

Item: WLS Free Direct Access Plan Revision

Background: In preparation for submission of WLS's Plan of Service 2017-2021 to the New York State Division of Library Development, the Free Direct Access Plan was reviewed. In accordance with Section 8 of the Free Direct Access Plan, the Plan was first presented to the Public Library Directors Association (PLDA). Suggested edits included the addition of the following sentence on Page 1 in the second paragraph under Section 1, for clarification purposes: "For individuals meeting more than one of the eligibility requirements, the local library status will be determined based on the priority order of where they: (1) live, (2) work, (3) go to school or (4) own real property."

This revision was incorporated into the document, shared with PLDA and approved by the WLS Board in March. The attached 4/27/16 Revision was then submitted to the 38 member library boards for their approval.

Status: The 4/27/16 Revision of the Free Direct Access Plan was ratified by a simple majority of member library boards as of August 16th.

Recommended

Action: Staff recommends that the Board approve submission of the 4/27/16 Revision of the WLS Free Direct Access Plan to the NYS Library Division of Library Development for approval by the Commissioner of Education.

September 27, 2016



**Westchester Library System
Free Direct Access Plan for 2017-2021
to Fulfill Commissioner's Regulation
90.3 (a) through (d)(4)**

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

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

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

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

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

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

As defined in Commissioner's Regulation §90.3 (a)(8) and required by §90.3 (d)(i), on-site use will be available to any Westchester County resident. However, the following limitations may be imposed as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

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

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

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

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

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

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

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

- A significant difference/shift in hours of operation, or any decrease that causes library hours to fall below the state-mandated minimum hours of operation;
- The failure of a nearby library to adequately serve its local users (i.e. lack of facilities such as parking, ongoing construction or chronic budgetary constraints);
- The defeat of a proposition in an untaxed/unserved area to establish a library pursuant to Section 255 of the Education Law, or other pertinent legislative act, to establish or maintain a library;
- The defeat of a proposition in an untaxed/unserved area to contract for library services with a registered member library in accordance with Section 256 of the Education Law.
- When an unserved community has a population over 10,000 and has no equitable contract for library services.

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

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

5. Unserved and Underserved Populations

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

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

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

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

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

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

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

d. Provide a timetable for such action:

Ongoing

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

WLS and the member libraries

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

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

- (1) Place restrictions on the loan of library resources, said restrictions to be limited to non-print materials and equipment, and print materials less than one year from the acquisition date and purchased with local funds; and,
- (2) Place restrictions on attendance at library programs *due to lack of space or staffing to accommodate non-residents*, provided such programs are supported entirely by local funds;
- (3) Place restrictions on new or experimental collections;
- (4) Place restrictions due to the inability of neighboring libraries to provide reciprocity for borrowing similar high demand materials;

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

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

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

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

System membership, the member libraries have agreed to comply with all Regulations of the Commissioner of Education.

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

A draft of the Plan was submitted by WLS to the Public Library Directors Association (PLDA) and the WLS Board of Trustees. PLDA was solicited for feedback on the Plan at their 2/18/16 meeting. The one suggested edit received was incorporated into the Plan and this revision was shared with PLDA at their 3/17/16 meeting. The WLS Board of Trustees approved the draft plan to be submitted to PLDA on 3/29/16. The Plan was then submitted to the Boards of the 38 member libraries. A simple majority of the 38 member libraries approved the Plan on 8/16/2016. The WLS Board of Trustees approved the Plan on tbd and the Plan was submitted to Division of Library Development for approval by the Commissioner of Education.

- ✓ ARDSLEY — Approved 5/26/16 — Mins. Rec'd.
 ARMONK
 BEDFORD
 BEDFORD HILLS — Approved 5/12/16
 BRIARCLIFF
 BRONXVILLE
 ✓ CHAPPAQUA — Approved 5/17/16 — Mins. Rec'd
 CROTON
 DOBBS FERRY — Approved 4/15/16 Mtg.
 ✓ EASTCHESTER — Approved 6/1/16 — Mins. rec'd
 ✓ GREENBURGH — Approved 6/21/16 — Mins. rec'd.
 HARRISON
 HASTINGS
 IRVINGTON
 KATONAH — Approved ? — Mins. ready in Sept.
 LARCHMONT — Approved 5/11/16
 MAMARONECK — Approved 5/25/16
 MONTROSE — Approved 5/23/16
 ✓ MOUNT KISCO — Approved 5/17/16 — Mins. rec'd
 MOUNT PLEASANT — Approved 5/22/16
 MOUNT VERNON
 ✓ NEW ROCHELLE — Approved 6/9/16 — Mins. rec'd.
 NORTH SALEM
 ✓ OSSINING — Approved 6/27/16 — mins. rec'd.
 ✓ PEEKSKILL — Approved 5/24/16 — mins. rec'd
 PELHAM — Approved 7/13/16 — mins. rec'd
 PORT CHESTER
 POUND RIDGE
 PURCHASE
 ✓ RYE — Approved 6/21/16 — Mins. rec'd
 ✓ SCARSDALE — Approved 6/6/16 — Mins. rec'd.
 SOMERS
 SOUTH SALEM — Approved 5/11/16
 TARRYTOWN
 TUCKAHOE
 WHITE PLAINS
 YONKERS — Approved 5/26/16
 ✓ YORKTOWN — Approved 5/25/16 — Mins. Rec'd

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 12/31/2015, all WLS member libraries are recorded as being in compliance, with the following exceptions:

Library	Minimum Standard
Ossining Public Library	#2 – Has a board-approved, written long-range plan of service
Yonkers Public Library	#2 – Has a board-approved, written long-range plan of service

Attached are the Variance Request Forms submitted by the Ossining Public Library and Yonkers Public Library.

Recommended

Action: Acceptance of the submitted Variance Requests.

September 27, 2016

Return to:

Kimberly Anderson, EPA I
Division of Library Development
10B41 CEC
Albany NY 12230
(518) 486-5252
Kimberly.anderson@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 29, 1999). **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 falls 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)

Ossining Public Library
Karen LaRocca - Fels, Director 914-941-2416 ext. 333

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.)

Karen LaRocca Fels 9/12/16
Library Director Date

Alvin C. [Signature] 9/12/16
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: _____

Ossining Public Library
53 Croton Ave.
Ossining, NY 10562

September 8, 2016

Re: Variance Request from Standard Number 2 (Attachment)

2b.) Current status explanation

The former Ossining Public Library Director, James L. Farrell, Jr., began an administrative leave in February 2014 and then resigned his position effective June 30, 2014 prior to completing a Long Range Plan for the Board of Trustees' approval. The Board of Trustees subsequently undertook a search for a new Director and subsequently appointed a new director. Karen LaRocca-Fels was appointed to the position of Library Director, effective September 1, 2015. The Board of Trustees then engaged Alan and Leslie Burger of Library Development Solutions in the fall of 2015 and began working on a new Long Range Strategic Plan in January, 2016. Long range planning activities, including a community survey, a number of staff and community focus groups, a community meeting, a technology assessment and a space assessment, have been taking place since January and at this time, the library is continuing through this process.

3.) Circumstances over which the library has no control that are barriers to compliance

None. Please note that the Ossining Public Library Board of Trustees, the Library Director, and the library staff have been busy throughout the year working on gathering input from the community toward the end result of a Long Range Strategic Plan. Because we allowed for a wide and thorough distribution of the survey and because we chose to undertake in tandem a technology assessment and a space assessment, the completion of the Long Range Strategic Plan is taking time.

4.) Plan for compliance

The long range planning process was underway by January of 2016. The planning committee, with the guidance of Library Development Solutions, met during the winter and spring of 2016. In the spring of 2016, the committee and Library Development Solutions planned and implemented a series of focus groups and community meetings. Also in the spring, the planning committee and Library Development Solutions developed and distributed a community survey. The results of the survey, the focus groups, and the community meeting were compiled and analyzed by Alan and Leslie Burger over the summer of 2016 and draft results and recommendations were developed. The technology assessment and space assessment were started in the summer of 2016 and are currently underway. The library is working toward a comprehensive long range plan by late fall 2016.

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 which outline the responsibilities and procedures of the library board of trustees;																
2	Has a board-approved, written long-range plan of service;																
3	Presents an annual report to the community on the library's progress in meeting its goals and objectives;																
4	Has board-approved written policies for the operation of the library;																
5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;																
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
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8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;																
9	Provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, tele-facsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;																
10	Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;																
11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.																

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

Yonkers Public Library
Contact: Edward Falcone (914) 375-7951

2a. Request for Variance from Standard Number: 2

b. What is current status? A draft of the new Plan of Service has been circulated to staff and trustees for review.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance: None foreseen at this time

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.)**

Edward Falcone 9/19/16 W. M. M. M. 9/19/16
Library Director Date 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)
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MINIMUM PUBLIC LIBRARY STANDARDS

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

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5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;																
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11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.																

YONKERS PUBLIC LIBRARY
PLAN FOR COMPLIANCE

The Yonkers Public Library retained Library Development Solutions (LDS) in September 2015 to oversee the implementation of a new long-range plan of service. Since then, a variety of data-gathering activities have taken place, including a community-wide survey, town hall meetings, and focus groups. A committee of trustees and staff members has met several times in the past year to review the findings and to begin work on drafting the plan.

A draft of the document has been circulated to the group for comment. Going forward, we anticipate the following milestones:

9/15/16	Executive committee and LDS meet to review the draft plan
October 2016	Full committee reviews and revises draft plan
	Revised draft shared with all trustees and staff for comment
November 2016	Final plan adopted by trustees

Item: Central Library Aid Budget FY2016-17

Background: Each year the State of New York requires the submission of a budget proposal for the use of Central Library Development Aid (CLDA) and Central Book Aid (CBA) funds set aside for Central Library services for the State’s fiscal period of April 1st through March 31st. The funding is a designated appropriation as part of Chapter 917 of the State Education Law. WLS’s Central Library is the Mount Vernon Public Library.

Status: The PLDA Central Library/eContent Committee met on 2/18/16 and discussed system-wide e-content purchases that could be subscribed to via the Central Library Funds (\$253,700). The Committee also discussed and agreed to allocate the Central Library Book Aid allocation (\$44,100) to support the purchase of materials to be shelved at the Mount Vernon Public Library in adult nonfiction and non-English language titles; partially support the NoveList readers’ advisory software that is integrated into the online catalog to enhance the print and e-book discovery process; and support the creation of a Hindi language collection to be curated at the Tuckahoe Public Library and made accessible to all member libraries.

These recommendations were presented to and approved by the general membership of Public Library Directors Association (PLDA) at their May 19th Meeting; and the Mount Vernon Public Library Board approved the proposed CLDA budget for 4/1/2016-3/31/17 at their 7/20/16 Board Meeting.

The FY2016-2017 CLDA budget proposal includes the following:

Central Library Development Aid [a brief description of each is attached.]

Ancestry.com	\$ 29,372
Aztec	2,500
Flipster	22,828
InstantFlix	20,000
Job and Career Accelerator	15,000
Learning Express	49,565
Lexia	1,000
Library ELF	2,500
Lynda.com	27,500
Morningstar	30,058
Newslea	6,000
NoveList (total cost of product is \$50,000)	6,139
Rocket Languages	14,238
Total BooX	15,000
X-Plain Patient Education Health Tutorials	5,000
Zepheira/BlueCloud Visibility (total cost of product is \$20,000)	<u>7,000</u>
Total Central Library Development Aid Budget:	\$253,700

Central Library Book Aid

Central Library/MTV physical purchases	\$30,000
Partial support of system-wide NoveList software	9,100
Hindi language collection at Tuckahoe Public Library	<u>5,000</u>
Total Central Library Book Aid Budget:	\$44,100

Recommended

Action: Staff recommends approval of the Central Library Budget proposal as presented.

Ancestry.com (In-library access only) includes U.S. Federal census, American genealogical biographical index, immigration list index and more.

Aztec is used with adult literacy/TASC Connect! tutoring and it assists adult learners with assessing and remediating their learning needs. Aztec's focus is to help identify a learner's deficiencies, remediate those deficiencies, and prepare the learner with the life skills essential for his/her post-secondary experience.

Flipster provides libraries with digital magazine subscription packages to popular magazines that can be accessed by library patrons on computers, tablets or phones. Titles selected by the PLDA Database Committee for this service include: *Car & Driver*, *Dwell*, *Ebony*, *Entertainment Weekly*, *Food Network Magazine*, *InStyle*, *Kiplinger's Personal Finance*, *People*, *People en español*, *Prevention*, *Rolling Stone*, *Sports Illustrated* and *Time*.

InstantFlix provides streaming video access to high-quality shorts, features, documentaries, classic TV shows and Web series from 85 countries. Library patrons are also able to view films from major festivals all over the world, including Sundance, Cannes and Tribeca.

Job & Career Accelerator integrates everything you need to conduct a successful job search, all in one easy-to-use online application by providing step-by-step guidance, expert advice, and interactive tools to assess & explore careers, find jobs & internships, create professional resumes & cover letters, master interviewing skills and track job search progress.

Learning Express Library 3.0 users can access test preparation materials and interactive practice exams that help people improve their scores on academic, civil service, military, and professional licensing and certification exams, including the PSAT, SAT, GED replacement, TASC, test, and other exams.

Lexia is used with adult literacy/TASC Connect! tutoring and it builds foundational literacy skills through techniques such as phonetics and decoding.

Library ELF promotes a positive library patron experience with the online catalog through its use of email notifications for "soon to be overdue" and "overdue" library materials.

Lynda.com is a leading online learning company that helps anyone learn software, technology, creative and business skills to achieve personal and professional goals through a video library of engaging, top-quality courses taught by recognized industry experts.

Morningstar.com Library Edition offers proprietary stock and mutual fund analysis, screening tools and portfolio-building features to library patrons.

Newslea is used with adult literacy/TASC Connect! tutoring and it provides levelled reading comprehension practice based on current news events.

Novelist is a comprehensive source of information about books that includes expert recommendations, reviews, articles, and lists. The resource promotes the discovery of new or related titles in the online catalog.

Rocket Languages provides comprehensive multi-media packages to help individuals speak and improve their language skills with every lesson by taking part in the modern, everyday conversations that make up our Interactive Audio Course.

Total Boox lets WLS member library patrons read, share and discover e-books without restrictions or waiting lists. The titles include a broad range of nonfiction and fiction titles.

X-Plain Patient Education Health Tutorials offers more than 1,400 educational videos with basic health information about illnesses or conditions, medical tests and procedures. Most tutorials are also available in Spanish.

Zepheira/BlueCloud Visibility is a catalog record enhancement service that promotes the discoverability of WLS member library holdings through Internet search engines such as Bing and Google. As more catalog records become available, it will be easier for individuals searching the Internet to find library materials and be redirected to the online library catalog.

Item: State Aid for Public Library Construction \$19 Million Program FY2016-2019
REVISED – 9/26/2016

Background: The New York State Legislature has provided an allocation of \$19 Million for Public Library Construction Aid in the State Budget. For Westchester Library System, the allocation of aid available is based on population and totals \$888,790.

Status: A total of 19 applications were received from 17 libraries for the 2016-19 Grant Program. All of the applications were found to meet the criteria established for the Construction Grants as required by New York State Commissioner's Regulations' [Section 90.12], which include more effective library service; more efficient utilization of the library building; improved access to and use of building services; and provision of library services in communities which are geographically isolated or economically disadvantaged.

The PLDA Grants Committee made up of Chair Angela Groth, Director of Ardsley Public Library; Beth Bermel, Director of Scarsdale Public Library; Kathryn Feeley, Director of Mount Kisco Public Library; Karen La Rocca-Fels, Director of Ossining Public Library; and Greg Wirszyla, Director of Bronxville Public Library, met on 9/8/2016 along with Elise Burke and Terry Kirchner from WLS to review the applications received.

The Committee reviewed the applications based on accepted guidelines and criteria required by New York State Commissioner's Regulations [Section 90.12]. The recommended award amounts are noted on the attached list; and copies of the Applications and Project Narratives were previously distributed.

This year's allotment to WLS equaled \$888,790. The Total Project Cost for all applications equals \$9,387,805; the Cost of the Submitted Projects equals \$6,339,606; and the Total Request Amounts equals \$4,262,606. Due to the increase in submitted applications, all of the recommended award amounts are lower than the requests. Applicants have been contacted to verify whether additional funding is available for their projects to go ahead or whether the scope of the project would need to be revised. The majority are consulting with their boards to make that determination. Any revisions to the attached chart will be sent as soon as possible. **Two applications [North Castle Public Library (Armonk)'s Main Library & John C. Hart Memorial Library (Shrub Oak)] had to be withdrawn; their projects could not go ahead due to unavailable funds from the lower Recommended Award Amounts. Other libraries are either going ahead as is or will try to amend the scope of their project.**

Recommended

Action: Approval of the recommendations submitted by the PLDA Grants Committee.

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Recommended Award Amount
North Castle Public Library (Armonk) -- Main Library	Dedicated Program Space for Adult & Youth Services: Project will add dedicated programming space to enable increased programming offerings without negatively impacting patron quiet study or reading.	\$153,306	\$153,306	\$76,653	\$10,000 WITHDRAWN
North Castle Public Library (Armonk) -- North White Plains Branch	Expansion & Renovation: Project will double the inside space and deck space of the library enabling growth of programming and collection and addition of an innovation center.	\$248,050	\$248,050	\$124,025	\$25,000 \$27,648
Bedford Free Library	Roof Replacement: The Bedford Free Library is requesting partial funding of a roof replacement.	\$75,700	\$75,700 \$90,460	\$37,850	\$25,000 \$27,647
Bedford Hills Public Library	HVAC Replacement Technical Systems Upgrade: BDH will replace our HVAC, electrical/digital wiring, and security systems for greater efficiency, safety, comfort, and accessibility.	\$57,125	\$57,125 \$52,335	\$42,844	\$20,000 \$22,647
Croton Free Library	Makerspace: Create a separate room within the existing library by building an interior wall and door to enclose a space to serve as Makerspace and program area.	\$27,660 REVISING	\$27,660	\$13,830	\$5,000 \$7,647
Eastchester Public Library	Repurposing of Space & Electrical Upgrades: Project includes renovations to the current building that will allow the library to improve and re-purpose existing space on 2 levels of the library.	\$68,335	\$68,335 \$45,987	\$34,167	\$10,000 \$12,647
Harrison Public Library -- Main Library *	Halperin Building Roof Replacement: Replacement of the roof including code compliant insulation-will reduce energy costs and increase conservation of resources.	\$679,778 MAY NEED TO REVISE	\$679,778	\$339,889	\$120,000 \$122,647
Hastings-on-Hudson Public Library	Kitchen: Re-construct new kitchen facility in the Hastings Public Library.	\$19,300 MAY NEED TO REVISE	\$19,300	\$9,650	\$5,000 \$7,647
Katonah Village Library	Library Accessibility: Installation of automatic doors at all patron entrances, allowing accessibility for disabled individuals, seniors and those with strollers.	\$29,800 REVISING	\$29,800	\$14,900	\$40,000 \$12,647
Hendrick Hudson Free Library (Montrose)	Solar Panel: The library will install 275 solar panels to both existing and newly constructed portions of the roof to offset electrical costs for the building.	\$1,551,000	\$304,466	\$152,233	\$32,000 \$34,647
Mount Vernon Public Library *	Capital Construction - Phase I: Project Activity includes Phased exterior and interior building infrastructure system upgrades in order to comply with current code.	\$888,316 REVISING	\$877,316	\$657,987	\$150,000 \$152,647
New Rochelle Public Library -- Main Library *	MAIN Theater HVAC Project: Project to install efficient HVAC system-new roof top unit-fans,ducts (heating & cooling) pumps, piping, electrical, fire alarm, minor archit. work.	\$415,000	\$415,000	\$311,250	\$75,000 \$77,647
New Rochelle Public Library -- Huguenot Children's Branch *	Library Window Replacement: The Huguenot Children's Library (HCL) grant will allow for the replacement of all interior windows in the HCL facility.	\$55,978	\$55,978	\$41,983	\$25,000 \$27,647
Town of Pelham Public Library	Upgrading & Automating Access to the Library: We seek to make significant exterior safety, accessibility, usability and cost saving improvements for Library patrons.	\$36,494	\$36,494 \$25,574	\$18,427	\$40,000 \$12,647

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Recommended Award Amount
Rye Free Reading Room *	Quiet Study Space & Small Group Meeting Room: Creating quiet study space for individuals and small groups by renovating existing spaces.	\$177,037	\$177,037	\$88,518	\$41,790 \$14,437
John C. Hart Memorial Library (Shrub Oak)	Bathroom Renovation/Accessibility: The John C. Hart Memorial Library is renovating its 3 public bathrooms to improve accessibility, conserve water and reduce energy consumption.	\$149,179	\$149,179	\$74,589	\$35,000 WITHDRAWN
The Warner Library (Tarrytown) *	Third Floor Meeting Room Renovation: The Warner Library Third Floor Meeting Room Renovation Project will update the library program and community meeting space built in 1979.	\$260,162	\$260,162	\$195,121	\$20,000 \$22,647
White Plains Public Library *	Main Floor Renovation: The Hub: Funding is sought for renovation of the first floor, creating a new adult library -- The Hub, cafe plus a new energy-efficient lobby entrance.	\$2,400,000	\$2,104,920	\$1,578,690	\$150,000 \$152,647
Yonkers Public Library – Grinton I. Will Branch *	Facade Project - Phase I: The larger project entails the replacement of the entire facade of the branch. This grant focuses on a large window system on the west elevation.	\$2,095,585	\$600,000	\$450,000	\$150,000 \$152,647
	* Eligible for Economically Disadvantaged Community				
	TOTALS	\$9,387,805	\$6,018,613	\$4,262,606	\$888,790