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## **Executive Director's Report**

### **June 2015**

**(covering time period of May 21 – June 20, 2015)**

#### *Digitization Opportunity Available through METRO*

WLS member libraries are encouraged to apply to the Culture in Transit (CIT) program to digitize unique, small collections for sharing on METRO's Digital Culture of Metropolitan New York (DCMNY) site and the Digital Public Library of America. This program is especially interested in working with member institutions that do not have the facilities to digitize their cataloged collections.

Materials identified for digitization should either be in the public domain or the institution must have the right to make the content available online. If selected to participate, the member library would host METRO's Mobile Digitization Specialist for up to two weeks on-site and would need to provide working space for this individual to digitize the identified materials.

Types of materials eligible for digitization include photographs, postcards, maps, glass plate negatives/slides, posters, pamphlets, letters and other short documents (i.e., 10-15 pages or fewer). The project is not able to digitize microfilm, newspapers, audio/visual material, 35mm film, books (scrapbooks may be considered), and items that are too fragile for handling.

To make the library's application stronger, libraries are encouraged to consider identifying materials that are unique; items with interesting stories; items that have local/national and historical significance; materials that will be of interest to a broad audience; high use/popular items from your collections and materials that are difficult to access in physical form (i.e. due to size, or condition).

Libraries interested in possibly participating in the program should complete the brief CIT Interest Form by June 30<sup>th</sup>. For specific inquiries about this initiative, please contact METRO directly at [cultureintransit@metro.org](mailto:cultureintransit@metro.org).

#### *State Aid for Library Construction Update*

As in previous years, an appropriation of \$14 Million in capital funds for public library construction was included in the FY2015-2016 State Budget. One major change starting with this year's application process is that all applicants requesting \$25,000 or more are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy.

Libraries are eligible to apply for funding for eligible project activities and expenditures that include acquisition (purchase of a site and/or an existing building suitable for conversion to library purposes), construction, and renovation or rehabilitation of a facility. These projects should bring about more effective library service; more efficient utilization of the library building resulting in increased energy conservation and/or staff efficiency; and/or improved access to and use of building services by all library users, including physically handicapped persons. Routine maintenance is not fundable.

The grant program period is July 1, 2015, through June 30, 2018. Libraries and/or systems may apply for a construction grant that could fund from 50% up to 75% of a project for those determined as an economically disadvantaged community. Libraries may use local, state or federal public funds, private funds, or a combination of funds from those sources for the required certification of available funds to pay for the cost of the project, minus the award amount. No award will be made for any project with a total cost of less than \$5,000. There is no maximum award, but the amounts of the awards will depend on the number of project applications received and the total funding available to the Library System. Westchester's allocation is \$654,899.

The construction grant application procedure will be an online process. However, due to the changes needed for the M/WBE requirements, the online software is not yet available. All library directors will be notified once the software is released. This year's submission deadline for applications to the System is tentatively set for Friday, August 21<sup>st</sup>, in order for the applications to be processed and reviewed by the PLDA Grants Committee, PLDA Membership and the WLS Board to meet the State deadline of October 1<sup>st</sup>. Workshops to review the grant process in general and the online software in detail are currently scheduled for July 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>. However, if the release of the online process is delayed, the deadline for submission of applications to WLS as well as the workshop dates will be reviewed.

If you have questions about the construction grant program or application procedure, please contact Elise Burke at [eburke@wlsmail.org](mailto:eburke@wlsmail.org) or (914) 231-3225.

Please note that the awards for the 2014-17 Construction Grant Applications have not yet been finalized. The applications are still under review by the Dormitory Authority of the State of New York (DASNY).

### **Public Library System Trustee Term Limits**

An amendment to Education Law was introduced to the New York State Assembly and Senate (Bill Number A7754A/S05793) so that cooperative public library system boards will have the option to revise the term limits documented in their bylaws. Currently, cooperative public library system board members serve a term of five years; and this revision will provide for an option of either three- or five-year terms of service. This revision was initiated by Mid-York Library System as a means to attract and retain more trustees and will update Section 1. Paragraph f of subdivision 2 of section 255 of Education Law with the following language:

*Where the term of office of a trustee is five years, no trustee shall hold office consecutively for more than two full five year terms and where the term of office of*

*a trustee is three years, no trustee shall hold office consecutively for more than three full three year terms. Provided further, however, years served by a trustee appointed to fill an unexpired term shall not count towards the term limit.*

*Within one month after approving a change in the length of the term of office of trustees, the trustees shall apply to the regents for an amendment to the charter of the cooperative library system. Such change in the length of the term of office of trustees shall not take effect until such charter amendment is approved by the regents. Any cooperative library system that changes the length of an individual for a shorter term in order to ensure that as nearly as possible, an equal number of trustees shall be elected to the board each year, with the trustees assigned such shorter terms determined by lot, and provided further that the term of office of each incumbent member of the board shall not be decreased thereby.*

### **Oath of Office Reminder for New Public Library Trustees as of July 1, 2015**

New York State Public Officer's Law §10 requires all municipal, school district and special legislative district libraries to take an oath of office within 30 days of beginning their term of office (this does not apply for association library trustees). If a public library trustee does not properly complete and file an oath of office, the trustee's position may be deemed vacant as per Public Officer's Law §30(1)(h). More information about how and why the oath of office is administered and where to properly file an oath of office can be found on the New York State Library website under the "[Oaths of Office FAQ](#)" section. If questions still remain after reading the Frequently Asked Questions, please contact me.

### **WLS Trustee Events**

On June 3<sup>rd</sup>, *Everything you always wanted to know about Open Meetings Law (but were afraid to ask)* was held at the Greenburgh Public Library. Robert J. (Bob) Freeman, Executive Director of the New York State Committee on Open Government, enthusiastically answered every question about Open Meetings and Freedom of Information Laws of the 22 attendees. The online resources referenced at the event are now posted on the [WLS website](#).

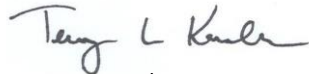
Tarrytown architect Raymond Beeler, principal at Gallin Beeler Design Studio, and Judith Lockman, Public Library Consultant, will present *Renovation or New Construction?: Lessons from the Field on making the Right Decision* on June 24<sup>th</sup> at 6 p.m. at the Dobbs Ferry Public Library, 55 Main Street, Dobbs Ferry, NY. Actual projects will showcase strategies for successful project management and effective communications with stakeholders.

Please save the date for the 2015 WLS Annual Meeting which has been scheduled for Thursday, November 5<sup>th</sup>, at 7 p.m. at the Westchester Marriott in Tarrytown. Details regarding the program will be sent out over the summer.

**Future Events**

June 26-29 American Library Association (ALA) Conference – San Francisco, CA  
October 17 WLS Battle of the Books – Ossining High School  
November 5 WLS Annual Meeting – Westchester Marriott, Tarrytown

Respectfully submitted,



Terry L. Kirchner  
*Executive Director*

LIST OF VISITS AND MEETINGS ATTENDED  
May 21 – June 21, 2015

MAY

- 21 Public Library Directors Association (PLDA) General Membership Meeting, Greenburgh Public Library  
SirsiDynix Operations Conference Call  
Elena Falcone, Director, Public Innovation & Engagement (PIE)
- 22 Nancy Maron, President, Yonkers Public Library
- 26 Rob Caluori, Director of Information Technology (IT)  
Elaine Sozzi, WEBS Director, Francine Vernon Office of Community Connections  
re potential Workforce Innovation & Opportunity Act (WIOA) activities  
Chris Hansen, WLS President, and Rob Caluori, Director of Information Technology (IT)  
WLS Board Meeting
- 27 NonProfit Westchester (NPW) Conference Call  
ReferenceUSA  
Hui Sheng, Manager, eContent & Resource Sharing  
2015 Consolidating Funding Application (CFA) NY Process and the Upstate Revitalization Initiative (URI), Carmel
- 28 Public Library System Directors Organization (PULISDO) WebEx Trial  
John Richardson, Vice President, Library & Vendor Partnerships, Zepheira  
Douglas Wray, Manager, Cataloging Services  
Elena Falcone, Director, Public Innovation & Engagement (PIE)
- 29 Vacation

JUNE

- 1 Vacation
- 2 Institute of Museums and Library Science (IMLS) Engaging Communities Webinar Series: *Linked Data and Why it Matters to the Library Community*  
NYS Library Division of Library Development (DLD) Conference call re Library Aid for Construction Grants Application Procedures
- 3 PLDA eContent Committee  
Pat Braja, Director of Development  
WLS Trustee Institute: *Everything You Always Wanted to Know About Opening Meetings Law (but were afraid to ask)* with Robert J. Freeman, Executive Director, Committee on Open Government
- 10 Pat Braja, Director of Development  
Hui Sheng, Manager, eContent & Resource Sharing
- 11 PLDA Technology Committee  
SirsiDynix Operations Conference Call  
Westchester Library Association (WLA) Board Meeting  
Douglas Wray, Manager, Cataloging Services  
Elena Falcone, Director, Public Innovation & Engagement (PIE)
- 12 IBM Leadership Impact Workshop: Leading Organizational Innovation
- 15 Elise Burke, Executive Assistant
- 16 NPW Presentation  
Rob Caluori, Director of Information Technology (IT)
- 17 Pat Braja, Director of Development  
NonProfit Westchester (NPW) Programming Committee
- 18 SirsiDynix Operations Conference Call  
Elena Falcone, Director, Public Innovation & Engagement (PIE)
- 19 Nate Hill, Executive Director, METRO; Norm Jacknis, METRO Board