public Library	Installing the new Humidity Control Unit & Furnace for Exterior Heating Control: This project will install new Humidity Control system (Dehumidifier) and also a new furnace for the exterior radiant heating control.	\$120,000	\$120,000	\$60,000	\$60,000
Warner Library-Tarrytown *	Energy Efficient Lighting & HVAC Upgrade: New insulation will be installed in HVAC system, LED lighting will be installed in the children's room to provide better energy efficiency.	\$120,000	\$120,000	\$60,000	\$83,844

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Original Committee Recommended Award Amount
White Plains Public Library *	LED Lighting for Library Stacks: Upgrade of original florescent lighting fixtures in the main publically accessible stack area of the Library to LED fixtures.	\$97,050	\$97,050	\$87,050	\$72,369
Yonkers Public Library -- Grinton I. Will Branch *	Sustainable HVAC System Replacement and Improvement: This project will replace and improve Will Library's failed 30-year-old HVAC system with a more efficient and sustainable air-cooled chiller.	\$995,500	\$995,500	\$695,500	\$523,844
John C. Hart Memorial Library- Yorktown	Program Space Expansion & Facility Safety Upgrade: Upgrade fire safety and optimize existing building footprint to expand library program space, gaining larger community meeting room and storytime room.	\$136,280	\$136,280	\$68,140	\$68,140
* Eligible for Economically Disadvantaged Community					
<b>TOTALS</b>		<b>\$2,952,830</b>	<b>\$2,952,830</b>	<b>\$1,899,270</b>	<b>\$1,605,184</b>

The recommended award amounts were approved as submitted on a motion made by Ms. Draper and seconded by Dr. Morduch. The motion passed unanimously. Ms. Burke was thanked for her efforts with the Construction Aid application process.

**WLS Policy Revisions:** Ms. Draper, Chair of the Governance Committee, noted that the Committee met on June 7<sup>th</sup> to review the recommendations made by the Finance Committee for the following policies: Exempt & Non-Exempt Employee Pay (Policy #5), Investment of Funds (Policy #12), Purchasing (Policy #13). The draft revisions of these three policies are attached. Per regular procedure, these revisions were presented one meeting in advance as an Information Item in September, and official approval is being requested.

The Board approved the recommended revisions to the Exempt & Non-Exempt Employee Pay (Policy #5), Investment of Funds (Policy #12), and Purchasing (Policy #13) on a motion by Ms. Draper and seconded by Ms. Mills-Worthey. The motion was approved unanimously.

**PRESIDENT’S REPORT**

Vice-President Okelo shared with the Board a report from President Karen Zevin, who was unable to attend the meeting. Ms. Zevin reported that the WLS Advocacy Breakfasts were very successful, and that these events helped inform the public, board members and legislators about the Digital Equity and Inclusion efforts. Dana Hysell and Joe Maurantonio were thanked for their work. The WLS Board and Staff gathering held in September was fun and useful in that individuals got to know each other better. It was suggested to do this type of event once or twice per year. The Community Aspirations presentation by Elena Falcone was much appreciated.

Mr. Okelo encouraged board members to keep aware of Digital Equity and Inclusion activities that are taking place in their local communities and in the County. He also noted that the WLS Executive Committee met on September 12<sup>th</sup> to discuss the Executive Director’s job description and annual evaluation process. Mr. Okelo also reminded trustees that in addition to the role of attending meetings, it is imperative that trustees read the board materials and come well prepared to the meeting.

A brief discussion concerning the difficulty of attending meetings with a 6 p.m. start time occurred, with additional questions raised concerning the potential impact of the meeting start times and the lack of a videoconferencing option on recruitment efforts going forward. Mr. Okelo suggested moving this issue to the WLS Executive Committee’s agenda for further review and discussion

## **COMMITTEE REPORTS**

***Budget Committee:*** Ms. Scherer, Chair, announced the upcoming budget preparation meetings and she noted the parts of the WLS 2023 budget that will be reviewed at each meeting:

October 6: Information Technology (IT)/Administration;

October 12: Outreach/Career Coaching Services/Training; and

October 17: Cataloging/Delivery/Development.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner noted that the Mount Vernon Public Library has not yet provided all of the required documents to complete the registration review process or to complete the 2020 and 2021 New York State Annual Reports.

## **PLDA LIAISON'S REPORT**

Ms. Cech reported on the September PLDA meeting where the following was discussed:

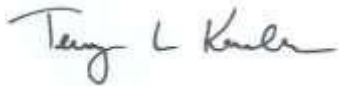
- PLDA has established Workplace Trauma & Stress Committee.
- Wilson Arana’s IT Report noted that the email/website services used by the member libraries will transition. WLS will no longer host websites, and email will be available as a billable service. The new network structure provides an individual network connection for each library that will allow each library to have its own firewall and static IP.
- The PLDA Technology Committee discussed network security and multi-factor authentication (MFA) challenges that arise when asking library staff to use their personal cell phones or the library phones to complete MFA tasks when logging into the online environment. The PLDA Technology Committee is exploring additional options. There is a goal for mobile computing for staff-related functions to be available in March 2023 (6-month plan).

- The ILS Committee is transitioning into the Development Committee for the ILS. Civil Service challenges at member libraries continue to occur and recently a list of these challenges were sent to Westchester County Executive George Latimer at his request.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:25 p.m. on a motion by Dr. Morduch and seconded by Ms. Kelley that passed unanimously. The October 25<sup>th</sup> WLS Board Meeting will take place in person at the WLS Headquarters at 6 p.m., and all should be prepared to wear a mask if needed.

Respectfully submitted,



Terry L. Kirchner  
Recording Secretary



**DRAFT August 2022**  
**Marked to show changes from existing policy**

**WESTCHESTER LIBRARY SYSTEM**

**POLICY #17**

**Subject:** Sexual Harassment<sup>1</sup>

**Application:** Employees, trustees, [applicants for employment, interns \(whether paid or unpaid\)](#), customers, consultants, contractors, [subcontractors](#), vendors, [persons conducting business](#) and visitors, [regardless of immigration status](#)

**Introduction**

Westchester Library System (WLS) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This policy is one component of WLS's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with WLS. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

**Policy:**

1. WLS's policy applies to all employees, trustees, applicants for employment, interns, [\(whether paid or unpaid\)](#), contractors, subcontractors, consultants, vendors, persons conducting business, and visitors, regardless of immigration status, ~~with WLS~~. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No employee shall be subject to adverse action because such employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. WLS will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject

---

<sup>1</sup> Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

to such retaliation should inform their immediate supervisor or the Executive Director. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of WLS policies, is unlawful, and may subject WLS to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. WLS will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. WLS will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. WLS will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Executive Director.
8. This policy applies to all employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment;  
or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report [their concern](#) so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or the status of being transgender, such as:

- Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
- Sabotaging an individual’s work;
- Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a sexual harassment claim. Adverse action [includes the disclosure of an employee’s personnel file, except where such disclosure is made in connection with a judicial or administrative proceeding as permitted by applicable law.](#) Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** WLS cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Executive Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Executive Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. WLS will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, the Executive Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the Executive Director will encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, the Executive Director will prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

[In the event an individual making a complaint is not satisfied with the result of the process described above, such individual may bring the complaint to the President of the Board of Trustees, who will bring the issue before the entire Board, in executive session, for resolution.](#)

### **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by WLS but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at WLS, employees may also choose to pursue legal remedies with the governmental entities listed below. While a private attorney is not required to file a complaint with a governmental agency, an employee may seek the legal advice of an attorney.

#### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. [Any individual experiencing sexual harassment in the workplace may use the free and confidential DHR hotline, 1-800-HARASS-3, to connect with pro bono attorneys on sexual harassment issues or to submit a complaint.](#)

Complaints with DHR may be filed any time **within ~~one year~~ [three years](#)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to WLS does not extend an individual's time to file with DHR or in court. The ~~one year or~~ three years is counted from the date of the most recent incident of harassment.

An attorney is not required to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate a complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals wishing to make a complaint may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

An employee may contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

## **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. [WLS employees may file complaints of sexual harassment with the Westchester County Human Rights Commission at https://humanrights.westchestergov.com/file-a-complaint](https://humanrights.westchestergov.com/file-a-complaint) or [may contact the commission at 914-995-7710 or humanrights@westchestergov.com](mailto:humanrights@westchestergov.com). ~~For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit <http://www.nyc.gov/html/chr/html/home/home.shtml>.~~

## **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. An individual who has been the target of such activity should contact the local police department.

*Approved: November 27, 2018*

*Amended: \_\_\_\_\_, 2022*



DRAFT August 2022  
Marked to show changes from existing policy

Formatted: Centered

**WESTCHESTER LIBRARY SYSTEM**

**POLICY #3**

**Subject:** Workplace Violence

**Application:** Employees, trustees, applicants for employment, interns (whether paid of unpaid) customers, consultants, contractors, subcontractors, vendors, persons conducting business and visitors

Westchester Library System (WLS) is committed to providing a work environment that is free from violence or threats of violence. WLS also is intent on preventing any threatened or actual destruction of company and personal property. Compliance with this policy requires that all individuals on WLS premises, conducting business with or on behalf of WLS, act in a professional, non-violent and non-threatening manner.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee, any intentional display of force that would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury, or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment. includes behavior that constitutes assault, battery, or ~~It also includes~~ the intentional destruction or attempted destruction of company or personal property while on WLS premises or while engaged in WLS business. This definition expressly includes domestic violence when such behavior extends to the workplace. WLS also prohibits employees and others covered by this policy from possessing firearms or other dangerous weapons on the premises whether or not the person is licensed or permitted to carry a weapon.

Prohibited threats are those that a reasonable person would perceive as real threats of violence against a person or WLS property and that has have the effect of unreasonably interfering with the work of WLS or any of its employees.

All employees and others covered under this policy are responsible for establishing and maintaining a work environment which promotes professionalism and is free of threats and violence. This responsibility includes being alert to situations in which workplace violence is occurring or may potentially occur. Threats, acts of violence or behaviors that raises a safety or security threat should be reported to ~~a supervisor or to~~ the Executive Director at 914-231-3223 or [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org).

WLS will initiate appropriate action based on the circumstances, including notifying law enforcement. WLS will take all reasonable steps to investigate and address the safety concerns of those who have reported or believe they may have been subject to workplace violence, or are otherwise concerned about their safety or security.

Any employee determined to have violated this policy will be subject to disciplinary action, up to and including termination of employment, at the discretion of the WLS Executive

Director.

In compliance with New York State Labor Law, WLS will develop a workplace violence prevention program that includes a workplace evaluation designed to identify the risks of workplace violence to which WLS employees could be exposed. In addition, all WLS employees will participate in an annual workplace violence prevention training program provided by WLS.

Individuals who have questions or concerns about the policy should speak with their supervisor for further clarification.

*Last approved: ~~May 26, 2015~~ \_\_\_\_\_, 2022*

D R A F T August -2022

Marked to show changes from May 2022 draft

WESTCHESTER LIBRARY SYSTEM

POLICY #16

**Subject:** Board Meetings Participation

**Application:** WLS Trustees, employees and members of the public

The participation of trustees, employees and members of the public in the Board meetings of the Westchester Library System (WLS) is necessary for the effective operation of WLS on behalf of the residents of Westchester County and its libraries. This policy sets forth procedures for participation by trustees and members of the public that both serve the needs of WLS and are in compliance with the New York State Open Meetings Law (OML).

All meetings of the Board of Trustees shall be open to the general public, except that an executive session may be called as provided by the OML. Meetings will be held in a facility that permits barrier-free physical access and can adequately accommodate members of the public who wish to attend.

The Board of Trustees allows public meetings to be photographed, broadcast, webcast or otherwise recorded by means of audio or video, in a non-disruptive manner.

**Participation by Trustees**

~~Subject to the rules specified below, trustees may participate in Board meetings using videoconferencing, provided that (a) a trustee may participate remotely only when she/he is not physically present in Westchester County or is unable to be physically present at the meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event that precludes such trustee's physical attendance at such meeting; (b) a quorum is present in the physical location where the public can attend; (c) minutes of the meeting indicate which members participated remotely; (d) the public notice of the meeting indicates that videoconferencing will be used, where the public can view and/or participate in the meeting, and the physical location of the meeting; (e) any meeting using videoconferencing is recorded and made available on the WLS website as required by the OML; and (f) members of the public have the opportunity to participate via videoconference in real time where public comment is authorized.~~

~~Any trustee wishing to participate in a Board meeting remotely must follow these rules:-~~

- ~~1. In order to comply with public notice requirements, a trustee wishing to participate in a meeting remotely must notify the Board President and the Executive Director of his/her/their intent to participate remotely at least eight (8) days before the relevant Board meeting, unless such advanced notice is impracticable.~~
- ~~2. The trustee must use an Internet connection that supports video and audio functionality.~~

~~3. The trustee must ensure that participation in properly convened executive sessions will be secure from outside observation.~~

~~All trustees attending meetings by video conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.~~

~~In addition, sufficient security and identification procedures shall be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all trustees attending for discussion or voting purposes are in fact authorized members with the right to speak and vote.~~

### **Participation by Members of the Public**

The Board of Trustees encourages public expression at public meetings and has designated a specific portion of its meeting agenda for public comment. Members of the public, upon identifying themselves, are permitted to address the Board ~~for a period of not more than three minutes~~. Statements by the public should be kept as brief as possible (not more than three minutes or such other time period as may be designated by the Board in their sole discretion) and must relate to library matters. Statements relating to the competence or personal conduct of individual trustees or employees are not appropriate and will not be permitted at a public meeting. All comments must be made in a civil and respectful manner. Topics raised by the public will generally not be discussed by the trustees addressed by the Trustees during the meeting but may, if appropriate, be placed on a future board agenda.

*Last Approved:* \_\_\_\_\_, 2022

# **Westchester Library System – Collection Development Policy – Draft 1**

## **8/12/2022**

### **Objective**

Westchester Library System (WLS) strives to provide collections and resources that meet the cultural, informational, educational, and recreational needs of all individuals in the System's service area in conjunction with the strategic initiatives of WLS and member libraries.

### **Principles of Free Access**

The WLS Board of Trustees affirms the principles presented in the American Library Association's (ALA) [Library Bill of Rights](#)<sup>1</sup>, [Interpretations of the Library Bill of Rights](#)<sup>2</sup>, [Freedom to Read Statement](#)<sup>3</sup>, and [Freedom to View Statement](#)<sup>4</sup> in support of acquiring and managing collections in support of its mission.

### **Statement on Minor Access**

WLS acknowledges that the responsibility for monitoring a minor's access to library materials and resources rests with the minor's parent or legal guardian.

### **Collection Development Responsibility**

Authority for the shared collections is a joint responsibility of WLS and the member libraries. For materials and resources owned, leased, or subscribed to by WLS, the responsibility is delegated to the WLS Executive Director by the WLS Board of Trustees. The WLS Executive Director may delegate related responsibilities to qualified WLS staff. For each member library's materials and resources, this responsibility is delegated by the library's Board of Trustees to the Library Director, who has the authority to delegate responsibilities to qualified library staff.

### **Selection of Materials and Resources**

For WLS, recommendations by member libraries, standard professional and journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the selection process. The acquisition of a material or resource by WLS does not constitute endorsement of the contents of the material or resource.

---

<sup>1</sup> Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>

<sup>2</sup> Interpretations of the Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

<sup>3</sup> Freedom to Read Statement <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<sup>4</sup> Freedom to View Statement <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

While a single standard cannot be applied, materials and resources that are considered for acquisition are judged by these and other related criteria:

- Relevance to community needs and interests;
- Balance and diversity in the current collection;
- Suitability to the intended audience of subject, style, format, interest and reading level;
- Reputation of the author, composer, publisher, or producer; and
- Quality of the writing, design, illustration, or production.

Licensing and leasing requirements may result in the automatic addition of materials in the digital collections by a vendor or publisher.

### **Withdrawal of WLS Materials and Resources**

Materials and resources are routinely withdrawn to maintain the usefulness, currency, relevance, and condition of the WLS collections. Licensing and leasing requirements may result in the automatic withdrawal of materials in the digital collections by a vendor or publisher. Physical materials withdrawn from a collection may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Gifts and Donations to WLS**

WLS accepts gifts of books and other materials with the understanding that they may be added to the collection, made available to the member libraries, or used to support WLS outreach activities if deemed appropriate. If the material cannot be used by WLS or the member libraries, the material may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Reconsideration of WLS Materials and Resources**

Materials made available by WLS present a diversity of viewpoints, enabling residents to make informed choices. WLS strives to provide a wide range of library materials and resources to satisfy the diverse interests of all individuals living, working, going to school or who own property in Westchester County. WLS upholds the right of a library card holder to obtain these materials and resources, even though the content may be viewed as controversial, unorthodox, or unacceptable by others. While the materials and resources are available to all valid library card holders, it is not expected that all the collection will appeal to everyone.

Library card holders requesting the reconsideration of a material or resource that WLS owns, leases, or subscribes to must have a valid and current library card from WLS or a member library and are required to complete a *WLS Request for Reconsideration of Material or Resource* form and submit it to the WLS Executive Director. The request and material/resource in question will be reviewed by a committee of three, which will be composed of the WLS Executive Director, one librarian from the WLS staff, and a

representative from the WLS Board Audit Committee. The request will be reviewed by the committee considering this policy's guidelines, the ALA's documents referenced in the Principles of Free Access section of this policy, the opinions of professional reviewing sources, and other relevant information. The WLS Executive Director will notify the requester in writing of the results of the review within two weeks of receiving the completed reconsideration form.

The committee's decision may be appealed to the WLS Board of Trustees. The WLS Board will be the final level of appeal for any reconsideration request. The final determination will be developed and kept on file for a minimum of two years. An individual title or resource will not be reviewed more than once in this two-year period.

## WLS Request for Reconsideration of Material or Resource

To request the reconsideration of a material or resource that WLS owns, leases, or subscribes to and you have a valid and current library card from WLS or a member library, provide the requested information to the WLS Executive Director through the online form portal, or as an email attachment to [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org) or U.S. Mail to the address below:

Westchester Library System  
Executive Director  
570 Taxter Rd, Ste. 400  
Elmsford, NY 10523

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Library card number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please specify the type/format of the resource which you are requesting to be reconsidered. Check all that apply:

**Physical collection:**

\_\_\_\_\_ Audiobook

\_\_\_\_\_ Book

\_\_\_\_\_ Magazine/Newspaper

\_\_\_\_\_ Movie

\_\_\_\_\_ Music

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**Digital collection:**

\_\_\_\_\_ Audiobook

\_\_\_\_\_ Book



\_\_\_\_\_ Magazine/Newspaper

\_\_\_\_\_ Movie

\_\_\_\_\_ Music

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Title of the material/resource:

\_\_\_\_\_

Author/Producer/Content Creator: \_\_\_\_\_

In what collection did you find this material/resource?

\_\_\_\_\_

What brought this material/resource to your attention?

\_\_\_\_\_

Have you examined the entire material/resource? If not, indicate the sections you did review:

\_\_\_\_\_

\_\_\_\_\_

What concerns you about the material/resource?

\_\_\_\_\_

\_\_\_\_\_

Are there resources that you suggest providing additional information and/or other viewpoints on this topic? \_\_\_\_\_

What action are you requesting regarding this material/resource?

\_\_\_\_\_

\_\_\_\_\_

**Subject:** Exempt and Non-Exempt Employee Pay

**Application:** Employees

### 1. Background

It is Westchester Library System's (WLS) policy and practice to appropriately compensate employees and to do so in compliance with applicable state and federal laws. To ensure that proper payment for all time worked and that no improper deductions are made, each employee must ~~record correctly~~correctly record all work time and review ~~your~~ paychecks promptly to identify and to report any errors.

### 2. Policies Applicable to All Employees

All employees will record their time and submit a completed timesheet to their supervisor via the ~~NOVAtime Attendance Program~~WLS attendance system.

It is a violation of WLS policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked. This kind of violation should be reported to the Executive Director.

In addition to deduction to pay that are mandated by federal and state laws and regulations, there may be reductions to an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. Employees with questions about deductions on a paycheck should contact the Chief Financial Officer and/or Personnel Clerk/Operations Manager. Each claim will be investigated and if the deduction was improper, WLS will reimburse the employee.

### 3. Non-Exempt Employees

Non-exempt employees must maintain a record of the total hours worked each day. Each non-exempt employee must submit his/her/their own timesheet to verify that the reported hours worked are complete and accurate. The timesheet must reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. At the end of each pay period, each non-exempt employee must submit a completed timesheet to his/her/their supervisor for verification and approval.

A non-exempt employee should not work hours which are not authorized by his/her/their supervisor. Non-exempt employees should not start work early, finish work late, work during a meal break or perform other overtime work unless authorized to do so and the time is recorded on the timesheet. Non-exempt employees are not to "make up time" unless it is approved in advance by his/her/their supervisor. "Making up time" means working more hours on one day to cover hours not completed on a pervious day.

#### **4. Exempt Salaried Employees**

Exempt salaried employees receive a salary which is intended to compensate for all work hours. This salary is established at the time of hire or when the employee is classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, this salary will be a predetermined amount which generally will not be subject to deductions for variations in the hours worked. However, there is no requirement to pay exempt employees for any work week in which they perform no work at all for WLS.

*Last approved: May 26, 2015*

**Subject:** Investment of Funds

**Application:** Trustees and employees

Westchester Library System (WLS) is committed to investing its funds in a way that will maximize the security of principal, satisfy cash flow requirements, and use approved investments to provide the highest possible return. All investments shall conform with all applicable laws and regulations applicable to public library systems in New York State.

**Investment Objectives**

The investment objectives of the Board of Trustees of WLS are, in priority order: (1) to conform to all applicable federal, state and other legal and regulatory requirements; (2) to preserve capital; (3) to provide sufficient liquidity to enable WLS to meet its goal of maintaining a reserve sufficient to meet at least ninety (90) days of operating expenses; and (4) to generate higher rates of return than available through standard savings accounts consistent with the first three objectives.

**Authorized Investments; Security**

All WLS funds (including privately raised moneys, but excluding trust funds that may be invested as provided in the Estates, Powers and Trusts Law) shall be invested in accounts or securities permitted under Sections 10 and 11 of Article 2 of the General Municipal Law, as from time to time amended and in effect, or any successor or similar laws. All deposits in commercial banks or trust companies in excess of the amount insured from time to time under the Federal Deposit Insurance Act shall be secured as provided in said Section 10.

**Designation of Depositories**

The Board of Trustees shall designate one or more banks or trust companies authorized to do business in the State of New York for the deposit of WLS funds, and the maximum amounts that may be deposited in each such financial institution, ~~at the January meeting of annually, as a function of the annual operating budget approval process by~~ the Board of Trustees. Such designation and amounts may be changed at any time by a resolution of the Board of Trustees.

**Delegation of Authority**

The Board of Trustees hereby delegates management responsibility for investment of WLS funds to the Board Treasurer and the Chief Financial Officer, who shall jointly (1) invest WLS funds in accordance with the investment objectives and subject to the limitations described in this policy; (2) manage the deposits of cash assets in accounts designated through this policy to be consistent with the goals of this policy; and ~~(23)~~ establish procedures consistent with this policy. No person may engage in any investment

**Formatted:** Space After: 25.85 pt, Tab stops: 3", Centered + 6", Right

transaction on behalf of WLS except as provided in this policy and the procedures established hereunder.

**Reporting**

The Treasurer shall provide the Board of Trustees with investment reports at regular board meetings, specifying the types of investments, principal balances, rates of return and maturities.

*Last approved: October 27, 2020*

**Subject:** Purchasing

**Application:** Employees

The Westchester Library System (WLS) is committed to promoting a responsible procurement process based on receiving the highest-quality goods and services while assuring the prudent and economical use of revenues. The intent of this policy is to maximize the use of the WLS funds by employing efficient and professional procurement practices and providing sound safeguards against favoritism, extravagance, fraud and corruption, while allowing appropriate decision-making flexibility for WLS staff to function effectively. This policy controls the procurement of goods and services with WLS funds. Procurement of goods and services shall be subject to the requirements and restrictions in these guidelines.

Purchasing activities may be initiated by any WLS staff member with the approval of the appropriate Department Head and/or the Executive Director. Large hardware and software purchases are the responsibility of the Director of Information Technology and/or Network Administrator, in consultation with and approval of the Executive Director. In the absence of the Executive Director, the Chief Financial Officer shall consult on and approve purchases.

### **Competitive Bidding**

Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which a contract may not be awarded to lowest responsible bidder may include, but are not limited to: (1) vendor cannot comply with the full specifications set forth in the bid; (2) vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by WLS; (3) vendor's after-purchase support services are deemed inadequate; (4) vendor's terms of payment are disadvantageous to WLS; (5) vendor's performance in previous engagements are not satisfactory.

To the extent possible, WLS will not purchase goods or services from any vendor in which a Board member or staff member has disclosed or is known to have a full or partial actual or prospective business interest.

[WLS welcomes all vendors including, but not limited to, Certified Minority-Owned, Women-Owned, 2SLGBTQAI+-Owned, Veteran-Owned and Abilities-Owned Enterprises. Vendors with such certifications are encouraged to identify their certifications when submitting bids.](#)

### **Quotes**

Competitive quotes are required when the estimated expenditure for a product or service exceeds certain thresholds, as noted below. This process allows WLS to obtain the best value for expenditure of its funds. The only exceptions to this process are for purchases in which there are fewer than the required number of competitors who offer a given product or service, or for purchases for which a "sole source" makes good business sense (see below).

**Sole Source Suppliers or Fewer-than-Required Number of Vendors**

Under certain circumstances, it may be necessary to seek quotes from fewer than the required number of vendors or make a purchase from a sole source. Sole sourcing may make sense in a situation where a specific manufacturer’s product is compatible with products already owned by the system, where a specific vendor may have special expertise related to a specific project or initiative or in a situation where it is determined that seeking competitive quotes is not advantageous to WLS. In situations where a sole source or fewer vendors will be sought, approval of the Executive Director must be obtained in advance of any purchase being made.

<b>Dollar Amount Of Purchase</b>	<b>Quote Requirements</b>	<b>Purchase Order (PO) required?</b>	<b>Payment Options</b>
Less than \$2,000	No quotes	No	1. Petty Cash (for items under \$50) 2. Vendor invoice 3. Corporate credit card
\$2,000 - \$4,999	Minimum of 2 verbal quotes	No	Vendor invoice
\$5,000 - \$24,999	Minimum of 2 written price quotes	Yes	Invoice, PO & supporting delivery documents
\$25,000 - \$99,999	Minimum of 3 written price quotes	Yes	Invoice, PO & supporting delivery documents
\$100,000 and up	Formal bid process	Yes	Invoice, PO & supporting delivery documents

**Office and Other Supplies**

Office supplies are purchased on a monthly basis. Employees make requests on a form located ~~in~~ with the supply ~~room~~ storage unit. Requests include the item description, name of requestor, requesting department and date. The ~~Administrative Assistant for Information Technology~~ Executive Director designates employees to serve as the Supplies Coordinator and as the Supply Manager. The Supply Coordinator compiles ~~these~~ supply requests and enters an online order for these items. The order is then routed to the ~~Executive Assistant~~ Supply Manager for approval and submission. When the ordered items are received, the ~~Administrative Assistant for Information Technology~~ Supplies Coordinator reviews the order for accuracy and completeness, distributes the items to the various requestors, and submits back-up information on the order to the Operations Manager.

For purchases other than office supplies, the requestor first explores the possibility of purchasing through a New York State government agency contract or any other recognized government agencies or national discount programs for libraries which offer the potential for economies of scale.

**Cooperative Purchases for Member Libraries**

For items purchased on behalf of the member libraries, WLS recognizes that those purchases are subject to competitive bidding as outlined in General Municipal Law. Therefore, the following procedures will be implemented for these purchases:

<b>Dollar Amount Of Purchase</b>	<b>Quote Requirements</b>	<b>PO required?</b>	<b>Payment Options</b>
Less than \$2,000	No quotes	No	1. Petty cash (for items under \$50) 2. Vendor invoice 3. Corporate credit card
\$2,000 - \$9,999	Minimum of 2 verbal quotes	No	Vendor invoice
\$10,000 - \$19,999	Minimum of 2 written quotes	Yes	Invoice, PO & supporting delivery documents
\$20,000 and up	Formal bid process*	Yes	Invoice, PO & supporting delivery documents

\* Request for Proposal (RFP) or Request for Quotation (RFQ), publicly advertised, and a minimum of 3 quotations, with selected vendor approved by the Executive Director. If funds have not been previously approved by the WLS Board of Trustees, then selected vendor requires Board approval.

**Exclusions**

These guidelines do not apply to the following:

1. Purchases made through a New York State contract, when the State contract vendor offers specified goods or services at a lower cost, purchase at the lower rate is recommended, with appropriate documentation included with the purchase documents.
2. Purchases of computer hardware, related equipment and support, when standardization of equipment and support can be justified, a specification document outlining in detail the technical requirements, including when appropriate brand name specification, can be developed and with Board approval used as part of the RFP or RFQ for these goods and services.

**Awarding Contracts for Purchases made for WLS or Cooperative Purchases for Member Libraries**

The basis for all contract awards shall be the lowest responsible bid that meets the requirements outlined to the vendor(s) in a statement of specifications, a RFP or RFQ.

**Purchases for WLS or Cooperative Purchases for Member Libraries Not Subject to Bid**



1. Professional services which involve specialized expertise, use of professional judgment and/or high degree of creativity, such as: attorney, architect, engineer, land surveyor, trainer;
2. Situations when immediate action is required that cannot await competitive bidding;
3. Insurance - documentation shall include written quotations and specifications;
4. Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and deemed necessary to public interest, items included under this criteria may include, but not be limited to:
  - i. Electronic databases
  - ii. Digital content (ebooks, downloadable audiobooks, videos and music)
  - iii. Specialized hardware
5. Real property
6. Dues and memberships in trade or professional organizations
7. Library materials, including periodical subscriptions
8. Advertisements
9. Postage
10. Petty cash purchases
11. Utility services
12. Copyrighted materials, patented materials, art and artistic services
13. Employee benefits
14. Legal services
15. Fees and costs of job-related travel, seminars, registration and training

*Last approved: September 29, 2015*



# Financial Statements and Notes

September 2022

Westchester Library System  
Statement of Financial Position - WLS Balance Sheet  
As of 9/30/2022

	<u>9/30/2022</u>	<u>7/31/2022</u>	<u>Prev. Per. Change</u>	<u>Prev. Per. % Change</u>	<u>12/31/2021</u>
<b>Assets</b>					
<b>Current Assets</b>					
<b>Cash &amp; Cash Equivalents</b>					
Operating	4,725,251	4,408,103	317,148	7.19%	3,685,745
Reserves	<u>1,752,246</u>	<u>1,747,350</u>	<u>4,896</u>	<u>0.28%</u>	<u>1,747,107</u>
Total Cash & Cash Equivalents	6,477,497	6,155,453	322,044	5.23%	5,432,852
Unconditional Promises to Give	283,668	791,636	(507,968)	-64.17%	292,070
Accounts Receivable	142,604	860,326	(717,722)	-83.42%	206,860
Prepaid Expenses	592,876	568,387	24,490	4.31%	433,569
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>
Total Current Assets	7,496,646	<u>8,375,802</u>	<u>(879,156)</u>	<u>-10.50%</u>	6,365,351
<b>Long-term Assets</b>					
Property & Equipment	<u>320,704</u>	<u>343,145</u>	<u>(22,441)</u>	<u>-6.54%</u>	<u>421,690</u>
Total Property & Equipment	<u>320,704</u>	<u>343,145</u>	<u>(22,441)</u>	<u>-6.54%</u>	<u>421,690</u>
Total Long-term Assets	<u>320,704</u>	<u>343,145</u>	<u>(22,441)</u>	<u>-6.54%</u>	<u>421,690</u>
Total Assets	<u>7,817,350</u>	<u>8,718,947</u>	<u>(901,597)</u>	<u>-10.34%</u>	<u>6,787,041</u>
<b>Liabilities</b>					
<b>Short-term Liabilities</b>					
Accounts Payable	541,744	832,952	(291,207)	-34.96%	841,006
Deferred Revenue	<u>1,418,482</u>	<u>2,047,088</u>	<u>(628,606)</u>	<u>-30.71%</u>	<u>7,200</u>
Total Short-term Liabilities	1,960,226	2,880,040	(919,814)	-31.94%	848,206
<b>Long-term Liabilities</b>					
Capital Lease Obligations	0	0	0	0.00%	0
Deferred Rent	225,171	230,574	(5,403)	-2.34%	245,925
Post-Retirement Benefits Payable	<u>4,892,551</u>	<u>4,892,551</u>	<u>0</u>	<u>0.00%</u>	<u>4,892,551</u>
Total Long-term Liabilities	<u>5,117,722</u>	<u>5,123,125</u>	<u>(5,403)</u>	<u>-0.11%</u>	<u>5,138,476</u>
Total Liabilities	<u>7,077,948</u>	<u>8,003,164</u>	<u>(925,217)</u>	<u>-11.56%</u>	<u>5,986,682</u>
<b>Net Assets</b>					
Working Capital	5,536,419	5,495,762	40,657	0.74%	5,517,145
Long-term Net Assets	<u>(4,797,018)</u>	<u>(4,779,979)</u>	<u>(17,038)</u>	<u>0.36%</u>	<u>(4,716,786)</u>
Total Net Assets	<u>739,402</u>	<u>715,783</u>	<u>23,619</u>	<u>3.30%</u>	<u>800,359</u>
Total Liabilities and Net Assets	<u>7,817,350</u>	<u>8,718,947</u>	<u>(901,597)</u>	<u>-10.34%</u>	<u>6,787,041</u>

## **NOTES FOR SEPTEMBER 2022 STATEMENT OF FINANCIAL POSITION - WLS BALANCE SHEET**

In the period of August and September WLS's cash position increased by \$322,000 which helped to offset an overall \$901,600 decrease in *Total Assets*. There were also decreases in *Deferred Revenue* by \$628,600 and *Accounts Payable* by \$291,200 which drove a \$925,200 decrease in *Total Liabilities*. The overall effect was a \$23,600 (3%) increase in WLS's *Total Net Assets*. Details of the Balance Sheet activity are discussed below.

All figures noted in this narrative are approximate to the nearest \$100 or 1%.

**Current Assets:** *This section indicates the organization's liquidity by showing what assets WLS holds in cash and what assets will be available in cash in the near future.*

*Cash & Cash Equivalents* – *This line shows the total cash in WLS's bank accounts, investment accounts and petty cash.* – In the period from August through September WLS's cash position increased by \$322,000. With \$2,004,500 in receipts, revenues received included \$603,300 from the New York State in aid payments, \$700,900 from Member Libraries in payments for technology services and digital content group purchases and \$322,100 from Westchester County for the 2021 WSOS program and the second quarter of 2022. Aside from rent, payroll and benefits, Internet, and delivery to libraries, the notable expenditures include \$249,700 in NYS aid payments to member libraries, \$60,400 to Dell for cloud security software, and \$57,100 to GovConnection for VDI hardware

**Short term Liabilities:** *This section shows WLS's near-term obligations.*

*Deferred Revenue* – *Funds received which have not yet been earned.* – This figure decreased by \$628,600, the result of recognizing of \$910,600 in revenues from New York State, IT services and eContent group purchases for libraries, eRate and, movie licensing revenues against the deferral of \$282,000 in revenues from New York State and the eRate program.

**Net Assets:** *This section shows WLS's net financial position.*

*Working Capital* – *WLS's Current Assets less Short-Term Liabilities* – While this figure fluctuates slightly from period-to-period (down 1% (\$40,600) since the end of July), it has decreased less than 0.5% (\$19,200) from the start of the year.

Westchester Library System  
Statement of Revenues and Expenditures -Comparison to Budget with 2020 and 2021 YTD  
From 9/1/2022 Through 9/30/2022

	Current Period Actual	Current Period Budget	Current Period Budget Variance	9/30/2020 YTD	9/30/2021 YTD	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenue									
State Revenues without Restrictions	223,767	188,750	35,017	1,728,778	1,637,657	1,799,797	1,698,750	101,047	2,265,000
County Revenues without Restrictions	108,560	87,550	21,010	772,300	786,195	893,016	787,950	105,066	1,050,600
Federal Revenues without Restrictions	15,589	12,917	2,672	117,816	681,384	318,744	116,250	202,494	155,000
Member Technology Fees	233,782	230,292	3,490	2,059,000	2,127,524	2,101,603	2,072,625	28,978	2,763,500
Fund Raising & Contributions	42	917	(875)	16,723	1,138	1,049	8,250	(7,201)	11,000
Interest	2,688	333	2,355	13,832	1,805	6,095	3,000	3,095	4,000
WEBS & Other	760	658	102	9,310	6,911	7,135	5,925	1,210	7,900
Government Revenues with Restrictions	20,210	19,158	1,052	170,584	366,379	167,125	172,425	(5,300)	229,900
Other Revenues with Restrictions	7,855	13,208	(5,354)	86,642	241,485	296,667	118,875	177,793	158,500
Total Revenue	613,252	553,783	59,469	4,974,986	5,850,478	5,591,231	4,984,050	607,181	6,645,400
Expenditures									
Salaries	198,921	206,760	7,839	1,718,979	1,727,668	1,769,122	1,860,839	91,717	2,481,119
Fringe Benefits	82,775	111,648	28,873	857,426	842,604	890,183	1,004,837	114,654	1,339,781
Professional Fees	1,972	4,138	2,166	123,580	21,732	11,149	37,238	26,088	49,650
Equipment	17,703	11,500	(6,203)	158,229	212,527	74,990	103,500	28,510	138,000
Library Materials	51,178	57,621	6,443	696,994	550,860	521,721	518,588	(3,133)	691,450
Rent and Utilities	29,639	30,100	461	270,046	249,617	273,674	270,900	(2,774)	361,200
Repairs and Maintenance	43,021	42,625	(396)	338,183	318,936	326,383	383,625	57,242	511,500
Supplies	4,331	3,488	(843)	23,272	17,723	22,873	31,388	8,514	41,850
Telephone and Internet	34,498	36,500	2,002	232,214	284,886	322,574	328,500	5,926	438,000
Printing and Postage	3,471	4,958	1,487	11,202	56,894	69,187	44,625	(24,562)	59,500
Bibliographic Fees	6,790	6,708	(82)	57,799	59,744	60,306	60,375	69	80,500
Professional Development	208	7,718	7,510	34,184	22,007	28,297	69,458	41,160	92,610
Travel	1,705	2,870	1,165	9,478	369	18,342	25,830	7,488	34,440
Memberships	886	1,808	922	6,769	14,371	16,487	16,275	(212)	21,700
Contractual Services	40,536	29,733	(10,803)	168,466	217,257	336,361	267,600	(68,761)	356,800
Delivery Service	40,752	35,750	(5,002)	228,252	320,724	367,276	321,750	(45,526)	429,000
Special Events	0	833	833	1,018	0	0	7,500	7,500	10,000
Insurance	871	2,667	1,796	17,058	20,534	22,433	24,000	1,567	32,000
Miscellaneous	322	2,017	1,695	3,981	4,944	5,037	18,150	13,113	24,200
Total Expenditures	559,579	599,442	39,862	4,957,129	4,943,398	5,136,394	5,394,975	258,581	7,193,300
Net Revenue Before Depreciation	53,673	(45,658)	99,331	17,857	907,079	454,837	(410,925)	865,762	(547,900)
Non-Cash Activity									
Depreciation	11,221	12,021	800	168,673	142,317	100,986	108,187	7,202	144,250
Unrealized Gain/Loss on Investments	(2,060)	0	2,060	(3,321)	116	(2,660)	0	2,660	0
Total Non-Cash Activity	9,161	12,021	2,860	165,352	142,433	98,326	108,187	9,862	144,250
Net Revenue	44,512	(57,679)	102,191	(147,495)	764,646	356,511	(519,113)	875,624	(692,150)

## **NOTES FOR SEPTEMBER 2022 (INCOME STATEMENT) STATEMENT OF REVENUE AND EXPENDITURES – COMPARISON TO BUDGET**

Revenues outpaced expenditures before depreciation in September by \$53,700 (9%) and similarly for the YTD by \$452,900 (8%). There are noteworthy positive and negative variances discussed below. All figures in this narrative are approximated to the nearest \$100 or 1%.

### **Revenues:**

Total revenue was \$59,500 more than budgeted for September and \$452,900 above budget for the year-to-date (YTD). While most revenue lines are essentially within budget, the significant variances were primarily driven by *State Revenues without Restrictions* and *County Revenues without Restrictions* and is discussed in greater details below.

*State Revenues without Restrictions* came in \$35,000 more than budgeted. WLS was allocated more aid from NYS than was budgeted, resulting in the positive variance which will continue through the remainder of the year.

*County Revenues without Restrictions* was \$21,000 more than budgeted for September. Similarly, to *State Revenues without Restrictions*, this line was also budgeted less than the final allocation from Westchester County. The additional revenue will be recognized through the remainder of the year.

*Other Revenues with Restrictions* was under budget by \$5,400 for September but was \$177,800 above budget for the YTD and has exceeded its target for the year. This highlights that while revenues for grants and fundraising are budgeted evenly across the year, the actual amounts raised monthly will fluctuate. The significant above budget variance for the year to date was primarily due to the March recording of a \$250,000 grant from the Eric & Wendy Schmidt Fund for Strategic Innovation in the *Restricted Contributions* line.

### **Expenses:**

Total spending in September was \$53,700 less than revenues and was \$39,900 less than the monthly budget. Spending for the YTD is \$454,800 less than revenues and \$258,600 less than budgeted. Significant variances are discussed below.

*Contractual Services* – This line came in \$10,800 over budget for September and \$68,800 over budget for the year to date. The overage in September was driven by several grant-related expenses including \$7,500 to Student Advocacy toward their work on updating the “101 Answers” guide, \$7,200 to STEM Alliance for their work in the Reconnect with Tech program, and \$3,100 to Events to Remember for their work with WLS’s Digital advocacy and navigation work funded through the American Rescue Plan Act (ARPA).

*Equipment* – While this line was over budget by \$6,100 for September it is under budget by \$28,500 for the YTD. The overage for September was driven by \$10,100 in purchases of laptops for staff. Additionally, it is noteworthy that the majority of equipment spending for 2022 has been part of special project purchases. Please refer to the Income Statement – Capital Expenditures for reporting on these purchases.

*Delivery* – This line came in \$5,000 over budget for the month of September. The overage in this line is due to a surcharge currently being applied to all deliveries due to the increased cost of fuel.

**NOTES FOR 2022 SPECIAL PROJECTS AND CAPITAL EXPENDITURES (SEPTEMBER 2022 AND YTD)**

Total capital expenses thru September 2022 total \$417,468. For this report there are two illustrations. The first chart is a Statement of Capital Expenditures and shows the expenses by category and period (September 2022 and YTD) with comparison to budget. The second chart is a Project Summary and shows expenses by project with comparison to budget. Budget figures in each illustration includes all capital projects authorized to date.

It is important to note that the Income Statement illustration is for expenses approved and incurred as part of the capital budget. However, prepaid expenses, while paid are yet to be incurred and therefore do not appear on the Statement of Capital Expenditures. There are additional expenses that are recorded as prepaid expenses on the Balance Sheet and will be recognized against the operating budget as they are incurred. The Project Summary chart includes ALL expenses, including prepaid expenses.

**Statement of Special Projects and Capital Expenditures – September 2022 with Comparison to Budget**

	<u>9/30/2022</u>	<u>Current Period Budget</u>	<u>Current Period Budget Variance</u>	<u>9/30/2022 YTD</u>	<u>YTD Budget</u>	<u>YTD Budget Variance</u>	<u>Total Budget</u>
Equipment	14,573	94,083	79,510	329,654	531,752	202,098	814,000
Repairs and Maintenance	2,120	0	-2,120	50,002	0	-50,002	0
Contractual Services	<u>37,813</u>	<u>0</u>	<u>-37,813</u>	<u>37,813</u>	<u>0</u>	<u>-37,813</u>	<u>0</u>
Total Expenditures	<u>54,505</u>	<u>94,083</u>	<u>39,577</u>	<u>417,468</u>	<u>531,752</u>	<u>114,284</u>	<u>814,000</u>

**Summary of Expenditures by Project**

<b>Project</b>	<b>Date Authorized</b>	<b>Expenses thru Sep- 2022</b>	<b>Prepaid Expenses</b>	<b>Project Total to Date</b>	<b>Budget</b>	<b>Budget Variance</b>
Service Vehicle	1/25/2022	\$0	\$0	\$0	\$36,000	\$36,000
Primary Server Hardware Replacement	1/25/2022	\$103,661	\$82,599	\$186,260	\$153,000	(\$33,260)
Library Network Upgrade	4/26/2022	\$234,022	\$0	\$234,022	\$465,000	\$230,978
VDI Terminal / Access Point Replacement	6/28/2022	\$79,785	\$0	\$79,785	\$160,000	\$80,215
<b>Total</b>		<b>\$417,468</b>	<b>\$82,599</b>	<b>\$500,067</b>	<b>\$814,000</b>	<b>\$396,532</b>

Westchester Library System  
Statement of Revenues and Expenditures with Projections  
as of September 30, 2022

	Current Year Actuals (through Sep-2022)	Current Year Projected (Oct -Dec 2022)	CURRENT YEAR TOTAL PROJECTIONS	Current Year Projected vs Budget	
Total Budget					
<b>Revenue</b>					
State Revenues without Restrictions	2,265,000	1,799,797	671,290	2,471,087	206,087
County Revenues without Restrictions	1,050,600	893,016	325,680	1,218,696	168,096
Federal Revenues without Restrictions	155,000	318,744	46,770	365,514	210,514
Member Technology Fees	2,763,500	2,101,603	663,307	2,764,910	1,410
Fund Raising & Contributions	11,000	1,049	350	1,399	(9,601)
Interest	4,000	6,095	5,571	11,666	7,666
WEBS & Other	7,900	7,135	2,370	9,505	1,605
Government Revenues with Restrictions	229,900	167,125	60,592	227,717	(2,183)
Other Revenues with Restrictions	<u>158,500</u>	<u>296,667</u>	<u>17,540</u>	<u>314,207</u>	<u>155,707</u>
<b>Total Revenue</b>	<b><u>6,645,400</u></b>	<b><u>5,591,231</u></b>	<b><u>1,793,470</u></b>	<b><u>7,384,701</u></b>	<b><u>739,301</u></b>
<b>Expenditures</b>					
Salaries	2,481,119	1,769,122	589,707	2,358,829	122,290
Fringe Benefits	1,339,781	890,183	246,020	1,136,203	203,578
Professional Fees	49,650	11,149	30,969	42,118	7,532
Equipment	138,000	74,990	28,404	103,394	34,606
Library Materials	691,450	521,721	173,907	695,628	(4,178)
Rent and Utilities	361,200	273,674	92,541	366,215	(5,015)
Repairs and Maintenance	511,500	326,383	114,092	440,475	71,025
Supplies	41,850	22,873	9,149	32,022	9,828
Telephone and Internet	438,000	322,574	107,525	430,099	7,901
Printing and Postage	59,500	69,187	23,062	92,249	(32,749)
Bibliographic Fees	80,500	60,306	20,102	80,408	92
Professional Development	92,610	28,297	9,432	37,729	54,881
Travel	34,440	18,342	6,114	24,456	9,984
Memberships	21,700	16,487	5,496	21,983	(283)
Contractual Services	356,800	336,361	112,120	448,481	(91,681)
Delivery Service	429,000	367,276	129,568	496,844	(67,844)
Special Events	10,000	0	0	0	10,000
Insurance	32,000	22,433	7,478	29,911	2,089
Miscellaneous	<u>24,200</u>	<u>5,037</u>	<u>1,679</u>	6,716	17,484
<b>Total Expenditures</b>	<b><u>7,193,300</u></b>	<b><u>5,136,395</u></b>	<b><u>1,707,365</u></b>	<b><u>6,843,760</u></b>	<b><u>349,540</u></b>
Net Revenue Before Depreciation	(547,900)	454,836	86,105	540,941	1,088,841
<b>Non-Cash Activity</b>					
Depreciation	<u>144,250</u>	<u>100,986</u>	<u>68,328</u>	<u>169,314</u>	<u>(25,064)</u>
Unrealized Gain/Loss on Investments	<u>0</u>	<u>(2,660)</u>	<u>2,660</u>	<u>0</u>	<u>0</u>
<b>Total Non-Cash Activity</b>	<b>144,250</b>	<b>126,672</b>	<b>70,988</b>	<b>169,314</b>	<b>(25,064)</b>
<b>Net Revenue</b>	<b><u>(692,150)</u></b>	<b><u>690,819</u></b>	<b><u>15,117</u></b>	<b><u>371,627</u></b>	<b><u>1,063,777</u></b>



## **Income Statement with Projections for October through December 2022**

### **Revenues:**

On the Revenue side, total revenue is expected to come in at approximately \$739,300 more than budgeted driven primarily by unbudgeted revenue from NYS and grants through the American Rescue Plan Act (ARPA) and the Eric and Wendy Schmidt Foundation. Detail budget lines noted below:

*Federal Revenues without Restrictions* – This line will come in approximately \$210,500 more than budget due to the unbudgeted award of funds from ARPA and eRate revenues being \$10,700 more than budgeted.

*State Revenues without Restrictions* – NYS allocations for 2022 were approximately 8% higher than budget, which assumed flat funding over 2021. The line will close the year more than \$206,000 higher than budgeted.

*Other Revenues with Restrictions* – This line is projected to come in approximately \$155,700 more than budgeted driven primarily by fundraising activities. The revenue projections in this line also include anticipated shortfalls from the Broadband Technology program at New Rochelle Public Library and Library Administration Certificate program.

*Government Revenues with Restrictions* – The projected \$2,200 deficit in this line is primarily driven by the elimination of the Westchester Seniors Out Speaking (WSOS) program and loss of its associated revenue. Also included in this line are revenues from NYS for Coordinated Outreach and services to correctional facilities that will come in more than budgeted as discussed in *State Revenues without Restrictions*.

### **Expenses:**

On the Expense side, total expenses are projected to come in approximately \$746,200 under budget before depreciation. Notable variances are discussed below:

*Salaries and Fringe Benefits* – The projected surpluses in these lines are driven primarily by positions which were not filled or were open for a period. One full-time position was filled by a part-time worker in combination with contract personnel. A full-time position in the Cataloging department that became open through a retirement has not yet been filled. Positions budgeted for the WSOS program did not incur costs for the entire year. Finally, the 2022 pension payment is expected to be lower than budgeted.

*Contractual Services* – This line will end the year with a deficit of approximately \$91,700 and is primarily driven by using contract services by IT for the development of a data dashboard and services related to unbudgeted grant-funded projects.

*Repairs and Maintenance* – The expenses in this line are currently expected to fall under budget by \$71,000 driven primarily by lower than anticipated costs in software licensing and computer maintenance.

*Delivery* – This line is projected to come in at a deficit of more than \$67,800. This was driven by two key factors: (1) a fuel surcharge that has been applied to the cost of the service since March 2022 and (2) additional deliveries to libraries with pandemic-related supplies including COVID tests for distribution to the public.

*Professional Development and Travel* – These lines are projected to end the year with a combined surplus of \$64,900. This is driven by the COVID-19 pandemic which has limited travel, in-person professional development and costs associated with in-person meetings. The spending in these lines has increased over 2021 and is anticipated to continue to grow as activities return to pre-pandemic levels.

*Equipment* – Equipment expenses are projected to be \$34,600 under budget driven primarily by the fact that most equipment purchased in 2022 was through special projects approved by the Board are included in the Special and Capital Projects Income Statement rather than the Operating Income Statement.

*Printing and Postage* – This line will be projected to end the year nearly \$32,800 over budget. This was primarily driven by expenses related to unbudgeted, grant-funded programs through ARPA, Reconnect with Tech and other Outreach department projects.

*Miscellaneous* – This line is expected to end the year with a surplus of approximately \$17,500. The primary driver of the surplus in this line is the contingency budget of \$15,000 which is expected to close the year without any expenses.

*Special Events* – This line is projected to come in with no expenses for the year as a special event is not planned at this time.

**Item:** Library Materials Discovery Tool

**Background:** Westchester Library System (WLS) patrons and member library staff currently use the online public access catalog (OPAC) built into the Evergreen ILS (Integrated Library System) for search and discovery of library materials. The current OPAC does not integrate discovery of both physical and digital library materials and is limited in its overall functionality.

**Status:** WLS has identified the open-source Aspen Discovery System as a solution that will provide library users with a more robust and integrated discovery experience for both print and digital materials. It also provides opportunities for local customization, better relevancy in search results and a more refined interface than the current OPAC.

WLS has also identified ByWater Solutions as a partner to provide installation, customization, hosting and training.

The cost of the project is \$70,200 for the first year and \$42,500 in the second year for continuing hosting and support.

This special project will be presented at this meeting as an Information Item for discussion and will be brought to the WLS Board for approval at their November 29, 2022, meeting.

October 25, 2022

**Item:** WLS 2023 Operating Budget

**Background:** The Budget Committee of the Board of Trustees met three times in October to review a number of options in order to arrive at a budget proposal for the 2023 fiscal year. Each of the committee's meetings focused on the following topics and service areas:

- October 6
  - Budget process and overview
  - Employee compensation
  - Administration department
  - Information Technology department
- October 12
  - Career Coaching Service department
  - Outreach department
  - Training department
- October 17
  - Cataloging department
  - Delivery department
  - Fund-Raising department
  - Employee benefits

**Status:** Attached is the Executive Summary for the proposed FY 2023 operating budget along with detailed 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 November 29, 2022, meeting.

October 25, 2022

# Westchester Library System

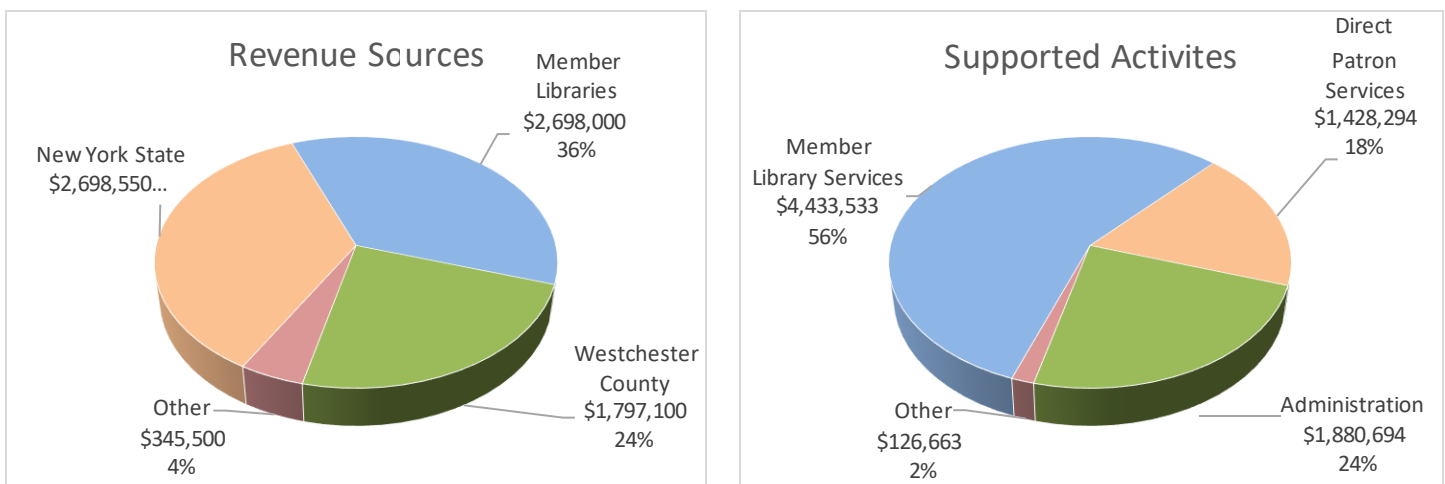
## Proposed FY 2023 Operating Budget

### 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.

In preparing the 2023 proposed budget, WLS made two major assumptions: (1) no increase in funding from New York State as well as (2) a reduction in IT fees of approximately 2.4% less than previous year budget.

The budget was developed and presented to the Budget Committee over the course of three meetings, each with a deeper focus on department-level allocations. The committee examined previous year actual figures, current year budget and the proposed budget at the department level. Considerations were made to the purpose of programs as pertaining to administration, services to member libraries, and direct services to the public.



### 2023 Budget Highlights:

#### ✓ Revenue

- Approximately \$7.5 million from all sources
- Revenues increase roughly \$893,800 over the 2022 revenue budget
- County revenues include a special project (\$525,000) pending approval
- eRate funding of \$165,000 (compared to \$155,000 budgeted for 2022)
- Central Library revenue (\$375,550) assumed flat over 2022
- A 2.4% reduction of Member Library Technology fees over 2022 budget

#### ✓ Expenses

- Operational changes intended to increase value and productivity including:
  - Purchase of laptops and cell phones for staff to replace existing workstations and promote a mobile-enabled workforce and cyber-security focused design
  - Streamlining of Outreach budget to include all youth service activities
  - Reassignment of training staff to provide member libraries with guidance with NYS Annual Reports

## Westchester Library System Proposed FY 2023 Operating Budget

---

- ✓ Expenses (continued)
  - Budgeted expenses exceed revenues by \$330,035 before depreciation (compared to \$547,900 budgeted for 2022)
    - Restricted assets (grants) earned in prior years will be spent in 2023
    - The Budget Committee recommends that WLS appropriate unrestricted assets to meet its projected expenditures for 2023
  - WLS currently holds over \$6.4 million in Cash and Cash Equivalents between its Operating, Reserve and Investment accounts
  - Projected depreciation of \$176,000 is included in the Operating budget
  - Member Library Services includes member-funded IT services, and additionally includes, but is not limited to, cataloging, interlibrary loan, training, and delivery services

The budget allows for the continuation of current programs and services whose overarching goal is to focus on community engagement and outreach through partnerships with the member libraries, governmental agencies, service organizations community members and Westchester County, including:

- ✓ Engagement with unserved and underserved populations including youth, seniors, and low-literacy adults
- ✓ Assist justice impacted individuals residing in New York State and Westchester County facilities in accessing library services
- ✓ Promoting discovery, access and resource sharing through Cataloging, Interlibrary Loan and Delivery
- ✓ Career Coaching Services for unemployed and underemployed adults
- ✓ Member Library Technology

The following assumptions form the basis for the revenue figures included in the budget:

- ✓ Allocations from Westchester County include a 4% increase on continuing services and an additional \$525,000 request for a digital equity community engagement program
- ✓ The allocations from New York State as assumed to be flat over 2022
- ✓ Member Library contributions will be reduced due to reductions in requested services
- ✓ Adult and Family Literacy funding has been combined into Coordinated Outreach funding from NYS to align with new legislation

On the expense side, the following assumptions are built into the budget:

- ✓ 2023 salaries will increase by 3% (approximately \$76,500) for staff
- ✓ An increase of 18% for the cost of health insurance with employees continuing to contribute 15% of the cost of individual health insurance and a decrease to 20% of the cost of family health insurance.
- ✓ Central Library expenditures totaling \$375,550
- ✓ The digital equity community engagement program budget has equal revenue and expenses and therefore will not impact the overall health of the budget should it not move forward.
- ✓ Pension costs will be approximately 12% of 2023 salary expenses and is slightly lower than previous years' expenses.
- ✓ Professional Development increased 11% to support training staff for community engagement activities.
- ✓ Delivery service allocations increased 5% due to new contract pricing and anticipated fuel surcharges.

## Westchester Library System Proposed FY 2023 Operating Budget

---

The following expense lines in 2023 will have significant changes compared to the 2022 budget:

- ✓ Addition of a digital equity community engagement program which will expand community and partner engagement and promote equity and access for residents that do not have adequate access to the Internet, connected technology and digital literacy skills.
  - The digital equity community engagement program, which is the primary driver for the increases in Printing and Publicity (150%), and Travel, Conferences and Meetings (58%), and Miscellaneous (34%) expenses.
  - This project is contingent on the approval of additional funding from Westchester County. Should the project not be approved the related expenses will also not be incurred.
- ✓ The employee contribution to health insurance has been simplified: employees will contribute 15% toward the individual plan premium and 20% toward the family plan premium. The current contribution for family plan premiums has an effective rate of 24% but fluctuates year-to-year. No change is applied to the individual contribution. The cost of this change is approximately \$18,800.
- ✓ Increased allocations for Equipment of \$62,400 (45%), and Telephone and Internet of \$37,200 (8.5%) will invest in WLS's through purchase of laptops and cell phones for staff to replace existing workstations and promote a mobile-enabled workforce and cyber-security focused design
- ✓ Increased allocation in Travel, Conferences and Meetings of \$20,000 (58%) also includes additional allocations for IT staff to attend technology-specific conferences

### Banking Services

WLS will continue to use TD Bank for all commercial bank business. WLS will also use TD Wealth for all investment banking business.

### About Supported Activities

The Supported Activities chart on page one identifies expenses as a function of either Member Library Services, Direct Patron Service, Administration, or other.

Member Library Services are the services that directly impact the member libraries. This includes information technology, cataloging, interlibrary loan, training, support for NYS annual reports and construction grants, fund raising and grant writing support, movie licensing coordination and group purchasing of electronic content for patrons.

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 unserved and underserved populations including, but not limited to seniors, youth, low-literacy populations, justice impacting individuals, and those seeking high-school equivalency certification. It also includes career coaching services, and electronic content purchased with Central Library funds.

### Conclusion

In 2023, WLS will work to maximize investment and resource allocation to support both its ongoing operations and its strategic initiatives. At the same time, WLS will continue to 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. As always, spending will be monitored against the budget on an ongoing basis, and WLS will continue to look for cost savings and additional sources of revenue throughout the year.

Westchester Library System  
2023 Proposed Budget - Summary 2021-2023  
Oct-2022

Generated 10/19/2022

Item #		2021 Final	2022 Adopted	2022 Projected	2023 Proposed	% change over 2022 Adopted
	<b>REVENUES:</b>					
R-1	General Library Aid	1,526,392	1,526,390	1,669,030	1,669,000	9.3%
R-2	Supplemental Aid	202,912	202,950	219,857	219,850	8.3%
R-3	Local Library Services revenue	256,063	275,300	299,304	299,300	8.7%
R-4	Local Library Services pass-thru payments	(256,065)	(275,300)	(299,304)	(299,300)	8.7%
R-5	Local Services Support Aid	209,414	189,900	206,655	206,650	8.8%
R-6	Grants in Aid	440,000	0	7,084	0	
R-7	Grants in Aid pass-thru payments	(365,000)	0	(7,084)	0	
R-8	Central Library Services Aid	345,729	345,760	375,554	375,550	8.6%
R-9	Westchester County	1,050,600	1,050,600	1,218,696	1,797,100	71.1%
R-10	Federal Aid	938,845	155,000	365,514	165,000	6.5%
R-11	Member Library Fees	2,820,800	2,763,500	2,764,910	2,698,000	-2.4%
R-12	Special Events	0	10,000	0	0	-100.0%
R-13	Contributions (Unrestricted)	771	1,000	1,398	0	-100.0%
R-14	Investments/Interest Income	2,531	4,000	11,666	5,000	25.0%
R-15	WEBS, Non-Resident Cards, Misc	8,930	7,900	9,505	2,500	-68.4%
R-16	Coordinated Outreach	153,309	153,300	187,888	187,850	22.5%
R-17	Correctional Facilities	38,433	38,400	39,867	39,650	3.3%
R-18	Adult Literacy	8,293	8,300	0	0	-100.0%
R-19	Family Literacy	12,900	12,900	0	0	-100.0%
R-20	Westchester Seniors Out Speaking	17,514	17,000	0	0	-100.0%
R-21	Other revenues with Restrictions	264,676	158,500	314,207	173,000	9.1%
	<b>Total Revenues:</b>	<b>7,677,047</b>	<b>6,645,400</b>	<b>7,384,747</b>	<b>7,539,150</b>	<b>13.4%</b>
	<b>EXPENSES:</b>					
	<b>Personnel</b>					
E-1	Salaries & Hourly Wages	2,347,714	2,481,119	2,358,829	2,677,078	7.9%
E-2	Employee Benefits	993,145	1,079,781	864,973	1,153,626	6.8%
E-3	Retiree Health Benefits	269,615	260,000	271,230	276,000	6.2%
	<b>Subtotal Personnel</b>	<b>3,610,474</b>	<b>3,820,900</b>	<b>3,495,032</b>	<b>4,106,705</b>	<b>7.5%</b>
	<b>Other Than Personnel</b>					
E-4	Professional Fees	43,238	49,650	42,119	51,300	3.3%
E-5	Equipment	386,706	138,000	103,394	200,400	45.2%
E-6	Library Materials	752,235	691,450	695,628	710,420	2.7%
E-7	Rent & Utilities	332,274	361,200	366,215	355,870	-1.5%
E-8	Repairs & Maintenance	406,210	511,500	440,475	560,400	9.6%
E-9	Supplies	20,184	41,850	32,022	71,550	71.0%
E-10	Telephone & Internet	414,792	438,000	430,099	475,140	8.5%
E-11	Printing & Postage	68,855	59,500	92,249	148,900	150.3%
E-12	Bibliographic Fees	79,256	80,500	80,408	89,500	11.2%
E-13	Professional Development	2,247	92,610	37,730	102,800	11.0%
E-14	Travel, Conferences & Meetings	2,053	34,440	24,456	54,400	58.0%
E-15	Memberships	15,834	21,700	21,982	28,000	29.0%
E-16	Contractual Services	295,682	356,800	448,481	395,300	10.8%
E-17	Delivery Service	423,702	429,000	496,844	451,000	5.1%
E-18	Special Events	0	10,000	0	0	-100.0%
E-19	Insurance	25,658	32,000	29,910	35,000	9.4%
E-20	Miscellaneous	6,641	24,200	6,716	32,500	34.3%
	<b>Subtotal Other Than Personnel</b>	<b>3,275,567</b>	<b>3,372,400</b>	<b>3,348,728</b>	<b>3,762,480</b>	<b>11.6%</b>
	<b>TOTAL EXPENSES</b>	<b>6,886,041</b>	<b>7,193,300</b>	<b>6,843,760</b>	<b>7,869,185</b>	<b>9.4%</b>
	<b>Net Revenue before Depreciation</b>	<b>791,006</b>	<b>(547,900)</b>	<b>540,987</b>	<b>(330,035)</b>	
	<b>From Temp. Restd. Assets</b>		<b>6,500</b>		<b>132,575</b>	
	<b>From Reserves</b>		<b>541,400</b>		<b>197,460</b>	<b>-63.5%</b>
	<b>Depreciation &amp; Non-Cash Activity</b>	<b>204,368</b>	<b>144,250</b>	<b>169,314</b>	<b>176,000</b>	<b>22.0%</b>
	<b>TOTAL EXPENSES with Depreciation</b>	<b>7,090,409</b>	<b>7,337,550</b>	<b>7,013,074</b>	<b>8,045,185</b>	
	<b>Net Revenue</b>	<b>586,638</b>	<b>(144,250)</b>	<b>371,673</b>	<b>(176,000)</b>	

Westchester Library System  
2023 Proposed Budget - Detail  
Oct-2022

<b>2023 PROPOSED BUDGET BY DEPARTMENT</b>									
<b>Revenues</b>	<b>Admin</b>	<b>Fund Raising</b>	<b>Cataloging</b>	<b>Delivery</b>	<b>Outreach</b>	<b>Training</b>	<b>CCS</b>	<b>Information Technology</b>	<b>TOTAL</b>
General Library Aid	1,367,850	160,000	97,400	0	43,750	0	0	0	1,669,000
Supplemental Aid	0	0	99,070	40,170	9,035	71,575	0	0	219,850
Local Library Services revenue	299,300	0	0	0	0	0	0	0	299,300
Local Library Services payments	(299,300)	0	0	0	0	0	0	0	(299,300)
Local Services Support Aid	0	0	102,765	0	103,885	0	0	0	206,650
Central Library Services Aid	362,550	0	0	0	0	13,000	0	0	375,550
Westchester County	525,000	0	157,100	470,350	338,845	0	245,805	60,000	1,797,100
Federal Aid	0	0	0	0	0	0	0	165,000	165,000
Member Library Fees	298,000	0	0	0	0	0	0	2,400,000	2,698,000
Special Events	0	0	0	0	0	0	0	0	0
Contributions (unrestricted)	0	0	0	0	0	0	0	0	0
Investments/Interest Income	4,250	0	0	0	0	0	0	750	5,000
WEBS, Non-Resident Cards, Misc	2,500	0	0	0	0	0	0	0	2,500
Coordinated Outreach	0	0	0	0	187,850	0	0	0	187,850
Correctional Facilities	0	0	0	0	39,650	0	0	0	39,650
Adult Literacy	0	0	0	0	0	0	0	0	0
Family Literacy	0	0	0	0	0	0	0	0	0
Westchester Seniors Out Speaking	0	0	0	0	0	0	0	0	0
Other revenues with Restrictions	20,000	76,500	0	0	41,500	35,000	0	0	173,000
<b>Total Revenues:</b>	<b>2,580,150</b>	<b>236,500</b>	<b>456,335</b>	<b>510,520</b>	<b>764,515</b>	<b>119,575</b>	<b>245,805</b>	<b>2,625,750</b>	<b>7,539,150</b>
<b>Expenses</b>	<b>Admin</b>	<b>Fund Raising</b>	<b>Cataloging</b>	<b>Delivery</b>	<b>Outreach</b>	<b>Training</b>	<b>CCS</b>	<b>Information Technology</b>	<b>TOTAL</b>
<b>Personnel:</b>									
Salaries	770,377	104,985	217,227	31,254	262,858	20,836	88,374	795,805	2,291,717
Hourly Wages	117,053	0	48,079	0	158,983	27	25,066	36,154	385,361
Employee Benefits	382,269	38,135	104,319	8,996	187,039	5,937	40,520	386,411	1,153,626
Retiree Health Benefits	276,000	0	0	0	0	0	0	0	276,000
<b>Subtotal Personnel</b>	<b>1,545,699</b>	<b>143,120</b>	<b>369,626</b>	<b>40,250</b>	<b>608,880</b>	<b>26,800</b>	<b>153,960</b>	<b>1,218,369</b>	<b>4,106,705</b>
<b>Other Than Personnel Services (OTPS)</b>									
Professional Fees	30,500	0	0	0	1,000	0	0	19,800	51,300
Equipment	35,900	2,000	10,000	0	16,000	0	4,000	132,500	200,400
Library Materials	660,550	0	0	0	39,870	0	0	10,000	710,420
Rent & Utilities	79,400	12,810	21,710	16,350	37,350	34,800	13,950	139,500	355,870
Repairs & Maintenance	56,100	1,000	0	0	4,500	0	0	498,800	560,400
Supplies	38,000	300	750	3,000	13,500	0	5,000	11,000	71,550
Telephone & Internet	16,580	1,220	4,880	0	10,980	0	2,440	439,040	475,140
Printing & Postage	90,500	1,000	0	0	51,100	0	1,000	5,300	148,900
Bibliographic Fees	0	0	56,000	0	33,500	0	0	0	89,500
Professional Development	12,750	0	0	0	10,550	58,000	500	21,000	102,800
Travel, Conferences & Meetings	19,000	1,000	4,000	0	5,000	0	400	25,000	54,400
Memberships	17,500	750	500	0	7,500	0	250	1,500	28,000
Contractual Services	50,000	0	1,000	0	108,800	0	68,500	167,000	395,300
Delivery Service	0	0	0	451,000	0	0	0	0	451,000
Special Events	0	0	0	0	0	0	0	0	0
Insurance	19,000	0	0	0	0	0	0	16,000	35,000
Miscellaneous	8,000	0	0	0	2,000	0	0	22,500	32,500
<b>Subtotal OTPS:</b>	<b>1,133,780</b>	<b>20,080</b>	<b>98,840</b>	<b>470,350</b>	<b>341,650</b>	<b>92,800</b>	<b>96,040</b>	<b>1,508,940</b>	<b>3,762,480</b>
<b>TOTAL EXPENSES</b>	<b>2,679,479</b>	<b>163,200</b>	<b>468,466</b>	<b>510,600</b>	<b>950,530</b>	<b>119,600</b>	<b>250,000</b>	<b>2,727,309</b>	<b>7,869,185</b>
<i>% of overall budget(before depreciation)</i>	34.1%	2.1%	6.0%	6.5%	12.1%	1.5%	3.2%	34.7%	100.0%
<b>NET REVENUE before Depreciation</b>	<b>(99,329)</b>	<b>73,300</b>	<b>(12,131)</b>	<b>(80)</b>	<b>(186,015)</b>	<b>(25)</b>	<b>(4,195)</b>	<b>(101,559)</b>	<b>(330,035)</b>
<b>From Temp. Restd. Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>132,575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>132,575</b>
<b>From Reserves</b>	<b>99,329</b>	<b>(73,300)</b>	<b>12,131</b>	<b>80</b>	<b>53,440</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>197,460</b>
Depreciation	25,000	0	0	0	0	0	0	151,000	176,000
<b>TOTAL EXPENSES with Depreciation</b>	<b>2,704,479</b>	<b>163,200</b>	<b>468,466</b>	<b>510,600</b>	<b>950,530</b>	<b>119,600</b>	<b>250,000</b>	<b>2,878,309</b>	<b>8,045,185</b>
<b>Net Revenue</b>	<b>(25,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(25)</b>	<b>(4,195)</b>	<b>(252,559)</b>	<b>(176,000)</b>



Westchester Library System  
2023 Proposed Budget - Notes  
Oct-2022

Generated: 10/19/2022

**REVENUE**

#	Budget Item	GENERAL NOTES	2023 BUDGET NOTES
R-1	General Library Aid	Formula aid provided by NYS to WLS in support of services provided to member libraries	Unrestricted monies which may be budgeted for any services provided by WLS. Assumes flat NYS funding over 2022 actual allocations. All State aid figures do not reconcile with audited financial statements and are structured for budgetary comparison.
R-2	Supplemental Aid	Same as General Library Aid	Same as General Library Aid.
R-3	Local Library Services Aid	Direct formula aid to assist individual public libraries in the system	Monies are sent to WLS for distribution to the individual libraries Assumes flat NYS funding over 2022 actual allocations.
R-4	Local Library Services payments	Formula aid distributed to member libraries	Monies sent to WLS are passed through to individual libraries. Allocations are set by the NYS Division of Library Development.
R-5	Local Services Support Aid	Same as General Library Aid	Same as General Library Aid.
R-6	Grants in Aid	Additional aid from NYS to WLS and Member Libraries	Funding in this category could be for both WLS and as pass-through to member libraries. While there is always a possibility of additional aid, the 2023 budget assumes that none will be received.
R-7			
R-8	Central Library Aid/Book Aid	Funding to support expenditures for adult non-fiction and foreign language materials	Budget is based on recommendations from the PLDA Central Library/eResources committee. Assumes flat NYS funding over 2022 actual allocations.
R-9	Westchester County Aid	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, cataloging and interlibrary loan, delivery service and electronic content.
R-10	Federal Aid	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. 2021 actuals include PPP, Project HOPE and NY Cares which is not included in the 2022 or 2023. 2022 Projections also ARPA funding.
R-11	Member Library 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 2.4% less than budgeted in 2022. These figures are driven by the selections of services in the IT Service Level Agreements. The amount collected for group purchases of e-content (\$298,000) is assumed to be flat over the 2022 budget.
R-12	Special Events	Monies raised from special events held by WLS	Assumes there will be no special events held in 2023.
R-13	Contributions (unrestricted)	Monies raised by Development which may be used for any WLS services	
R-14	Investments/Interest income	Monies earned on as interest from bank accounts and returns on investments.	
R-15	WEBS, Non-resident Cards, Misc	Monies raised for Career Counseling Services, purchase of WLS library cards from non-residents, miscellaneous income	
R-16	Coordinated Outreach	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	Family literacy, adult literacy, re-entry services for formerly incarcerated individuals, Vision Labs accessibility services, Senior Law Day (legal & financial workshops for older adults and caregivers) Assumes flat NYS funding over 2022 actual allocations.
R-17	Correctional Facilities	Aid to support libraries for offenders residing in NYS and Westchester County correctional facilities	Support for library services at correctional facilities including interlibrary loan, and purchase of library materials. Assumes flat NYS funding over 2022 actual allocations.
R-18	Adult Literacy	Funding to support services to improve adult literacy on the job and in the home	This funding has been eliminated as a separate program in 2022 and is now included as part of Coordinated Outreach funding from NYS.

Westchester Library System  
2023 Proposed Budget - Notes

Generated: 10/19/2022

Oct-2022

R-19	Family Literacy	Funding to provide family literacy services to children and their parents/caregivers	This funding has been eliminated as a separate program in 2022 and is now included as part of Coordinated Outreach funding from NYS.
R-20	Westchester Seniors Out Speaking	Funding to provide education & counseling services addressing Medicare and related benefits	This program was eliminated in 2022.
R-21	Other Revenues with Restrictions	Monies raised by Development for specific WLS programs	

**EXPENSES**

#	Budget Item	GENERAL NOTES	2023 BUDGET NOTES
E-1	Salaries & Hourly Wages	Salaries and hourly wages paid to WLS-employed individuals	See separate illustration of FTE comparison 2022 vs 2023
E-2	Benefits	(For Active Staff): Social Security & Medicare (employer portion) health insurance, worker's compensation, disability, life insurance, vision insurance, dental insurance, pension	18% increase in health insurance, 3% increase in dental and vision insurance, 5% increase in life insurance, pension costs equal to approx. 12% of salaries
E-3	Retiree Health Benefits	Health insurance for retirees	
E-4	Professional Fees:	Audit & Legal fees; Payroll Processing Fees, Recruitment Fees	
E-5	Equipment	Furniture, computer equipment, equipment rental, copier lease, network hardware	This line includes computer equipment for most WLS staff to create a more mobile-enabled working environment as well as network and computer hardware to support the member libraries.
E-6	Library Materials	Books, audio books, e-format materials, periodicals, DVDs/videos, databases	Budget is primarily for audio books, e-format materials and databases.
E-7	Rent & Utilities	Rent, utilities, real estate taxes, office cleaning, maintenance	
E-8	Repairs & Maintenance	Computer maintenance, equipment maintenance, software & software maintenance	Maintenance support for Evergreen, mobile printing, PC reservations help desk, thin client management, VMware (virtualization software), help desk software, back-up system, security software, Windows 10/Office 365
E-9	Supplies	Office & computer supplies, WLS-identified clothing	
E-10	Telephone & Internet	Telephones & internet connections	Internet circuits for all libraries, phone lines and cellular telephones. This also includes cellular phones for all WLS staff to create a more mobile-enabled work environment.
E-11	Printing & Postage	Postage, express mail, printing, publicity	
E-12	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	
E-13	Professional development	Training & professional development, trustee activities	
E-14	Travel, Conferences & Meetings	Travel, registration and related expenses for staff representation at professional conferences and meetings	ALA, PLA, NYLA, technology conferences
E-15	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.
E-16	Contractual Services	Services rendered under a formal contract/letter of agreement by outside persons, consultants or contractors	Network admin, co-location, WEBS counselors New Rochelle Library's Broadband Technology project, annual actuarial study
E-17	Delivery Service	Transportation of library materials to & from member libraries	Reflects new contract pricing taking effect on 1/1/2023
E-18	Special Events	WLS-sponsored events and fundraising activities	No event is planned for 2023.
E-19	Insurance	Liability and automobile insurance, Directors & Officers insurance	
E-20	Miscellaneous	Automotive Supplies, maintenance & repairs; Miscellaneous expenses; Bank Fees; Contingency	

Westchester Library System  
 2022 Proposed Budget - Headcount: 2022 vs 2023  
 Oct-2022

Generated : 10/19/2022

Department	2022 Budget	2023 Budget	NOTES for 2023 personnel
Administration	7.45	9.85	3 FTE added to support county-funded digital equity project. 0.6 FTE eliminated through attrition 0.5 FTE training staff moved from IT 0.5 correction in total from 2022
Fund Raising	1.00	1.00	No changes
Cataloging	3.00	4.00	0.5 FTE moved from Outreach 0.5 FTE PT Cataloger added
Delivery	0.15	0.15	Admin time from Exec. Dir.
Outreach	6.80	6.00	West. Seniors Out Speaking positions removed 0.5 FTE moved to Cataloging PT FTE adjusted due to additional hours
Training	0.10	0.10	Admin time from Exec. Dir.
Career Coaching Services	1.20	1.50	Shared support role replaced with a dedicated PT position
Information Technology	11.45	10.80	0.5 FTE training staff move to Admin 0.15 FTE shared support role eliminated
<b>TOTALS</b>	<b>31.15</b>	<b>33.40</b>	

- Item:** New WLS Collection Development Policy & Revisions to Workplace Violence, Board Meetings, and Sexual Harassment Prevention Policies
- Background:** The WLS Governance Committee does an annual review of WLS policies. Several recent changes in New York State law and New York State Labor Law indicated a review for compliance to these changes.
- Status:** The Governance Committee met on August 30th to discuss potential revisions related to the changes in law for the following WLS Policies: Sexual Harassment (Policy #17) and Workplace Violence (Policy #3). The draft revisions to each are attached, and the committee unanimously voted to bring these changes to the Board of Trustees for approval.
- Given recent amendments to the New York State Open Meeting Law, the committee discussed the Board Meeting Participation via Video Conference (Policy #16). Based upon the advice of staff and recent full board discussions, the committee decided that permitting remote trustee participation in board meetings would be cumbersome and expensive and discussed possible changes to the current policy.
- In addition, a proposed new Collection Development policy was reviewed.
- The draft revisions of the above-mentioned policies as well as the new policy regarding Collection Development are attached.
- Per regular procedure, these revisions and new policy were presented in advance as an Information Item at the September meeting and official approval is now being sought.
- Recommended Action:** Approval of the recommended revisions to the above-mentioned WLS Policies and approval of the new policy for Collection Development.

October 25, 2022

**DRAFT August 2022**  
**Marked to show changes from existing policy**

**WESTCHESTER LIBRARY SYSTEM**

**POLICY #17**

**Subject:** Sexual Harassment<sup>1</sup>

**Application:** Employees, trustees, [applicants for employment, interns \(whether paid or unpaid\)](#), customers, consultants, contractors, [subcontractors](#), vendors, [persons conducting business](#) and visitors, [regardless of immigration status](#)

**Introduction**

Westchester Library System (WLS) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This policy is one component of WLS's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with WLS. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

**Policy:**

1. WLS's policy applies to all employees, trustees, applicants for employment, interns, [\(whether paid or unpaid\)](#), contractors, subcontractors, consultants, vendors, persons conducting business, and visitors, regardless of immigration status, ~~with WLS~~. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No employee shall be subject to adverse action because such employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. WLS will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject

---

<sup>1</sup> Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

to such retaliation should inform their immediate supervisor or the Executive Director. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of WLS policies, is unlawful, and may subject WLS to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. WLS will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. WLS will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. WLS will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Executive Director.
8. This policy applies to all employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment;  
or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report [their concern](#) so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or the status of being transgender, such as:

- Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
- Sabotaging an individual’s work;
- Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a sexual harassment claim. Adverse action [includes the disclosure of an employee’s personnel file, except where such disclosure is made in connection with a judicial or administrative proceeding as permitted by applicable law](#). Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.



Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** WLS cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Executive Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Executive Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. WLS will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, the Executive Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, the Executive Director will encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, the Executive Director will prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

[In the event an individual making a complaint is not satisfied with the result of the process described above, such individual may bring the complaint to the President of the Board of Trustees, who will bring the issue before the entire Board, in executive session, for resolution.](#)

### **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by WLS but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at WLS, employees may also choose to pursue legal remedies with the governmental entities listed below. While a private attorney is not required to file a complaint with a governmental agency, an employee may seek the legal advice of an attorney.

#### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. [Any individual experiencing sexual harassment in the workplace may use the free and confidential DHR hotline, 1-800-HARASS-3, to connect with pro bono attorneys on sexual harassment issues or to submit a complaint.](#)

Complaints with DHR may be filed any time **within ~~one year~~ three years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to WLS does not extend an individual's time to file with DHR or in court. The ~~one year or~~ three years is counted from the date of the most recent incident of harassment.

An attorney is not required to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate a complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals wishing to make a complaint may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

An employee may contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. [WLS employees may file complaints of sexual harassment with the Westchester County Human Rights Commission at https://humanrights.westchestergov.com/file-a-complaint](https://humanrights.westchestergov.com/file-a-complaint) or [may contact the commission at 914-995-7710 or humanrights@westchestergov.com](mailto:humanrights@westchestergov.com). ~~For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit <http://www.nyc.gov/html/chr/html/home/home.shtml>.~~

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. An individual who has been the target of such activity should contact the local police department.

*Approved: November 27, 2018*

*Amended: \_\_\_\_\_, 2022*

DRAFT August 2022  
Marked to show changes from existing policy

Formatted: Centered

**WESTCHESTER LIBRARY SYSTEM**

**POLICY #3**

**Subject:** Workplace Violence

**Application:** Employees, trustees, applicants for employment, interns (whether paid of unpaid) customers, consultants, contractors, subcontractors, vendors, persons conducting business and visitors

Westchester Library System (WLS) is committed to providing a work environment that is free from violence or threats of violence. WLS also is intent on preventing any threatened or actual destruction of company and personal property. Compliance with this policy requires that all individuals on WLS premises, conducting business with or on behalf of WLS, act in a professional, non-violent and non-threatening manner.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee, any intentional display of force that would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury, or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment. includes behavior that constitutes assault, battery, or ~~It also includes~~ the intentional destruction or attempted destruction of company or personal property while on WLS premises or while engaged in WLS business. This definition expressly includes domestic violence when such behavior extends to the workplace. WLS also prohibits employees and others covered by this policy from possessing firearms or other dangerous weapons on the premises whether or not the person is licensed or permitted to carry a weapon.

Prohibited threats are those that a reasonable person would perceive as real threats of violence against a person or WLS property and that has have the effect of unreasonably interfering with the work of WLS or any of its employees.

All employees and others covered under this policy are responsible for establishing and maintaining a work environment which promotes professionalism and is free of threats and violence. This responsibility includes being alert to situations in which workplace violence is occurring or may potentially occur. Threats, acts of violence or behaviors that raises a safety or security threat should be reported to ~~a supervisor or to~~ the Executive Director at 914-231-3223 or [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org).

WLS will initiate appropriate action based on the circumstances, including notifying law enforcement. WLS will take all reasonable steps to investigate and address the safety concerns of those who have reported or believe they may have been subject to workplace violence, or are otherwise concerned about their safety or security.

Any employee determined to have violated this policy will be subject to disciplinary action, up to and including termination of employment, at the discretion of the WLS Executive

Director.

In compliance with New York State Labor Law, WLS will develop a workplace violence prevention program that includes a workplace evaluation designed to identify the risks of workplace violence to which WLS employees could be exposed. In addition, all WLS employees will participate in an annual workplace violence prevention training program provided by WLS.

Individuals who have questions or concerns about the policy should speak with their supervisor for further clarification.

*Last approved: ~~May 26, 2015~~ \_\_\_\_\_, 2022*

D R A F T August -2022

Marked to show changes from May 2022 draft

WESTCHESTER LIBRARY SYSTEM

POLICY #16

**Subject:** Board Meetings Participation

**Application:** WLS Trustees, employees and members of the public

The participation of trustees, employees and members of the public in the Board meetings of the Westchester Library System (WLS) is necessary for the effective operation of WLS on behalf of the residents of Westchester County and its libraries. This policy sets forth procedures for participation by trustees and members of the public that both serve the needs of WLS and are in compliance with the New York State Open Meetings Law (OML).

All meetings of the Board of Trustees shall be open to the general public, except that an executive session may be called as provided by the OML. Meetings will be held in a facility that permits barrier-free physical access and can adequately accommodate members of the public who wish to attend.

The Board of Trustees allows public meetings to be photographed, broadcast, webcast or otherwise recorded by means of audio or video, in a non-disruptive manner.

**Participation by Trustees**

~~Subject to the rules specified below, trustees may participate in Board meetings using videoconferencing, provided that (a) a trustee may participate remotely only when she/he is not physically present in Westchester County or is unable to be physically present at the meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event that precludes such trustee's physical attendance at such meeting; (b) a quorum is present in the physical location where the public can attend; (c) minutes of the meeting indicate which members participated remotely; (d) the public notice of the meeting indicates that videoconferencing will be used, where the public can view and/or participate in the meeting, and the physical location of the meeting; (e) any meeting using videoconferencing is recorded and made available on the WLS website as required by the OML; and (f) members of the public have the opportunity to participate via videoconference in real time where public comment is authorized.~~

~~Any trustee wishing to participate in a Board meeting remotely must follow these rules:-~~

- ~~1. In order to comply with public notice requirements, a trustee wishing to participate in a meeting remotely must notify the Board President and the Executive Director of his/her/their intent to participate remotely at least eight (8) days before the relevant Board meeting, unless such advanced notice is impracticable.~~
- ~~2. The trustee must use an Internet connection that supports video and audio functionality.~~

~~3. The trustee must ensure that participation in properly convened executive sessions will be secure from outside observation.~~

~~All trustees attending meetings by video conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.~~

~~In addition, sufficient security and identification procedures shall be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all trustees attending for discussion or voting purposes are in fact authorized members with the right to speak and vote.~~

### **Participation by Members of the Public**

The Board of Trustees encourages public expression at public meetings and has designated a specific portion of its meeting agenda for public comment. Members of the public, upon identifying themselves, are permitted to address the Board ~~for a period of not more than three minutes~~. Statements by the public should be kept as brief as possible (not more than three minutes or such other time period as may be designated by the Board in their sole discretion) and must relate to library matters. Statements relating to the competence or personal conduct of individual trustees or employees are not appropriate and will not be permitted at a public meeting. All comments must be made in a civil and respectful manner. Topics raised by the public will generally not be discussed by the trustees addressed by the Trustees during the meeting but may, if appropriate, be placed on a future board agenda.

*Last Approved:* \_\_\_\_\_, 2022



# **Westchester Library System – Collection Development Policy – Draft 1**

## **8/12/2022**

### **Objective**

Westchester Library System (WLS) strives to provide collections and resources that meet the cultural, informational, educational, and recreational needs of all individuals in the System's service area in conjunction with the strategic initiatives of WLS and member libraries.

### **Principles of Free Access**

The WLS Board of Trustees affirms the principles presented in the American Library Association's (ALA) [Library Bill of Rights](#)<sup>1</sup>, [Interpretations of the Library Bill of Rights](#)<sup>2</sup>, [Freedom to Read Statement](#)<sup>3</sup>, and [Freedom to View Statement](#)<sup>4</sup> in support of acquiring and managing collections in support of its mission.

### **Statement on Minor Access**

WLS acknowledges that the responsibility for monitoring a minor's access to library materials and resources rests with the minor's parent or legal guardian.

### **Collection Development Responsibility**

Authority for the shared collections is a joint responsibility of WLS and the member libraries. For materials and resources owned, leased, or subscribed to by WLS, the responsibility is delegated to the WLS Executive Director by the WLS Board of Trustees. The WLS Executive Director may delegate related responsibilities to qualified WLS staff. For each member library's materials and resources, this responsibility is delegated by the library's Board of Trustees to the Library Director, who has the authority to delegate responsibilities to qualified library staff.

### **Selection of Materials and Resources**

For WLS, recommendations by member libraries, standard professional and journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the selection process. The acquisition of a material or resource by WLS does not constitute endorsement of the contents of the material or resource.

---

<sup>1</sup> Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>

<sup>2</sup> Interpretations of the Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

<sup>3</sup> Freedom to Read Statement <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<sup>4</sup> Freedom to View Statement <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

While a single standard cannot be applied, materials and resources that are considered for acquisition are judged by these and other related criteria:

- Relevance to community needs and interests;
- Balance and diversity in the current collection;
- Suitability to the intended audience of subject, style, format, interest and reading level;
- Reputation of the author, composer, publisher, or producer; and
- Quality of the writing, design, illustration, or production.

Licensing and leasing requirements may result in the automatic addition of materials in the digital collections by a vendor or publisher.

### **Withdrawal of WLS Materials and Resources**

Materials and resources are routinely withdrawn to maintain the usefulness, currency, relevance, and condition of the WLS collections. Licensing and leasing requirements may result in the automatic withdrawal of materials in the digital collections by a vendor or publisher. Physical materials withdrawn from a collection may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Gifts and Donations to WLS**

WLS accepts gifts of books and other materials with the understanding that they may be added to the collection, made available to the member libraries, or used to support WLS outreach activities if deemed appropriate. If the material cannot be used by WLS or the member libraries, the material may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Reconsideration of WLS Materials and Resources**

Materials made available by WLS present a diversity of viewpoints, enabling residents to make informed choices. WLS strives to provide a wide range of library materials and resources to satisfy the diverse interests of all individuals living, working, going to school or who own property in Westchester County. WLS upholds the right of a library card holder to obtain these materials and resources, even though the content may be viewed as controversial, unorthodox, or unacceptable by others. While the materials and resources are available to all valid library card holders, it is not expected that all the collection will appeal to everyone.

Library card holders requesting the reconsideration of a material or resource that WLS owns, leases, or subscribes to must have a valid and current library card from WLS or a member library and are required to complete a *WLS Request for Reconsideration of Material or Resource* form and submit it to the WLS Executive Director. The request and material/resource in question will be reviewed by a committee of three, which will be composed of the WLS Executive Director, one librarian from the WLS staff, and a

representative from the WLS Board Audit Committee. The request will be reviewed by the committee considering this policy's guidelines, the ALA's documents referenced in the Principles of Free Access section of this policy, the opinions of professional reviewing sources, and other relevant information. The WLS Executive Director will notify the requester in writing of the results of the review within two weeks of receiving the completed reconsideration form.

The committee's decision may be appealed to the WLS Board of Trustees. The WLS Board will be the final level of appeal for any reconsideration request. The final determination will be developed and kept on file for a minimum of two years. An individual title or resource will not be reviewed more than once in this two-year period.

## WLS Request for Reconsideration of Material or Resource

To request the reconsideration of a material or resource that WLS owns, leases, or subscribes to and you have a valid and current library card from WLS or a member library, provide the requested information to the WLS Executive Director through the online form portal, or as an email attachment to [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org) or U.S. Mail to the address below:

Westchester Library System  
Executive Director  
570 Taxter Rd, Ste. 400  
Elmsford, NY 10523

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Library card number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please specify the type/format of the resource which you are requesting to be reconsidered. Check all that apply:

**Physical collection:**

\_\_\_\_\_ Audiobook

\_\_\_\_\_ Book

\_\_\_\_\_ Magazine/Newspaper

\_\_\_\_\_ Movie

\_\_\_\_\_ Music

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**Digital collection:**

\_\_\_\_\_ Audiobook

\_\_\_\_\_ Book

\_\_\_\_\_ Magazine/Newspaper

\_\_\_\_\_ Movie

\_\_\_\_\_ Music

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Title of the material/resource:

\_\_\_\_\_

Author/Producer/Content Creator: \_\_\_\_\_

In what collection did you find this material/resource?

\_\_\_\_\_

What brought this material/resource to your attention?

\_\_\_\_\_

Have you examined the entire material/resource? If not, indicate the sections you did review:

\_\_\_\_\_

\_\_\_\_\_

What concerns you about the material/resource?

\_\_\_\_\_

\_\_\_\_\_

Are there resources that you suggest providing additional information and/or other viewpoints on this topic? \_\_\_\_\_

What action are you requesting regarding this material/resource?

\_\_\_\_\_

\_\_\_\_\_

---

## Executive Director's Report October 2022

### Cataloging Services

At the time of this writing, Westchester Library System (WLS) Cataloging Services is on the verge of choosing between two very qualified applicants for the position of full-time cataloger. The position became open when Qingshe Ren retired at the end of June. The former head of cataloging at WLS, Steven Pisani, returned on October 3<sup>rd</sup> to fill the position of part-time cataloger. Between leaving WLS in 2011 and returning, Mr. Pisani worked as a cataloger for the Bibliomation public library consortium in Connecticut and as a high-level cataloging manager at New York Public Library.

Director of Cataloging Services Douglas Wray and Manager of Cataloging Services Melissa Glazer have been joined by Mr. Pisani in the endeavor of cataloging the book collection of the National Maritime Historical Society in Peekskill; the project is approximately two-thirds completed.

Mr. Wray is also continuing to catalog the New Rochelle Public Library's Louise Edeiken Score Collection.

The Westchester community relies on the shared online WLS catalog to know the holdings of the member libraries, and to be able to place holds on materials, borrow them or simply view them. The WLS catalogers often need to create bibliographic records —from scratch. Here are examples of recent original cataloging by Mr. Wray. All of them would be valuable to anyone interested in local history – for research, or simply for fun reading.

*The Day I Shot a Squirrel: Stories of a Twentieth Century American Boyhood*/ John Francis Smith III

A blurb on the dust jacket of this book describes it as "The memoir of a boy growing up in Irvington, New York, in the mid-twentieth century." (Cataloged for Irvington Public Library)

Two works by Paul D. Rheingold (assisted by Norm Davis on the first one):

*How the Streets of Port Chester Got Their Names* (Cataloged for Port Chester-Rye Brook Public Library)

*The Streets of Rye: How They Got Their Names* (Cataloged for Rye Free Reading Room)

In addition to street names, both of these illustrated books discuss historic buildings and the history of development in these locales.

### *Policemen's Benevolent Association of Westchester County: 1929 Official Register*

This book was created and published by the Association and could be a very useful source for genealogists as well as historians. It features many portraits. (Cataloged for Mamaroneck Public Library)

### *Development*

Earlier this month, Pat Brigham, Director of Development, convened a group of nonprofits working to advance digital equity to discuss their respective work, share challenges in reaching underserved communities and to explore how we can collaborate to bridge the digital divide in Westchester. This conversation resulted in a collective interest in expanding the network to include additional community-based organizations and establishing a county-wide Digital Inclusion Coalition. Based on this conversation and the publication of the Westchester Children's Association's (WCA) 2022 Digital Access Survey Report (<https://wca4kids.org/issues/remoteteaching/>), Ms. Brigham and Ms. Limarie Cabrera, Director of Data, Operations & Finance at the WCA, were invited to discuss the need for a Digital Inclusion Coalition to the Westchester County Legislator's Public Safety, Human Services, Human Rights and Equity and Families Task Force at their October 13<sup>th</sup> meeting.

Ms. Brigham and Dr. Kirchner, along with Linda Smith, Digital Resource Navigator for the Reconnect with Tech program, and Joe Maurantonio, Special Projects Manager and program lead for Digital Equity on the Road, attended the AnchorNets 10<sup>th</sup> Annual Conference in Washington, DC (October 12-14). WLS was invited to present as part of a Digital Equity Workshop panel with seven other members of the Schools, Health, and Libraries Broadband Coalition (SHLB). Ms. Brigham and Dr. Kirchner's topic, *The Public Library as a Community Digital Connector – a Public Private Partnership*, focused on the value of strategic collaborations from the public and private sector to advance equity and bridge the digital divide.

Ms. Brigham and Ms. Smith, along with *Reconnect with Tech* partner, The STEM Alliance, met with Westchester County Department of Corrections officials and pre-release staff. Ms. Barbara Lambros, Director of Special Programs for the Westchester County Department of Corrections, facilitated the visit which included a meeting with Westchester County Corrections Commissioner, Joseph K. Spano. The *Reconnect with Tech* team had an opportunity to share program goals, operations, and impact. The Commissioner expressed his interest in and appreciation of this important program for returning citizens.

*Reconnect with Tech* is a program that will provide access to digital training, Chromebook ownership and a one-year wifi subscription for justice impacted individuals in Westchester County. WLS will provide support during and after the program to participants through Digital Navigators who will provide resource guidance and referrals. *Reconnect with Tech* will be formally announced at a press conference on Thursday, October 27<sup>th</sup>, at 9 am at WLS Headquarters. It is expected that County Executive George Latimer and Commissioner Spano will attend; recent participants will talk about the positive impact the program has had in their reentry process.

### *Digital Equity Initiatives*

On Saturday, September 17<sup>th</sup>, the Mount Kisco SeptemberFest resulted in a wonderful partnership between the WLS and Mount Kisco Public Library (MKPL). Working together, WLS and MKPL staff

offered attendees information on how to get library cards and borrow materials like books, hotspots and Chromebooks. The display table provided many takeaways for visitors including brochures, bookmarks, and WLS-branded mini-flashlights. The MKPL team shared information about their in-person programs while the WLS team discussed our online resources. A number of people went into the library to get a new library card or update their old one. Several people who do not live in Westchester County were happy to learn that they could get a library card because they worked in the Village.

WLS has been able to hire bilingual (Spanish & English) hourly staff, Ms. Alejandra Orellana and Ms. Marcia Macneill, to support the digital equity initiatives.

Dana Hysell was joined by Ms. Orellana at the Mount Kisco Interfaith Food Pantry on Wednesday, September 21<sup>st</sup>, for their morning food distribution. This was Ms. Orellana's first public event with WLS, and she proved an enthusiastic member of the team! People were particularly interested in the GED Academy and the HSE program. A few participants came back after going through the food line to ask questions about where to go online to access information on the GED and what exactly they needed to bring with them in order to get their free library card.

Mr. Maurantonio, WLS Senior Technology Trainer Allison Midgley, WLS Technology Trainer Allison Pryor and Ms. Macneill braved the cold weather on Saturday, October 1<sup>st</sup>, at the Peekskill Rotary's Fall Festival. The team shared and informed participants about WLS-supported online resources, career counseling and device loans.

The Chromebook and Hotspot Lending Program is now active at the Yonkers Public Library Grinton I. Will Branch Library. More mobile lending devices have been sent out to the Yonkers Public Library Riverfront branch, Harrison, and Purchase libraries as well, highlighting the continued community need for digital access. Feedback of the Chromebook and Hotspot Lending Response to the program has been positive from both staff and patrons.

Mr. Maurantonio and Ms. Hysell attended New York Comic Con on Thursday, October 6<sup>th</sup>, where they spoke with representatives from DC Comics, Marvel Comics and IDW Comics about promoting reading by connecting with libraries and nonprofit partners in our community. They also attended a NYPL program discussing how to engage young adults in the library with an online art/drawing application called Pixton that allows individuals to create their own art stories, mini-comics and zines that can be shared with others.

### **Information Technology (IT)**

As we approach the final quarter of 2022, WLS IT is in the finishing stages of two major projects of this year: installing new network connections for the member libraries and deploying Windows 10 at the member libraries. The network switch over is nearly completed and most libraries are now operating with a unique and faster speed Internet Service Provider (ISP), which is a monumental step for both WLS and the member libraries as this enhances the overall security of the network environment. The Windows 10 deployment is nearly completed at all library locations. Some delays in deployment in the VDI/Windows 10 environment have been related to unique situations that must be addressed to support staff workflows and due to required infrastructure upgrades at libraries to support the VDI/Windows 10 environment. The issue of library infrastructure is not new and is frequently discussed at PLDA Technology Committee meetings. As WLS IT continues to

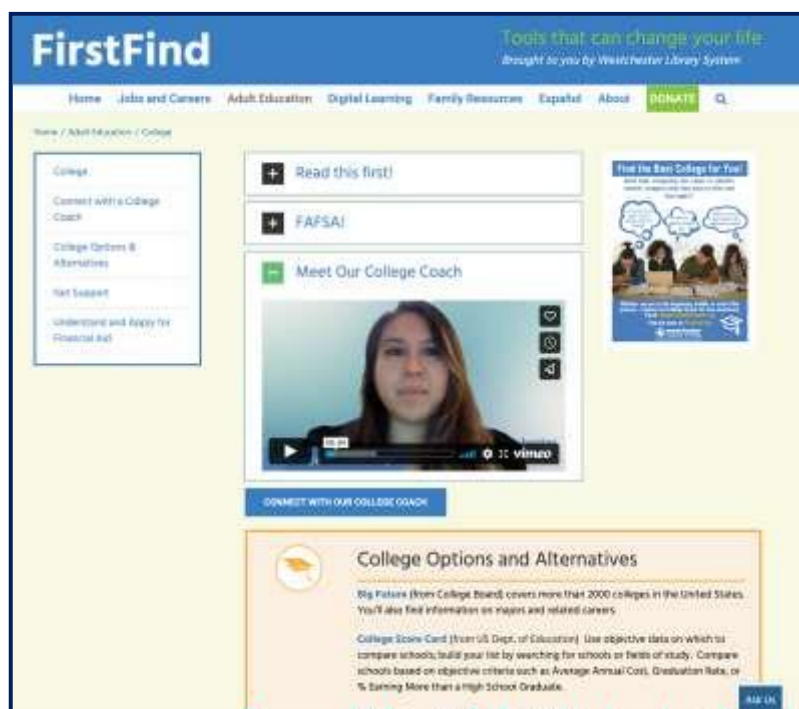


move forward with technology enhancements, some member libraries struggle with older internal infrastructures and budgeting restraints. WLS IT will continue to work with member libraries to identify potential challenges and solutions that will help all libraries to have a stronger technology infrastructure.

The Service Level Agreements (SLA) for 2023 have been generated and distributed to all participating libraries, and we anticipate that all libraries will be submitting their signed SLAs for at least some level of IT service support.

## Public Innovation & Engagement (PIE)

### Pilot Program: Find the Best College for You | College Guidance Coach



In March 2022, a pilot program for college guidance was launched at the Mamaroneck Public Library. The local program is primarily intended for Spanish-speaking, first-generation students who may need additional support in navigating their path to college. Concurrently, the content on the FirstFind.org website was enriched to support all site visitors and encouraged connection via Zoom with our College Coach, Amy Gonzalez.

Ms. Gonzalez has worked with WLS for several years in a part-time role focused on our high school equivalency program. Currently, her work with HSE Connect! is focused

on Spanish-speaking adults who want to use our online program GED Academy. Additionally, she fields all Spanish-language inquiries to our helpline.

Ms. Gonzalez's personal experience as a first-generation student in the Mamaroneck and Rye Neck school districts (she also now has both a BA and MA) sparked her interest in working to support students on their educational journey, including work at NYPL in their adult education program and with LatinoU as a mentor to first-gen college students. Currently, she is a program specialist for liberal arts/science/social sciences at Westchester Community College (WCC); and in 2021, she gained her certification as a counselor with the National College Attainment Network, which she has been leveraging through this pilot program.

Since its launch, Ms. Gonzalez has worked to build relationships with the current guidance staff at area schools. These contacts have been vital to reaching the intended audience. It has taken time, but now several presentations have been scheduled with Mamaroneck High School and Middle School (high school English Language Learners and middle school parents) and a planned program for WLS member libraries. Her presentation, *Preparing for College*, was given at the

Mamaroneck Public Library (in person and virtual, in English and Spanish). She is working with WLS's Francine Vernon, Coordinator of Parent/Youth Outreach, on a program to encourage college consideration among middle-school students—designed for the students served by the SUNY Great Potentials Program.

Guidance has also been given to several students and families. This type of assistance is multi-layered and requires relationship building and trust. Ms. Gonzalez has been successful in her work with these clients, as seen in a sampling of her work notes below that illustrate the type of assistance offered and the outcomes achieved:



- Student's sibling has special needs for which the mother pays out-of-pocket. Mom does not qualify for a PLUS loan. Student was accepted to Pace; discussed appeal of FAFSA award because they cannot afford the balance (\$23,000). Mom will be getting documentation on medical bills to support financial hardship. Contacted Pace for status on appeal and worked to complete the TAP application. Corrected FAFSA application and amended with student's interest in student work.  
Outcome: The student will be offered work study for over \$4,000 to help with tuition and also giving her the opportunity (due to special circumstances) to borrow more money from unsubsidized loan programs. They now have an affordable amount to pay out-of-pocket.
- Undocumented student - does not qualify for Dream Act benefits due to 1 year of HS - even though he passed Regents in one year. Noted that the WCC bill was very high; accompanied student to bursar's office. Learned that he was categorized as an out-of state resident; he will not get this benefit unless he does 1 more year of HS.  
Outcome: Student will be enrolled SW BOCES GED for a year to be able to come back to WCC to get increased aid.
- First-gen student needed assistance with a very last-minute filing for FAFSA and TAP.  
Outcome: Received aid for 2022-23.

More general inquiries included:

- Discussed information about college applications and how to get started on the process. Advised the student to look for a summer job or volunteer activity. She is unsure of where to apply and what she would like to major in. Helped her to search for possible summer jobs that would leverage her existing skills as a lifeguard. Assisted in preparation of resume.
- Brainstormed his college essay and reviewed examples from other writers.

The college guidance pilot is still ongoing but so far we have been able to create and share enriched college preparation content, have built stronger relationships with several school districts, received requests for other member libraries interested in hosting these presentations, and have drafted a list of ideas for future programming that could help inform member library staff and the broader community about this college guidance program should it be expanded.

## Upcoming Events

### ***Thursday, October 27 at 9 AM***

Reconnect with Tech Press Event

[Registration requested](#) for this in-person event – WLS Conference Room, 570 Taxter Rd., 4th Floor, Elmsford, NY 10523

### ***Thursday, October 27 at 5 PM***

Trustee Institute – Effective Meetings Utilizing Parliamentary Procedure Webinar

[Register for the online event](#)

### ***Thursday, November 10 at 6:30 PM***

Trustee Institute – Digital Equity in NYS with Lauren Moore, Assistant Commissioner for Libraries and State Librarian

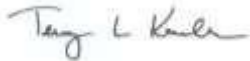
[Registration requested](#) for this in-person event – WLS Conference Room, 570 Taxter Rd., 4<sup>th</sup> Floor, Elmsford, NY 10523

### ***Tuesday, November 15 at 3:30 PM***

WLS Retiree/Alumni and Pre-Holiday Event

[Registration requested](#) for this in-person event – WLS Conference Room, 570 Taxter Rd., 4<sup>th</sup> Floor, Elmsford, NY 10523

Respectfully submitted,



Terry L. Kirchner  
*Executive Director*

**Subject:** Collection Development

**Application:** Employees

### **Objective**

Westchester Library System (WLS) strives to provide collections and resources that meet the cultural, informational, educational, and recreational needs of all individuals in the System's service area in conjunction with the strategic initiatives of WLS and member libraries.

### **Principles of Free Access**

The WLS Board of Trustees affirms the principles presented in the American Library Association's (ALA) [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill)<sup>1</sup>, [Interpretations of the Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill/interpretations)<sup>2</sup>, [Freedom to Read Statement](https://www.ala.org/advocacy/intfreedom/freedomreadstatement)<sup>3</sup>, and [Freedom to View Statement](https://www.ala.org/advocacy/intfreedom/freedomviewstatement)<sup>4</sup> in support of acquiring and managing collections in support of its mission.

### **Statement on Minor Access**

WLS acknowledges that the responsibility for monitoring a minor's access to library materials and resources rests with the minor's parent or legal guardian.

### **Collection Development Responsibility**

Authority for the shared collections is a joint responsibility of WLS and the member libraries. For materials and resources owned, leased, or subscribed to by WLS, the responsibility is delegated to the WLS Executive Director by the WLS Board of Trustees. The WLS Executive Director may delegate related responsibilities to qualified WLS staff. For each member library's materials and resources, this responsibility is delegated by the library's Board of Trustees to the Library Director, who has the authority to delegate responsibilities to qualified library staff.

### **Selection of Materials and Resources**

For WLS, recommendations by member libraries, standard professional and journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the selection process. The acquisition of a material or resource by WLS does not constitute endorsement of the contents of the material or resource.

---

<sup>1</sup> Library Bill of Rights - <https://www.ala.org/advocacy/intfreedom/librarybill>

<sup>2</sup> Interpretations of the Library Bill of Rights - <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

<sup>3</sup> Freedom to Read Statement - <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<sup>4</sup> Freedom to View Statement - <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

While a single standard cannot be applied, materials and resources that are considered for acquisition are judged by these and other related criteria:

- Relevance to community needs and interests;
- Balance and diversity in the current collection;
- Suitability to the intended audience of subject, style, format, interest and reading level;
- Reputation of the author, composer, publisher, or producer; and
- Quality of the writing, design, illustration, or production.

Licensing and leasing requirements may result in the automatic addition of materials in the digital collections by a vendor or publisher.

### **Withdrawal of WLS Materials and Resources**

Materials and resources are routinely withdrawn to maintain the usefulness, currency, relevance, and condition of the WLS collections. Licensing and leasing requirements may result in the automatic withdrawal of materials in the digital collections by a vendor or publisher. Physical materials withdrawn from a collection may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Gifts and Donations to WLS**

WLS accepts gifts of books and other materials with the understanding that they may be added to the collection, made available to the member libraries, or used to support WLS outreach activities if deemed appropriate. If the material cannot be used by WLS or the member libraries, the material may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

### **Reconsideration of WLS Materials and Resources**

Materials made available by WLS present a diversity of viewpoints, enabling residents to make informed choices. WLS strives to provide a wide range of library materials and resources to satisfy the diverse interests of all individuals living, working, going to school or who own property in Westchester County. WLS upholds the right of a library card holder to obtain these materials and resources, even though the content may be viewed as controversial, unorthodox, or unacceptable by others. While the materials and resources are available to all valid library card holders, it is not expected that all the collection will appeal to everyone.

Library card holders requesting the reconsideration of a material or resource that WLS owns, leases, or subscribes to must have a valid and current library card from WLS or a member library and are required to complete a *WLS Request for Reconsideration of Material or Resource* form and submit it to the WLS Executive Director. The request and material/resource in question will be reviewed by a committee of three, which will be composed of the WLS Executive Director, one librarian from the WLS staff, and a representative from the WLS Board Audit Committee. The request will be reviewed by the committee considering this policy's guidelines, the ALA's

documents referenced in the Principles of Free Access section of this policy, the opinions of professional reviewing sources, and other relevant information. The WLS Executive Director will notify the requester in writing of the results of the review within two weeks of receiving the completed reconsideration form.

The committee's decision may be appealed to the WLS Board of Trustees. The WLS Board will be the final level of appeal for any reconsideration request. The final determination will be developed and kept on file for a minimum of two years. An individual title or resource will not be reviewed more than once in this two-year period.

*Last approved: November 29, 2022*

**Westchester Library System (WLS)  
Request for Reconsideration of Material or Resource**

To request the reconsideration of a material or resource that WLS owns, leases or subscribes to and you have a valid and current library card from WLS or a member library, provide the requested information noted to the WLS Executive Director through email as an email attachment to [executivedirector@wlsmail.org](mailto:executivedirector@wlsmail.org); via fax at 914-674-4185 or U.S. Mail to the address below:

Westchester Library System  
Executive Director  
570 Taxter Road, Ste. 400  
Elmsford, NY 10523

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Library card number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please specify the type/format of the resource which you are requesting to be reconsidered. Check all that apply:

**Physical collection:**

- Audiobook
- Book
- Magazine/Newspaper
- Movie
- Music
- Other (Please specify) \_\_\_\_\_

**Digital collection:**

- |   |   |
|---|---|
| <input type="checkbox"/> Audiobook          | <input type="checkbox"/> Music                  |
| <input type="checkbox"/> Book               | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Magazine/Newspaper | _____   |
| <input type="checkbox"/> Movie              |   |

*WLS Request for Reconsideration of Material or Resource - continued*

Title of the material/resource: \_\_\_\_\_

Author/Producer/Content Creator: \_\_\_\_\_

In what collection did you find this material/resource? \_\_\_\_\_

What brought this material/resource to your attention? \_\_\_\_\_

Have you examined the entire material/resource? If not, indicate the sections you did review:

\_\_\_\_\_

What concerns you about the material/resource?

\_\_\_\_\_

Are there resources that you suggest providing additional information and/or other viewpoints on this topic?

\_\_\_\_\_

What action are you requesting regarding this material/resource?

\_\_\_\_\_





# Financial Statements and Notes

December 2022

Westchester Library System  
Statement of Financial Position - WLS Balance Sheet - Unaudited  
As of 12/31/2022

	<u>12/31/2022</u>	<u>10/31/2022</u>	<u>Current Period Change</u>	<u>Current Period % Change</u>	<u>12/31/2021</u>
<b>Assets</b>					
<b>Current Assets</b>					
Operating Cash & Cash Equivalents	2,261,909	4,170,471	(1,908,563)	-45.8%	3,685,745
Reserve Cash & Cash Equivalents	2,762,472	1,752,665	1,009,808	57.6%	1,747,107
Unconditional Promises to Give	333,377	392,228	(58,851)	-15.0%	292,070
Accounts Receivable	120,197	198,433	(78,237)	-39.4%	206,860
Prepaid Expenses	726,476	546,354	180,123	33.0%	433,569
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	<u>0</u>
Total Current Assets	6,204,431	7,060,151	(855,720)	-12.1%	6,365,351
<b>Long-term Assets</b>					
Property & Equipment	<u>287,042</u>	<u>309,483</u>	<u>(22,441)</u>	<u>-7.3%</u>	<u>421,690</u>
Total Property & Equipment	<u>287,042</u>	<u>309,483</u>	<u>(22,441)</u>	<u>-7.3%</u>	<u>421,690</u>
Total Long-term Assets	<u>287,042</u>	<u>309,483</u>	<u>(22,441)</u>	<u>-7.3%</u>	<u>421,690</u>
Total Assets	<u>6,491,473</u>	<u>7,369,634</u>	<u>(878,161)</u>	<u>-11.9%</u>	<u>6,787,041</u>
<b>Liabilities</b>					
<b>Short-term Liabilities</b>					
Accounts Payable	625,610	557,466	68,144	12.2%	841,006
Deferred Revenue	<u>6,299</u>	<u>965,190</u>	<u>(958,891)</u>	<u>-99.4%</u>	<u>7,200</u>
Total Short-term Liabilities	631,908	1,522,656	(890,747)	-58.5%	848,206
<b>Long-term Liabilities</b>					
Capital Lease Obligations	0	0	0	0.0%	0
Deferred Rent	217,066	222,469	(5,403)	-2.4%	245,925
Post-Retirement Benefits Payable	<u>4,892,551</u>	<u>4,892,551</u>	<u>0</u>	<u>0.0%</u>	<u>4,892,551</u>
Total Long-term Liabilities	<u>5,109,617</u>	<u>5,115,020</u>	<u>(5,403)</u>	<u>-0.1%</u>	<u>5,138,476</u>
Total Liabilities	<u>5,741,526</u>	<u>6,637,676</u>	<u>(896,150)</u>	<u>-13.5%</u>	<u>5,986,682</u>
<b>Net Assets</b>					
Working Capital	<u>5,572,523</u>	<u>5,537,495</u>	<u>35,027</u>	<u>0.6%</u>	<u>5,517,145</u>
Long-Term Net Assets	<u>(4,822,575)</u>	<u>(4,805,537)</u>	<u>(17,038)</u>	<u>0.4%</u>	<u>(4,716,786)</u>
Net Assets	<u>749,948</u>	<u>731,958</u>	<u>17,989</u>	<u>2.4%</u>	<u>800,359</u>
Total Liabilities and Net Assets	<u>6,491,473</u>	<u>7,369,634</u>	<u>(878,161)</u>	<u>-11.9%</u>	<u>6,787,041</u>

## **NOTES FOR DECEMBER 2022 STATEMENT OF FINANCIAL POSITION - WLS BALANCE SHEET**

In period of November through December, WLS's cash position decreased by \$856,100 which contributed to an overall \$878,600 decrease in *Total Assets*. There were also decreases in *Deferred Revenue* by \$958,900 which drove a \$896,200 decrease in *Total Liabilities*. The overall effect was a \$18,000 (2%) increase in WLS's *Total Net Assets*. Details of the Balance Sheet activity are discussed below.

All figures noted in this narrative are approximate to the nearest \$100 or 1%.

**Current Assets:** *This section indicates the organization's liquidity by showing what assets WLS holds in cash and what assets will be available in cash in the near future.*

*Cash & Cash Equivalents* – *These lines shows the total cash in WLS's bank accounts, investment accounts and petty cash.* – In the 2-month period, WLS's total cash position decreased by \$899,159. With \$597,300 in receipts, revenues received included \$304,700 from Westchester County for third-quarter activities, \$150,000 from New York State (NYS) in Grants-In-Aid from the State legislature, and \$94,600 in payments from member libraries for IT service charges and group purchases. Aside from rent, payroll and benefits, Internet, and delivery to libraries, the notable expenditures include \$250,000 to the NYS and Local Retirement System which represents WLS's 2022 invoice, \$150,000 to member libraries for Grants-In-Aid from NYS, \$12,000 to STEM Alliance for their work with the *Reconnect with Tech* program and \$9,300 to Inspiria for advertisements related to the Gerry the Giraffe campaign.

It is also noteworthy that in the period \$1,000,000 was moved from the Operating account to the Reserve account.

**Short term Liabilities:** *This section shows WLS's near-term obligations.*

*Deferred Revenue* – *Funds received which have not yet been earned.* – This figure decreased by \$964,890 the result of recognizing of \$964,925 in revenues from New York State, IT services and eContent group purchases for libraries, eRate and, movie licensing revenues against the deferral of \$35 in revenues from a credit due to a member library for a supplies group purchase overpayment.

**Net Assets:** *This section shows WLS's net financial position.*

*Working Capital* – *WLS's Current Assets less Short-Term Liabilities* – While this figure fluctuates slightly from period-to-period (up \$35,000 in the 2-month period), it has increased 1% (\$55,400) from the start of the year.

*Net Assets* – Overall, Net Assets are down 2% in the 2-month and an overall 6% from the start of the year.

Westchester Library System  
Statement of Revenues and Expenditures with Comparison to Budget - Unaudited  
From 12/1/2022 Through 12/31/2022

	Current Period 12/31/2022	Current Period Budget	Current Period Budget Variance	12/31/2020 YTD	12/31/2021 YTD	12/31/2022 YTD	YTD Budget	YTD Budget Variance	Total Budget
Revenue									
State Revenues without Restrictions	223,767	188,750	35,017	2,265,169	2,359,445	2,471,098	2,265,000	206,098	2,265,000
County Revenues without Restrictions	108,560	87,550	21,010	1,030,000	1,050,600	1,218,696	1,050,600	168,096	1,050,600
Federal Revenues without Restrictions	16,023	12,917	3,106	159,066	732,714	365,946	155,000	210,946	155,000
Member Technology Fees	225,107	230,292	(5,185)	2,694,635	2,820,800	2,776,739	2,763,500	13,239	2,763,500
Fund Raising & Contributions	0	917	(917)	18,807	1,254	1,113	11,000	(9,887)	11,000
Interest	4,665	333	4,331	21,909	2,531	20,747	4,000	16,747	4,000
WEBS & Other	2,288	658	1,630	12,502	9,331	26,604	7,900	18,704	7,900
Government Revenues with Restrictions	20,210	19,158	1,052	230,425	436,580	227,755	229,900	(2,145)	229,900
Other Revenues with Restrictions	<u>15,339</u>	<u>13,208</u>	<u>2,131</u>	<u>131,167</u>	<u>262,873</u>	<u>329,071</u>	<u>158,500</u>	<u>170,571</u>	<u>158,500</u>
Total Revenue	<u>615,959</u>	<u>553,783</u>	<u>62,176</u>	<u>6,563,680</u>	<u>7,676,128</u>	<u>7,437,770</u>	<u>6,645,400</u>	<u>792,370</u>	<u>6,645,400</u>
Expenditures									
Salaries	217,025	206,760	(10,265)	2,256,541	2,341,889	2,383,638	2,481,119	97,481	2,481,119
Fringe Benefits	70,467	111,648	41,181	1,145,173	1,142,176	1,141,149	1,339,781	198,632	1,339,781
Professional Fees	28,192	4,138	(24,055)	149,890	43,238	40,471	49,650	9,179	49,650
Equipment	2,850	11,500	8,650	156,266	220,796	86,307	138,000	51,693	138,000
Library Materials	57,865	57,621	(244)	954,012	745,863	702,012	691,450	(10,562)	691,450
Rent and Utilities	29,801	30,100	299	354,517	332,274	356,969	361,200	4,231	361,200
Repairs and Maintenance	36,686	42,625	5,939	451,018	406,210	424,191	511,500	87,309	511,500
Supplies	386	3,487	3,101	25,222	20,184	21,381	41,850	20,469	41,850
Telephone and Internet	44,290	36,500	(7,790)	326,803	414,793	473,813	438,000	(35,813)	438,000
Printing and Postage	272	4,959	4,687	18,209	69,325	101,589	59,500	(42,089)	59,500
Bibliographic Fees	7,037	6,708	(328)	77,629	79,256	80,898	80,500	(398)	80,500
Professional Development	1,933	7,718	5,785	54,038	22,247	50,436	92,610	42,174	92,610
Travel	3,192	2,870	(322)	12,693	2,053	37,063	34,440	(2,623)	34,440
Memberships	99	1,808	1,709	6,950	18,334	16,626	21,700	5,074	21,700
Contractual Services	28,222	29,733	1,511	229,687	293,989	444,159	356,800	(87,359)	356,800
Delivery Service	38,267	35,750	(2,517)	337,946	423,702	481,969	429,000	(52,969)	429,000
Special Events	0	833	833	1,018	0	0	10,000	10,000	10,000
Insurance	1,774	2,667	893	21,089	25,658	29,316	32,000	2,684	32,000
Miscellaneous	<u>321</u>	<u>2,017</u>	<u>1,696</u>	<u>7,296</u>	<u>6,641</u>	<u>7,029</u>	<u>24,200</u>	<u>17,171</u>	<u>24,200</u>
Total Expenditures	<u>568,679</u>	<u>599,441</u>	<u>30,762</u>	<u>6,585,996</u>	<u>6,608,629</u>	<u>6,879,016</u>	<u>7,193,300</u>	<u>314,284</u>	<u>7,193,300</u>
Net Revenue Before Depreciation	<u>47,280</u>	<u>(45,658)</u>	<u>92,938</u>	<u>(22,316)</u>	<u>1,067,500</u>	<u>558,754</u>	<u>(547,900)</u>	<u>1,106,654</u>	<u>(547,900)</u>
Non-Cash Activity									
Depreciation	11,221	12,021	800	226,182	189,756	134,648	144,250	9,602	144,250
Unrealized Gain/Loss on Investments	<u>(4,047)</u>	<u>0</u>	<u>4,047</u>	<u>3,279</u>	<u>173</u>	<u>(8,658)</u>	<u>0</u>	<u>8,658</u>	<u>0</u>
Total Non-Cash Activity	<u>7,174</u>	<u>12,021</u>	<u>4,847</u>	<u>229,460</u>	<u>189,929</u>	<u>125,990</u>	<u>144,250</u>	<u>18,260</u>	<u>144,250</u>
Net Revenue	<u>40,106</u>	<u>(57,679)</u>	<u>97,785</u>	<u>(251,776)</u>	<u>877,571</u>	<u>432,764</u>	<u>(692,150)</u>	<u>1,124,914</u>	<u>(692,150)</u>

## **NOTES FOR DECEMBER 2022 (INCOME STATEMENT) STATEMENT OF REVENUE AND EXPENDITURES WITH COMPARISON TO BUDGET**

Revenues outpaced expenditures before depreciation in December by \$47,300 (8%) and similarly for the YTD by \$564,400 (8%). There are noteworthy positive and negative variances discussed below. All figures in this narrative are approximated to the nearest \$100 or 1%.

### **Year-End Summary**

Please note that this financial statement is unaudited and subject to change based on year-end and audit activities.

The financial statements and the accompanying notes are impacted significantly by the recording of entries made to close the year that have not been completed yet as of the time of this report. These entries include, but are not limited to, the reconciliation of the technology inventory, the transfer of capital and special project purchases as fixed assets the balance sheet, depreciation on those fixed asset acquisitions, and the application of the actuarial reports for post-retirement benefits. Correcting entries from the auditors may also have similar impacts.

As of the time of this report, WLS's year-end outlook is positive. Revenues were \$792,400 more than budgeted, which can be attributed to three primary causes: (1) higher than budgeted funding from NYS resulting from State-level advocacy, (2) higher than budgeted funding from Westchester County resulting from the County's decision to universally increase funding to non-profits, and (3) the recording of a grant from the Eric & Wendy Schmidt Fund for Strategic Innovation which is currently funding the Reconnect with Tech program in 2022 and 2023.

Management was able to keep spending within budget on most lines which led to overall expenses coming in \$314,300 under budget and \$1,106,700 less than revenues. The surplus was primarily driven by lower than expected expenses in *Salaries* due to open positions during the year and *Fringe Benefits*, which is discussed in more detail below. There were lines with significant overages for the year. Deficits in *Printing and Postage* as well as *Contractual Services* can be directly attributed to grant-related activity that was not foreseeable at the time the budget was approved. Additional overages in *Telephone and Internet* as well as *Delivery* are discussed in detail below.

Despite the overall surplus on the income statement at this time, it is also important to view this report along with the Special Projects and Capital Expenditures report which shows that WLS spent an additional \$509,000 on equipment, software, maintenance and services as well as \$82,600 on prepaid services which will be used over the next few years. As part of the year-end process, depreciation and non-capital expenses from these special projects will be moved onto the income statement and balance sheet. Additionally, it is noteworthy that the IT department made a significant hardware purchase at the end of 2021 which was recorded as inventory at that time. Most of that hardware was placed into service in 2022. When the computer inventory is finalized and recorded, the expense of those items will be placed on the income statement. In summary, the impact of expenses from special projects and the use of computer hardware inventory is expected to significantly, but should not completely narrow the gap on the overall surplus shown on this statement.

### **Revenues:**

Total revenue was \$62,200 more than budgeted for December and \$792,400 above budget for the year-to-date (YTD). While most revenue lines are essentially within budget, the significant variances were primarily driven by *State Revenues without Restrictions* and *County Revenues without Restrictions* and is discussed in greater details below.

*State Revenues without Restrictions* and *County Revenues without Restrictions* came in \$35,000 and \$21,000 more than budgeted, respectively. WLS was allocated more aid from both NYS (\$206,100) and Westchester County (\$168,100) than was budgeted, resulting in the positive variances for the year.

*Member Technology Fees* was \$5,200 lower than budgeted which was due to the recording of a \$6,000 credit due to a member library. The line came in \$13,200 more than budgeted for the year.

## **Expenses:**

Total spending in December was \$47,300 less than revenues and was \$30,800 less than the monthly budget. Spending for the YTD is \$558,800 less than revenues and \$314,300 less than budgeted. Significant variances are discussed below.

*Salaries* – The *Salaries* line was over budget by \$10,300 for the month of December but was under budget by \$97,500 for the year. The overage in December was due to the payout of the sick leave incentive to employees that were eligible. The sick leave incentive allows employees to receive one day's pay for every three days of unused sick time during the period of the incentive program, which runs from December of the previous year through November of the current year.

*Fringe* – This line was under budget by \$41,200 for December and \$198,600 for the year. The two main drivers for this variance, were (1) the pension invoice from NYSLRS (New York State and Local Retirement System) was significantly lower than expected and (2) positions that were vacant for part of the year due to retirements.

*Telephone and Internet* – This line was overspent for December by \$7,800 and \$35,800 for the year. The overage in December was driven by a \$5,100 payment for previous months' activity following installations as part of the conversion to the new vendor, Crown Castle. The deficit in this line can be attributed to having simultaneous charges from both the outgoing and new vendors as part of the vendor change as well as an unbudgeted charge of \$19,600 from earlier in the year for Internet service related to the digital equity work funded by the American Rescue Plan Act grant that was received after the budget had been finalized.

*Travel* – This line was \$300 over budget for December and \$2,600 for the year. It is noteworthy that more than \$2,300 in activity in this line for the year is attributed to grant-related activities that were not included in the budget. The overage also illustrates the unanticipated increase in travel costs related to inflation as well as a return to conference attendance following the COVID-19 pandemic.

*Delivery* – The overage in this line for the month (\$2,500) was driven by the fuel surcharges applied due to the sharp increase in fuel costs. In addition to the fuel surcharge, which was incurred most of the year, the \$53,000 deficit in this line was also driven by additional deliveries to distribute COVID-19 supplies (home tests, masks and gloves) from Westchester County government for the member libraries.

**NOTES FOR 2022 SPECIAL PROJECTS AND CAPITAL EXPENDITURES (DECEMBER 2022 AND YTD)**

Total capital expenses thru December 2022 amounted to \$483,176. (These expenses represent spending for special projects approved by the Board above and beyond the operating budget for 2022.) For this report there are two illustrations. The first chart is a Statement of Capital Expenditures and shows the expenses by category and period (October 2022 and YTD) with comparison to budget. The second chart is a Project Summary and shows expenses by project with comparison to budget. Budget figures in each illustration includes all capital projects authorized to date.

There was no activity in November. The activity in December was exclusive to the purchase of equipment and services related to the Library Network Upgrade project.

It is important to note that the Income Statement illustration is for expenses approved and incurred as part of the capital budget. However, prepaid expenses, while paid are yet to be incurred and therefore do not appear on the Statement of Capital Expenditures. There are additional expenses that are recorded as prepaid expenses on the Balance Sheet and will be recognized against the operating budget as they are incurred. The Project Summary chart includes ALL expenses, including prepaid expenses.

**Statement of Special Projects and Capital Expenditures – December 2022 with Comparison to Budget**

	<u>12/31/2022</u>	<u>Current Period Budget</u>	<u>Current Period Budget Variance</u>	<u>12/31/2022 YTD</u>	<u>YTD Budget</u>	<u>YTD Budget Variance</u>	<u>Total Budget</u>
Equipment	41,957	94,083	52,126	395,362	814,000	418,638	814,000
Repairs and Maintenance	0	0	0	50,002	0	-50,002	0
Contractual Services	<u>25,813</u>	<u>0</u>	<u>-25,813</u>	<u>63,625</u>	<u>0</u>	<u>-63,625</u>	<u>0</u>
Total Expenditures	<u>67,770</u>	<u>94,083</u>	<u>26,313</u>	<u>508,989</u>	<u>814,000</u>	<u>305,011</u>	<u>814,000</u>

**Summary of Expenditures by Project**

<b>Project</b>	<b>Date Authorized</b>	<b>Expenses thru Dec-2022</b>	<b>Prepaid Expenses</b>	<b>Project Total to Date</b>	<b>Budget</b>	<b>Budget Variance</b>	<b>Cause for Variance</b>
Service Vehicle	1/25/2022	\$23,751	\$0	\$23,751	\$36,000	\$12,249	Reflects \$13,000 trade-in credit
Primary Server Hardware Replacement	1/25/2022	\$103,661	\$82,599	\$186,260	\$153,000	(\$33,260)	Includes multi-year service agreements and subscriptions
Library Network Upgrade	4/26/2022	\$301,792	\$0	\$301,792	\$465,000	\$163,208	Favorable pricing from competitive bidding
VDI Terminal / Access Point Replacement	6/28/2022	\$79,785	\$0	\$79,785	\$160,000	\$80,215	Favorable pricing from competitive bidding
<b>Total</b>		<b>\$508,989</b>	<b>\$82,599</b>	<b>\$591,588</b>	<b>\$814,000</b>	<b>\$222,412</b>	

Temporarily Restricted Net Assets  
as of December 31, 2022  
Unaudited

Code	Asset Title	Asset Description	Temporarily Restricted Net Assets December 31, 2021	2022 Revenue	2022 Expenses	Temporarily Restricted Net Assets Dec. 31, 2022
70120	Schmidt Innovation	Digital inclusion for reentry populations	\$0	\$250,000	\$72,893	\$177,107
30004	Central Library	Library materials, services & training	\$58,472	\$375,554	\$297,844	\$136,182
70119	NYS GIA - Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$25,000	\$0	\$7,198	\$17,802
70118	NYS GIA - Databases	Grant from NYS to support database purchases and advertising	\$50,000	\$0	\$33,031	\$16,969
70116	Adult Literacy for Spanish Speakers	Activities to further literacy for Spanish speaking adults	\$23,539	\$0	\$6,755	\$16,784
70111	Digital Resources	Educational equity through access to resources & information	\$19,584	\$0	\$8,506	\$11,078
70114	Digital Equity - RXR and Fundraising	Equipment, services and supports to bridge the digital divide. Funded by RXR Reality and individual contributions.	\$9,099	\$35	\$222	\$8,912
80008	Outreach Fundraising	Fundraising to support outreach activities	\$3,433	\$13,748	\$9,562	\$7,619
70108	Early Literacy/Private Contributions	Early literacy activities	\$8,979	\$0	\$1,619	\$7,360
70121	Coaching and Career Svcs.	2022-2023 CCS Activities (TD Bank)	\$0	\$5,000	\$0	\$5,000
70122	HSE Connect!	HSE Connect! activities (Dreyfus)	\$0	\$5,000	\$0	\$5,000
70102	TASC - Private contributions	Private monies for adult literacy programs	\$3,113	\$0	\$0	\$3,113
70101	Mini-Grants	Competitive grants to member libraries	\$7,358	\$0	\$5,000	\$2,358
30006	People and Stories	Literacy support program	\$2,096	\$0	\$0	\$2,096
70117	STEM ConEd	STEM Programming	\$15,000	\$0	\$13,105	\$1,895
70123	101 Answers	101 Answers guide (M&T)	\$0	\$1,500	\$0	\$1,500
80007	Music & Memory	Music and Memory project funded by M&T Bank.	\$1,450	\$0	\$0	\$1,450
70100	Hope for Youth	Teen programming	\$951	\$0	\$0	\$951
80020	P. Rosen Fund for Senior Svcs	Donations made in honor of Phyllis Rosen for Senior Services	\$788	\$0	\$757	\$31
70001	Bruni Verges	Children's programs celebrating cultural diversity	\$23	\$0	\$0	\$23
70005	Gates	Computer equipment & training	\$5,094	\$0	\$5,094	\$0
70110	Xprize	Digital Learning	\$4,085	\$0	\$4,085	\$0
40006	Metro / ARPA Digital Inclusion	Digital inclusion funded by subaward from Metro through American Rescue Plan Act	\$0	\$199,250	\$199,250	\$0
70113	HW Wilson/Outreach/Career	Support libraries meeting needs of COVID-19, Outreach to vulnerable pop., Job and Career Counseling	\$23,247	\$0	\$23,247	\$0
42030	Broadband Technology Opportunities Program	Contract with New Rochelle Library to provide tech-related workshops	\$0	\$19,110	\$19,110	\$0
20005	WSPS/WSOS	Health Information for Senior Adults	\$4,384	\$0	\$4,384	\$0
44001	Learning Ambassadors	Youth internships at member libraries	\$100	\$1,350	\$1,450	\$0
70115	Digital Equity - WCF Grant	Equipment, services and supports to bridge the digital divide funded by the Westchester Community Foundation	\$43,081	\$0	\$43,081	\$0
70112	Vision Labs	Resources for Westchester Residents with Low or Declining Vision	\$5,498	\$0	\$5,498	\$0
	<b>TOTALS</b>		<b>\$314,374</b>	<b>\$870,547</b>	<b>\$761,691</b>	<b>\$423,230</b>



# WLS Executive Director's Report

January 2023

## WLS Staffing Update

WLS has experienced a few staffing changes over the past few months and we are using this opportunity to redesign our internal and public staffing directories to reflect these changes. To improve overall communication flow, we are encouraging member library staff to use designated departmental emails when possible. The departmental emails have multiple individuals who view the email accounts, and this helps to insure a more timely response. A new part-time position as Communications Coordinator has been posted and the selection process is underway.

## Public Library Construction Aid

The Division of Library Development (DLD) is updating the state-wide construction needs listing that they use to advocate for additional funding during the 2023-2027 time period. Thirty-one (31) member libraries included anticipated construction needs with an estimated expense total of over \$25 million. The anticipated construction projects were often "big ticket" items such as the replacement of the roof, HVAC system or elevators. Flood prevention, ADA accessibility (especially of public restrooms) and overall facility renovations to better serve the public were also commonly listed projects.

## Trustee Handbook Book Club 2023

The 2023 Trustee Handbook Book Club Schedule has been finalized and this site is being hosted by the Mid-Hudson Library System at <https://midhudson.org/trusteebookclub/>. One can register for upcoming seminars and access the archived recordings of previously held workshops at this site. Viewing of one of these sessions, either "live" or as an archived recording counts as 1.5 hours of trustee training that is eligible to meet the 2 hour per year requirement for trustee education.

- **Open Meetings Law with Kirsten O'Neill, Committee on Open Government** (Tuesday, February 21, 2023 | 5:00-6:30pm)
- **The Board-Director Relationship** (Tuesday, April 18, 2023 | 5:00-6:30pm)
- **Financial Planning & Budgeting** (Tuesday, June 20, 2023 | 5:00-6:30pm)
- **Strategic Planning** (Tuesday, August 15, 2023 | 5:00-6:30pm)
- **Equity, Diversity, Inclusion, Access & Justice** (Tuesday, October 17, 2023 | 5:00-6:30pm)
- **Financing & Managing Construction Projects** (Tuesday, December 19, 2023 | 5:00-6:30pm)

## **Oath of Office & Updated Listing of Board Presidents**

At this month's Public Library Directors Association (PLDA) meeting, I reminded directors that newly appointed or elected trustees should complete their Oath of Office within 30 days of their appointment/election. The New York State Library's Division of Library Development has a helpful fact sheet on the Oath of Office that can be viewed at

<https://www.nysl.nysed.gov/libdev/trustees/oath.htm>.

Library directors were also asked to send the names and emails of their Board Presidents to Kate Meyer's attention at [kmeyer@wlsmail.org](mailto:kmeyer@wlsmail.org) so that the Member Library Board Presidents list can be updated.

## **Library Advocacy Day – Virtual Westchester Delegation Event**

WLS will host a virtual advocacy session with our local NYS Assemblymembers and Senators. The date and time are being finalized, but we're currently aiming for **Thursday, February 23<sup>rd</sup> at 9 AM**. WLS will send out an official notice once we have been able to confirm the date and time.

During the WLS virtual advocacy event, we will support the New York Library Association's (NYLA) budget and legislative initiatives for 2023. These initiatives can be viewed at

<https://www.nyla.org/2023-legislative-session/?menukey=advocacy>.

### ***Key highlights of the NYLA initiatives:***

*NYS Library Construction Aid: \$69.4M* – Increased investment is needed to maintain and develop the physical infrastructure of New York State's libraries, in order to ensure a safe, accessible and sustainable environment for the future. *Last year's approved budget was \$34M.*

*NYS Library Operating Aid: \$147.1M* – Increased aid is needed to support the foundational framework of New York State libraries, improving the lives of residents of all ages, abilities, and economic status. *Last year's approved budget was \$99.6M.*

*Municipal Ballot Petition Reduction* – This bill would align the petition signature requirement for libraries using a municipal ballot approach with the 25-signature requirement in place for libraries using a school district ballot approach for their budget proposals.

*Book Fair Tax Exemption* – This bill would make books, magazines, pamphlets, and other items sold at both school sponsored book fairs & events hosted by friends of libraries groups exempt from sales tax.

*Association Library Retirement Opt-In Option* – This bill would allow association libraries that meet certain criteria the ability to join the New York State Retirement System upon approval of their board.

*Check Out New York* – This bill would provide one-pass per public library to every state park, historic site, and recreational facility operated by the New York State Office of Parks, Recreation and Historic Preservation and the New York State Department of Environmental Conservation.

*Modernization of Civil Service* – Working with the Civil Service Committee, legislative partners and allies at external organizations, we are seeking amendments to processes and protocols within Civil Service for the field of librarianship. *This is not an “official” initiative this year but will be a topic brought forward as a discussion item state-wide.*

## **Career Coaching Services (CCS)**

Career Coaching Services (CCS) has maintained a strong patron interest for the Career Development seminar, ‘Managing Your Career in Changing Times’. This seminar continues to draw individuals with specific needs in determining their job search strategy at specific and/or challenging stages of their career. In 2022, CCS encountered diverse situations where the seminar environment did not meet the needs of inquiring patrons. To assist these individuals, CCS Career Coaches worked with these individuals on a one-on-one basis addressing their specific job search needs. These sessions proved to be beneficial and were well received by all participants.

As the economy continues to be uncertain, CCS noticed a shift in seminar enrollment and has implemented a new 2023 schedule to encourage a more robust enrollment per group session.

### ***Member Library Collaboration:***

Collaboration with member libraries has been positive with many interested in sponsoring career focused workshops. In 2022, CCS offered 7 virtual workshops which were all sponsored and supported by different libraries.

In the fall, CCS worked with two member libraries to offer 3 Job Search related workshops entitled ‘Workforce Development Series’. This series was spearheaded and sponsored by Ossining Public Library and co-hosted with the ‘Lewisboro Library’. Publicity was primarily done through the two libraries with a push from CCS. The three events were well attended and received positive feedback. Continued collaboration is anticipated for similar programs in 2023.

As the Westchester County senior population increases, CCS has seen a greater need to address the topic of Ageism in job search. An in-person workshop was developed and presented at the Greenburgh Public Library in January 2023 titled ‘Fighting Ageism’. In-person events have been unpredictable in the recent past, in which this workshop had been postponed from October 2022. This January presentation had better registration and was well attended with a very interactive group.

Through continued communication, we have been able to ascertain and understand the specific patron inquiries and needs that library staff are receiving. These conversations have assisted in our program planning to ensure workshop topics are aligned with the interests of patrons. The member libraries have been extremely supportive of our services and events which have been noted in their newsletter and

promotional community outreach generating positive registration for our seminar, workshops and Speaker Series.

In addition to offering our events to patrons, we have also promoted to library staff and WLS staff to participate in programming. This has proven fruitful in enlightening and training staff on current career topics and trends as well as for personal growth.

### **2023 CCS Activities:**

In anticipation of an employment market shift specifically being cognoscente of future company downsizing, CCS will maintain being agile in addressing a possible surge of job search needs. Planning for 2023 includes group seminars offered monthly from January through May as well as having career coaches on hand to assist with individual needs as they arise.

Current workshop and Speaker Series events planned for Winter and Spring:

**Fighting Ageism** – January 10, 2023, in-person, sponsored by Greenburgh Public Library

**Tips for Successful Interviewing** – February 1, 2023, virtual – sponsored by Briarcliff Public Library

**Latest Trends in Resumes** – March 30, 2023, in-person – sponsored by John C. Hart Library

*Dates to be determined:*

**Creating a LinkedIn Profile with Impact** – In-person - sponsored by Greenburgh Public Library

**Fighting Ageism** – In-person, sponsored by Ossining and Lewisboro Public Libraries

## **Cataloging Services**

2022 was a busy year for WLS Cataloging Services. The disruption caused by the COVID-19 pandemic mostly ended, but there were major staffing changes and extra projects. Through it all, WLS Cataloging Services served the Westchester community and the WLS member libraries with no interruptions or delays.

### **Cataloging Staff Updates:**

Longtime cataloger Qingshe Ren retired at the end of June, prompting an extensive search for a new full-time cataloger. Paul Gunther-Mohr assumed the position in November. Mr. Gunther-Mohr previously worked part-time in the WLS Interlibrary Loan and Public Innovation and Engagement departments. Steven Pisani came onboard as a part-time cataloger in October. Mr. Pisani was a cataloging manager at WLS for several years before leaving in 2011 to work as a cataloger at Connecticut's Bibliomation system, and then as a cataloging manager at BookOps, which serves the New York Public Library and the Brooklyn Public Library. Cataloger Melissa Glazer was promoted to Manager of Cataloging Services. The former Manager of Cataloging Services, Douglas Wray, was promoted to Director of Cataloging Services. In preparation for training the new catalogers, Mr. Wray and Ms. Glazer revised and enlarged the in-house cataloging manual.

### **Cataloging Special Collections:**

**National Maritime Historical Society Collection:** Ms. Glazer, Mr. Wray, Mr. Ren and Mr. Pisani all contributed to the cataloging of the nearly 4,200-title book collection of the National Maritime Historical Society in Peekskill, finishing the job before the agreed upon deadline. The catalogers partnered with

the Hendrick Hudson Free Library, who acted as the hub for shipping the items, processing them, and searching the catalog to find and set aside the handful of titles which had already been cataloged, before sending the rest to WLS Cataloging Services. Hendrick Hudson's cooperation smoothed the workflow tremendously.

*Louise Edeiken Music Score Collection:* Mr. Wray cataloged the nearly 200-title Louise Edeiken music score collection owned by the New Rochelle Public Library. The scores include popular and rock music songbooks, complete operas, operettas and musicals or selections from them, collections of classical and folk songs and methods for vocalists of all ranges. A few DVDs round out the collection.

*Musical Instrument Collections:* Mr. Wray cataloged the musical instrument collections owned by Katonah Village Library and Ossining Public Library. To catalog the instruments properly, he visited the libraries to take notes on the items. (Because of the fragility and/or size of the instruments, the libraries were understandably reluctant to have them shipped to and from WLS headquarters.)

***Data Reclamation Project:***

An OCLC data reclamation project was completed in 2022. This project updated OCLC's accounting of the WLS member libraries' holdings in the enormous WorldCat database, making more of our materials discoverable and available for interlibrary loan. (ILL). It will also increase efficiency by removing the titles which we no longer own, eliminating the ILL requests for those. WLS expects to carry out this type of project on a regular basis, with the schedule yet to be determined.

***Additional Member Library Support:***

As always, WLS Cataloging Services answered the member libraries' requests for cataloging which would provide the community access to a very broad range of materials. The WLS Catalogers (primarily Ms. Glazer) cataloged materials in world languages including Spanish, Chinese, Japanese, French, German and Albanian. In addition to the familiar print books, magazines and government documents, and audio-visual materials (Blu-rays, DVDs, audiobooks, musical sound recordings and videogames), there were such things as hiking maps, museum passes, educational games and puzzles. Going even farther afield, some were "library of things" objects (non-traditional library materials) like a set of keys, a telescope, a digital camera, laptops and Wi-Fi hotspots. The catalogers also cataloged kits assembled by the member libraries according to themes and consisting of DVD "binge boxes", or of various combinations of books, puzzles, toys, binoculars, telescopes, magnifying glasses, terrariums, yarn, and more.

Many of the member libraries purchase materials from vendors who also supply corresponding MARC records. These are the bibliographic records which populate the catalog, making it possible for the public to discover titles, read descriptions of them, place holds and borrow them. To date, Mr. Wray has been solely responsible for downloading these records, editing them to reflect local practices and remove duplication, and then uploading them to the WLS catalog. The process also requires communicating with the libraries and their vendors, to help set up accounts and solve problems when they occur. For several years, most of the bibliographic records added to the catalog have been vendor records. A great deal of these vendor records are brief ones, which are intended to quickly facilitate circulation, but which are severely lacking in description and vital access points such as name and subject headings. All the WLS catalogers work systematically and diligently to replace these with superior records from the OCLC WorldCat database. In 2023, we will be looking at possible ways of making the process more efficient.

The WLS catalogers continued to act as consultants, helping member library staff members who have questions about call numbers, possibly duplicate bibliographic records, name and subject headings and other matters. Mr. Wray worked with WLS Systems Librarian Lindsay Stratton and communicated with the Equinox Open Library Initiative, to explore the functionality of the Evergreen integrated library system.

In summary, in 2022 WLS Cataloging Services addressed the strategic goal of promoting equity and access by maintaining the contents of a shared online catalog which allows the Westchester community to discover, select and borrow from the member libraries' holdings – a very broad range of topics, viewpoints and formats, in many languages. WLS Cataloging Services' work with the Hendrick Hudson Free Library on the National Maritime Historical Society collection was a fine example of striving toward the goal of more partner engagement. And the strategic goal of updating and improving our infrastructure came into play with the OCLC data reclamation project, the changing faces of the cataloging staff, the updating of the cataloging manual and the thought given to possible new ways of streamlining the process of enhancing brief vendor-provided bibliographic records.

## **Development/Fundraising**

### ***Major Grants:***

The year 2022 marked a dramatic uptick in funding to advance two of WLS' three primary strategic goals: Equity and Access; and Expanding Community, Member Library, and Partner Engagement. WLS received a two-year \$250,000 grant from the New York State Digital Inclusion Fund, sponsored by Schmidt Futures, a philanthropic initiative founded by Eric and Wendy Schmidt for *Reconnect with Tech* and a \$199,800 ARPA subaward from METRO, *Digital Equity on the Road*, to support digital inclusion outreach to vulnerable populations.

The *Digital Equity on the Road* program concluded at the end of 2022. This program connected thousands of County residents with information and resources on connectivity, digital devices and library materials. The *Digital Equity on the Road* team participated in numerous County sponsored events and fostered stronger partnerships with food pantries and community-based organizations throughout the County.

*Reconnect with Tech* offers digital skill training and devices to formerly incarcerated individuals and the program is beginning its second year. Working in collaboration with the Westchester County Department of Probation, The Stem Alliance, numerous community-based reentry services, and some of the member libraries, the participants receive 15 hours of in-person digital training, a Chromebook and a Wi-Fi hot spot. At the end of this year, the *Reconnect with Tech* program expects to assist 125 individuals get connected to the Internet and to improve their digital skills.

### ***Continued Program Support:***

In addition to these major grants, WLS is grateful for the continued support of Con Edison, TD Charitable Foundation, The Max and Victoria Dreyfus Foundation, and M&T Foundation for their support of outreach programs. This foundation funding (\$26,500) expands the reach and depth of outreach programs such as Career Counseling Services (CCS) and funds our efforts to update and market the information resources that support county-wide adult literacy and youth outreach services.

***Individual Contributions:***

WLS also continues to see support from individual donors. Individual gifts are a small fraction of our contributed income, yet they are important indicators of the public's trust and personal investment in our mission-based programs. Our donor solicitation is passive; gifts are from grateful participants in the Career Counseling Service program, Westchester Breathes, WLS staff, WLS trustees, and a handful of recurring annual supporters. In addition, WLS receives Amazon Smile contributions and matching gifts. This year individual gifts totaled \$7,542 plus \$233 from Amazon Smile.

**Information Technology (IT) Services**

The IT department focused on modernizing the technology infrastructure in 2022. The new network that has been put in place will not only provide faster connectivity, it will also support a more secure and robust environment for WLS and the participating member libraries. Cybersecurity within the network environment and from a staff training perspective will be high priority issues in 2023.

***Service Level Agreements (SLA) for 2023:***

*Integrated Library System (ILS) Maintenance Service [online catalog]* – 38 participating libraries  
Administration and maintenance of the ILS [online catalog], also known as Evergreen, is the core function when subscribing to this service. This service includes the library presence on the ILS, the ability to circulate items, and the ability to share materials (to place and fill holds) with other county libraries. Training services and Helpdesk support for ILS issues are included.

*Network Managed Service* – 30 participating libraries

Network administration as well as network hardware management and replacement are provided with this service. This service includes network security, privacy protection and operation of the day-to-day library network. Training services and Helpdesk network support are included.

*Device Support and Maintenance Service* – 30 participating libraries

This service covers the support and maintenance of any authorized device on the WLS network. This service covers device security, software updates and remote/local support. Device replacement applies to fully funded devices. Training services and Helpdesk device support are included.

*Wireless Support* – 26 participating libraries

Wireless services cover wireless internet circuits and equipment support. This service covers the cost for the Internet Service Provider, WLS IT support and hardware cost to run the wireless system. Training services and Helpdesk wireless support are included.

*Email Maintenance and Support* – 29 participating libraries

This service covers the administration and support for email accounts. The participating library may either be on the WLS domain, or a domain provided by a library, which is supported by WLS IT.

***ILS/Evergreen Contract Review:***

The current contract for the ILS/Evergreen expires at the end of April 2024. WLS IT staff and several PLDA volunteers will meet over the next few months to discuss what core services and additional features an ideal ILS would be able to support in the future.

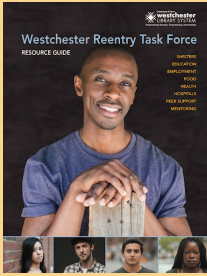
**Outreach Services**

The Outreach Services staff has been working to update the information resources used to promote and support their services. A catalog of Outreach Services' publications can be found at

<https://www.firstfind.org/wp-content/uploads/2023/01/JANUARY-2023-PIE-Publications-Catalog.pdf>.

Interested member library or community organization staff can request to have WLS Outreach Services' informational resources and marketing brochures sent to their location. This is also a great resource for WLS trustees to explore while learning more about the services being offered this year.





**WESTCHESTER REENTRY TASK FORCE RESOURCE GUIDE** The Reentry Task Force resource guide is a mainstay of our information services to people who are currently incarcerated or otherwise involved in the justice system. Copies are frequently distributed locally to individuals, family members, or reentry service partners. We also provide copies for the county jail and statewide correctional facilities by request. A fold-out (credit-card sized) card is also available to promote Reentry Services.

**RECONNECT WITH TECH!** Reconnect with Tech is a program that provides access to digital training, Chromebook ownership and a one year wifi subscription for justice impacted individuals in Westchester County. The Westchester Library System provides support during and after the program to participants through Digital Navigators who provide resource guidance and referrals.



**WELCOME BACK BROCHURE & LIBRARY CARD HOLDER** People returning to Westchester County after incarceration may need some extra help getting back on their feet, and who better to help than their local library! This brochure is intended for reentry service providers. The brochure describes library services and includes a card that can be activated by the provider.

**READ BETTER PALM CARD**

This tiny, simple palm card directs adult learners to contact the library system if they are interested in working with a free, private tutor online or at their local library. Contact information on the flip-side.



**DOWNLOAD, STREAM, ENJOY!**  
westchester LIBRARY SYSTEM  
Empowering libraries. Empowering communities.

**DOWNLOAD, STREAM, ENJOY!** Our newest addition to our handouts promoting eresources. This three-panel brochure directs people to the three giants of streaming content-Libby, Hoopla, and Kanopy- as well as the unique collection offered by Comics Plus.

The handy chart on the back tells readers about the formats and materials they'll be able to find on each platform.

To find out more  
.....  
outreach@wlsmail.org  
.....  
(914) 231-3227

**Westchester Library System's Publication Catalog**

Take a look at all the new brochures, flyers, bookmarks, publications, and printables available for distribution, courtesy of Westchester Library System's outreach department.

Request free copies for distribution at [FirstFind.org/about](http://FirstFind.org/about)



**VISION LABS: READING FOR A LIFETIME**

This large print, bi-fold brochure highlights offerings and supports available to people experiencing vision loss - especially as it impacts older adults. Featured resources include direct library services, the New York State Talking Book and Braille Library, and three crucial organizations that serve our community: VISIONS, Westchester Disabled on the Move, and the Westchester Council of the Blind.

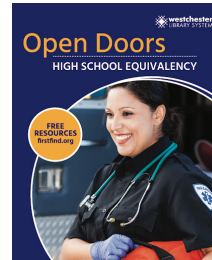
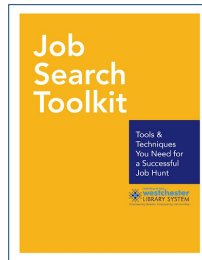
**MUSIC AND MEMORY AT THE LIBRARY** Caring for a loved one who is experiencing memory loss can be a difficult and isolating time. The library system is here to help with loanable mp3 players and one-to-one support for building a personalized music playlist that can spur memories and connections. Incorporating music into daily care makes the heart sing!



**ESSENTIAL ONLINE HEALTH INFORMATION FOR OLDER ADULTS** This jam-packed brochure was originally distributed as a handout for our Essential Online Health Information for Older Adults presentation, but the information stands on its own! Learn about smart research strategies and library databases like X-Plain and Consumer Lab which will help you find trustworthy information.

**JOB SEARCH TOOLKIT** The newest rendition of the Job Search Toolkit has been redesigned from the bottom up to present the information in a clearer, more visually appealing style. Content still covers all of the steps one can expect before, during, and after landing a job. New content has been added to address the prevalence of video and phone interviews.

Available in English or Spanish.



**OPEN DOORS: HIGH SCHOOL EQUIVALENCY** The High School Equivalency guide, now titled Open Doors, serves as a companion to our **FirstFind.org** site, walking readers through the pathways and steps required to earn a high school equivalency diploma.

Available in English and Spanish.

**WESTCHESTER LIBRARY SYSTEM**

This index card-sized fold-out describes the many support programs and services offered by Westchester Library System. Programs mentioned: high school equivalency coaching, job search support and coaching, VisionLabs and senior benefits, re-entry guide.

Bilingual English/Spanish.



**ONLINE LEARNING RESOURCES FOR ALL AGES**

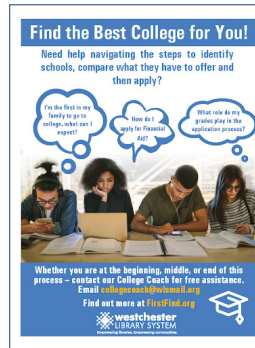
Our classic Online Learning Resources brochure has been updated to reflect our current digital offerings in a sleek, bilingual design. Aside from the usual learning resources like **Tutor.com/Westchester**, **Tumblebooks**, and **LinkedIn Learning**, this brochure includes information about using your library card to access educational documentaries, audiobooks, and more.

Bilingual English/Spanish.



**SENIOR LAW DAY BOOKMARK** This simple, large print bookmark lists the four major offerings from the Senior Law Day Collaborative: Consultations, Educational Programs, Resources, and Referrals. SLD continues to offer these services through online and in person events.

Bilingual English/Spanish

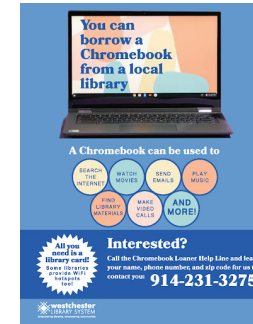


**FIND THE BEST COLLEGE FOR YOU** Bilingual flyer promoting our College Coaching service and information available on **FirstFind.org**

**BORROW A CHROMEBOOK**

Many of the Westchester Library System's member libraries offer three week Chromebook loans.

Available in English or Spanish



**GED ACADEMY HALF-SHEET**

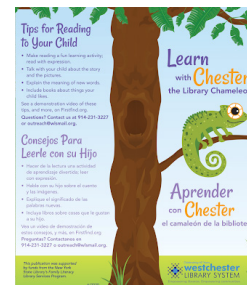
A simple handout that provides readers with the contact information they can use to get in touch with our High School Equivalency program. Upon reaching out to our team, the patron will receive information about GED pathways, including study via our online program GED Academy from EssentialEd.

Bilingual English/Spanish



**TIPS WITH CHESTER** This brochure aims to inform parents of the ways they can help their young child learn, grow, and prepare for school through everyday early literacy activities. Includes guidance on how to use library resources to find interactive picture books!

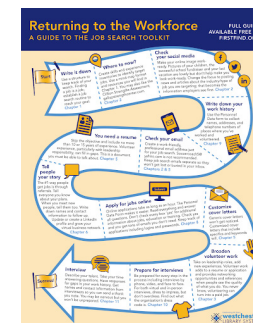
Bilingual English/Spanish



**JOB SEARCH TOOLKIT ROADMAPS**

Our collection of job search roadmaps are both an introduction and compliment to the Job Search Toolkit. Each roadmap lays out the steps you should anticipate throughout the job search process, from beginning to end. Each handout is geared towards a specific group that might be looking for a job: **First Time Job Seekers**, **Your Career at 50+**, **Returning to the Workforce** and **Reentry after Incarceration**.

Available in English or Spanish



**SLOW BREATHING CALMS THE MIND**

Our newest "z card" brochure introduces readers to the simple breathing exercises that make up the backbone of our larger Westchester Breathes initiative- addressing trauma and resilience through science-based techniques. With the dimensions of an index card when folded, this pocket card is easy to keep in a bag, desk drawer, car, etc.

Available in English or Spanish.