

Executive Director's Report April 2017

New York State Library Services & Technology Act (LSTA) Five-Year Plan Draft

The New York State Library (NYSL) recently posted to their website a draft of its Library Services and Technology Act (LSTA) Five-Year Plan for the period of October 1, 2017, through September 30, 2022. The federal Institute of Museum and Library Services (IMLS) administers the LSTA program and requires each state library to submit a five-year plan that describes its mission and the library service needs identified and how the LSTA funds (\$8.1 Million annually) will be used to address those needs. The NYSL 2017-2022 Five Year Plan has four major goals:

1. All New Yorkers will have improved access to library resources that advance and enhance their personal, educational and working lives.
2. The NYSL, library systems and libraries will deliver new and improved library programs that anticipate and meet New Yorkers' constantly changing needs for library services.
3. New Yorkers of all ages will perceive libraries as community learning spaces offering high-quality lifelong learning, literacy, and knowledge creation opportunities that enhance civic engagement and economic vitality.
4. All New Yorkers will benefit from statewide programs and services of the NYSL that effectively leverage private and public funding through collaboration and partnerships and maximize value in order to achieve goals one, two and three.

This Plan incorporates priorities established by IMLS that are based in LSTA law noted below, which are also reflected and supported in the [WLS System Plan of Service 2017-2021](#) and the [WLS Central Library Plan of Service 2017-2021](#).

1. Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital learning skills;
2. Establish or enhance electronic and other linkages and improve coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
3. (a) provide training and professional development, including continuing education, to enhance the skills of library and information services and (b) enhance efforts to recruit future professionals to the field of library and information services;
4. Develop public and private partnerships with other agencies and community-based organizations;
5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;

6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line;
7. Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and
8. Carry out other activities consistent with the purposes set forth in [20 U.S.C. § 9121](#), as described in the State Library Administrative Agency's plan.

This Draft Plan was developed from a number of previously completed evaluations, surveys and recommendations including *Creating the Future: A 2020 Vision and Plan for Library Service in NYS*, which was submitted by the NYS Regents Advisory Council on Libraries to the NYS Board of Regents. In addition, input from the stakeholder community was received; and the public is invited to review the [Draft Plan](#) and provide feedback by Wednesday, May 10th to the email: LSTACOMMENTS@nysed.gov.

Minimum Standards – Summary of Proposed Changes

An ad hoc committee of the Public Library Directors Organization (PULISDO) of New York State has been working with the New York State Library's (NYSL) Division of Library Development (DLD) on potential revisions to the existing NYS Minimum Standards for Public Libraries. There are currently 11 standards listed in §90.2 Standards for registration of public, free association and Indian libraries, that every chartered public library in the state must meet.

Nine (9) revisions of existing standards as well as seven (7) new potential standards are being discussed at an upcoming PULISDO Meeting on May 16th. PULISDO has made no official recommendations to DLD at this point and is gathering information about the potential impact (if any) of the proposed changes on public libraries throughout the state. The Public Library Directors Association (PLDA) was made aware of these potential changes and has been invited to provide comments and feedback about the anticipated impact on their library.

Proposed changes to the current 11 standards (note numbering is 1-12 due to combining of standards 10 & 11):

- 1) **By-Laws** – the by-laws would be reviewed & re-approved by boards at least once every 3 years
- 2) **Long-Range Plan** – the written plan of service would cover a 3 to 5 year period
- 3) **Annual Report to the Community** – the board approved annual report to the community would show the library's progress in meeting its mission, goals and objectives
- 4) **Policies** – the board would review written policies at least every 3 years or as required by law
- 5) **Written Budget** – semantic changes to emphasize that the written budget is approved by the library board to enable the library to meet or exceed the standards and to carry out the long-range plan
- 6) **Evaluation of Collections and Services** – adds library programs to the list of evaluated activities in addition to existing requirement to evaluate the collections and services
- 7) **Hours** – no changes
- 8) **Facilities** – adds "wiring infrastructure" to the list to support future broadband initiatives. Possibly adds reference to support libraries meeting requirements of the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities

- 9) **Equipment and Connections** – adds access to an automated circulation system to facilitate integrated online access. Changes wording from naming specific types of equipment (such as microcomputer) to using broader scope: “provides equipment, technology and high-speed broadband meeting community needs and facilitating access to information”
- 10 & 11) **Library Information** – changes requirement to distribute printed information about the library to providing access in print and online
- 12) **Paid Director** – no changes

Standards 13-19 are new proposals in addition to the existing 11 standards:

- 13) **Technology Training** – all public service staff must complete a minimum of 8 hours of technology training annually
- 14) **Trustee Education** – all library board members must complete at least 3 hours of trustee education annually
- 15) **Programming** – libraries must provide children, teens and adult programs that meet community needs as outlined in the library's long-range plan of service
- 16) **Collaborations and Partnerships** – the library collaborates or partners with educational, cultural or community organizations
- 17) **System Membership** – libraries would need to be a member in good standing of their public library system to serve the county in which the library is located
- 18) **Financial Audits** – libraries would provide independent audits or reviews:
 - a. Annual audit – if library's total revenue is \$500,000 or higher
 - b. Annual audit review – if library's total revenue is from \$250,000 to \$499,999
 - c. Audit review every other year – if library's total revenue is less than \$250,000
- 19) **Professional Development** – all librarians who hold a NYS public library certificate and library directors/library managers pursuant to [§90.8 Appointment of library personnel](#) would be required to at least 60 hours of professional development every 5 year

NYS Funding Update

The FY2017-2018 New York State budget was approved on April 10th. While \$4 Million was added to State Library Aid in the Governor's proposed budget, it brought the total to \$95.6 Million, which was the same as last year's funding level. A larger \$10 Million increase to the Governor's proposed budget for State Library Construction Aid has achieved a total of \$24 Million for this funding, which represents a 26% increase over last year's funding.

We thank everyone who participated in our advocacy efforts through letters, phone calls, meetings with legislators, participation in New York Library Association's (NYLA) Library Advocacy Day—you made a difference. Your efforts helped libraries to fare better than many other groups that experienced funding reductions. The cumulative effect of NYLA's statewide efforts set a record, with over 9,000 individuals taking action and over 350,000 messages collectively that were sent to legislators and other officials in Albany.

WLS Trustees are encouraged to thank their state legislators for their support of higher State Library Aid and State Library Construction Aid during the budget process.

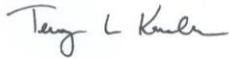
Member Library Visits

I attended the Bedford Hills Free Library Gala held on March 30th that honored David and Melanie Worby, who made a five-year financial commitment to support the library's early literacy initiative. The goals of this initiative include: Ensuring that all families are aware of the free resources and information available to them and are actively engaged in the library's programs and services; Advocating for early childhood literacy by building ongoing partnerships with local community groups; Demonstrating that the library is for everyone and its programs and services reflect diverse voices and cultures; and Developing and expanding the library's collection, programs and services to provide a wider range of experiences for children and families. Congratulations to the library and their supporters for a successful launch and celebration of this new initiative.

Future Events

- May 5 LARC (Library Association of Rockland County)-WLA (Westchester Library Association) Joint Conference – HNA Palisades Premier Conference Center, Palisades, NY
- May 31-June 2 BookExpo – Jacob Javits Convention Center, New York, NY
- June 22-27 American Library Association (ALA) Conference – McCormick Place, Chicago, IL
- October 21 WLS Battle of the Books – Location TBD
- November 16 WLS Annual Meeting – Location TBD

Respectfully submitted,



Terry L. Kirchner
Executive Director

LIST OF VISITS AND MEETINGS ATTENDED
March 2 – April 14, 2017

MARCH

- 2 SirsiDynix & Cloud Library Site Visit
 Douglas Wray, Manager, Cataloging Services
- 3 WLS and ODILO Call
 Dennis Roche, Founder, Burbio.com
- 6 Elise Burke, Executive Assistant
- 7 NonProfit Westchester (NPW) HR Affinity Group
 Rob Caluori, Director of Information Technology (IT)
 Conference Call re e-Books at Northern Westchester Hospital
 WLS Board
- 8 Long Island University (LIU) Palmer School Public Library Administration Certificate Program Class
 LIS702: *Human Resources Administration in the Public Library*
 Lauren Moore, President, PULISDO
- 9 Westchester Library Association (WLA) Board, Mount Kisco Public Library
- 10-15 Vacation
- 16 Public Library Directors Association (PLDA) General Membership Meeting
 Douglas Wray, Manager, Cataloging Services
 Mark Eaton, Director of Sales North America & Australia, ODILO
- 17 Westchester County Family Task Force, White Plains
- 20 Advisory Board, Nonprofit Management Certificate, Manhattanville College
- 21 Rob Caluori, Director of IT
- 22 Long Island University (LIU) Palmer School Public Library Administration Certificate Program Class
 LIS702: *Human Resources Administration in the Public Library*
- 24 NPW Strategic Retreat, WLS Headquarters
- 27 Elise Burke, Executive Assistant
- 28 Webinar: *Gale Business Resources*
 Rob Caluori, Director of IT
 WLS Board
- 29 Long Island University (LIU) Palmer School Public Library Administration Certificate Program Class
 LIS702: *Human Resources Administration in the Public Library*
 Kanopy-Westchester Presentation
 Hui Sheng, Manager, eContent & Resource Sharing
- 30 SirsiDynix Operations Conference Call
 Webinar: *The Fast Track to Community Engagement*
 Cathy Draper, WLS President
 Bedford Hills Free Library Gala, Bedford Hills
- 31 Nelle Stokes, Executive Director and Alicia Benedetto, School Programs Manager, Magic Box
 Productions, at WLS

APRIL

- 3 Elise Burke, Executive Assistant
- 4 Rob Caluori, Director of IT
 Webinar 101: *Measure It! Turning Data into Dollars*
- 5 Long Island University (LIU) Palmer School Public Library Administration Certificate Program Class
 LIS702: *Human Resources Administration in the Public Library*
- 6 WLS Multi-Language Book Fair, WLS Headquarters
- 7 Celebrating Westchester Libraries Breakfast, Doral Arrowwood Resort, Rye Brook
 PLDA General Membership Meeting
 PLDA Central Library/e-Content Committee

APRIL (continued)

- 10 WLS Administrative Staff Meeting
Margaret Tjimos Goldberg, Executive Director, and Joy Bean, Marketing, Greenburgh Nature Center; Pat Brigham, Director of Development
Elise Burke, Executive Assistant
- 11 Chris Herpers, Education Sales Consultant, Public Libraries Gale | Cengage Learning
Webinar: *Informed Browsing: Explore Your Library's Collection with Metadata*
Public Library System Directors (PULISDO) and NYS Library Division of Library Development
Conference Call
WLS Strategic Working Group
- 12 Long Island University (LIU) Palmer School Public Library Administration Certificate Program Class
LIS702: *Human Resources Administration in the Public Library*
Pat Brigham, Director of Development
Hui Sheng, Manager, eContent & Resource Sharing
WLS Governance Committee
WLS Audit Committee
- 13 NPW: DC Update to NonProfits with Congresswoman Nita Lowey, YWCA of White Plains & Central Westchester, White Plains
WLA Board
Douglas Wray, Manager, Cataloging Services
Maria Imperial, Chief Executive Officers (CEO); Julia Nesbitt, Director of Racial Justice Initiatives re Stand Against Racism/Diversity & Inclusion Trainings, YWCA of White Plains & Central Westchester, White Plains
WLS Central Library Study Committee
- 14 Yoav Lorch, CEO, Total Boox