

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 26, 2012 – Approved September 27, 2012

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:08 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Patricia Dohrenwend, Dave Donelson, Deborah Fay, Patricia Fontanella, Hope Furth, Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale, Alvin Reiss

Board Members absent: Mary Amato, LaRuth Gray, John Sorice

Also present from WLS were: Terry Kirchner, Patricia Braja, Francine Feuerman, Francine Vernon

Public Library Directors Association (PLDA) Representative: Cynthia Rubino, Director, Lewisboro Library (South Salem)

MINUTES

The minutes of the meeting of May 29, 2012, were corrected as follows, on Page 4 under the “Other” category, the first sentence will read: “Ms. Furth noted that steps have been taken at the White Plains Public Library to explain the shelving of returned books, which was the subject of a 5/26/2012 Opinion in *The Journal News*.”

The minutes were accepted as amended on a motion by Ms. Hickernell and seconded by Ms. Dohrenwend. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through May 2012 were presented by Ms. Feuerman. Ms. Feuerman noted that the budgeting module for the WLS accounting software was purchased and will be implemented over the next few weeks. The financial reports were accepted as submitted on a motion made by Mr. Reiss and seconded by Ms. Fontanella. The motion passed unanimously.

DEPARTMENT PRESENTATION

Youth Connections Department by Francine Vernon, Coordinator: Mrs. Vernon gave a complete overview of the Youth Connections Department and the current summer activities as well as other year-long programs. Within the Office of Community Connections, a large part of Mrs. Vernon’s service is to champion for the underserved, with a particular focus on older youth—middle school and high school ages. At this time of year, the summer youth employment program Learning Ambassadors is gearing up. Teens have generally been employed as pages within libraries. While page activities are important, this program was founded as a way to engage youth, mentor them and impart marketable skills, show them the excitement of working with people and foster future librarians. Recruitment of the libraries was not easy at first due to the fact that the mentoring aspect of the project takes much more time and effort. Participating libraries are also

required to make a financial commitment to the program. This year 13 libraries are participating [Ardsley, Greenburgh, Mount Kisco, Mount Vernon, New Rochelle, Ossining, Field Library (Peekskill), Pelham, Rye, Warner Library (Tarrytown), Tuckahoe, Yonkers-Riverfront, and Yonkers-Grinton I. Will]; and 27 children from around the county are being placed. WLS is involved with the training and placement as well as payment and program support. Each child has to do a leadership project related to their work at the library.

Homework Help programs are currently in place at 13 libraries [Croton, West Harrison Branch, Larchmont, Mamaroneck, Mount Kisco, Mount Vernon, New Rochelle, Ossining, Field Library (Peekskill), Pelham, Port Chester-Rye Brook, Warner Library (Tarrytown), and Tuckahoe]. These programs are stronger when parents are involved and getting volunteers can be difficult; however, there is great potential to partner with other organizations and get young people the help they need.

Another function of this department is to assist libraries to look at who is in their community and find ways how the library can invite and serve those who do not come to the library.

ACTION ITEMS

WLS Free Direct Access Plan: In preparation for submission of WLS's Plan of Service 2012-2016, the Free Direct Access Plan was reviewed. Overall no substantial changes were required; however, several revisions were made for clarification purposes. The 2/3/2012 Revision of the WLS Free Direct Access Plan (see attached) was reviewed by the Public Library Directors Association (PLDA) and the WLS Board of Trustees. It was then submitted to the 38 member library boards for their approval. The revised Free Direct Access Plan was ratified by a simple majority of member library boards as of May 14, 2012.

The Board approved submission of the WLS Free Direct Access Plan to the New York State Library as presented on a motion by Ms. Furth and seconded by Dr. Jacknis. The motion passed unanimously.

State Aid for Public Library Construction FY2012-15: Dr. Kirchner explained that effective 4/1/2012, the legislature amended NYS Education Law Section 273-a, which covers State aid for library construction, to allow for approval of state aide for up to 75% of the total project approved costs for public library buildings located in an economically disadvantaged community. Along with approval from PLDA, WLS has set the criteria below for use to define an economically disadvantaged community if two or more of the following are met:

CRITERIA DESCRIPTION	REQUIREMENT
% of All People below Poverty level as taken from 2006-2010 American Community Survey 5-Year Estimates	>7%
Poverty level-65 years+ as taken from 2006-2010 American Community Survey 5-Year Estimates	>7%
% Food stamps / SNAP as taken from 2006-2010 American Community Survey 5-Year Estimates	>6%
Free & reduced lunch rate as taken from Comparison of Free/Reduced Lunch Eligible for Enrollment – January 2012	>12%
Drop out rate as taken from Public School District Total Cohort Graduation Rate and Enrollment Outcome Summary 2008-2009 School Year All Students	>5%

PRESIDENT'S REPORT

Mr. Donelson noted that no meetings are expected to be held in July and August, but the Executive Committee will be available should the need arise. When the final State figures for the 2012-13 budget year are received, the Budget Committee will meet to review WLS's overall status. Any needed amendments to the budget will be discussed at the September meeting.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner announced that an offer has been made for the Director of Community Connections position, and an answer is expected soon.

The next Trustee Institute is scheduled for October 3rd with a presentation on legal issues by a local attorney who teaches at Pace. The WLS Annual Meeting has been set for November 14th with newly elected ALA President Maureen Sullivan, who will speak about libraries as an economic engine for communities.

The Central Library FY 2012-13 Budget was brought before the Mount Vernon Public Library (MVPL) Board at their 6/20/2012 Meeting. The MVPL Board voted against the proposed Central Library FY2012-13 Budget by a vote of 3 to 1. One key objection regarded how the foreign language material records are shown via the catalog. Dr. Kirchner notified MVPL that if the Central Library's budget is not approved by the Central Library, no Central Library Aid will be released. Dr. Kirchner will discuss Mount Vernon Public Library's eligibility to continue as the Central Library with the NYS Library Division of Library Development. Dr. Kirchner noted that WLS is not looking to change MVPL as the Central Library; however, a number of issues discussed will need to be clarified including: the status of Mount Vernon Public Library's governance issues; minimum standard requirements; and availability of the Central Library's collection to the entire system.

OTHER

Mr. Reiss spoke about a few general library issues of interest. The publisher Penguin, who resisted involvement in loaning ebooks to libraries, is now involved with New York Public Library & Brooklyn Public Library in a one-year pilot project. In Manchester, England, they pulped 200,000 books and a protest erupted.

Ms. Fontanella noted that Library Trustees Association of New York State (LTA) could not tell from their database which System Trustees were also appointed to local boards. Ms. Fontanella asked which WLS Trustees do; and Dr. Jacknis, Ms. Furth, and Mr. Donelson also serve on their local library boards.

PLDA REPRESENTATIVE

Ms. Rubino reported on the June PLDA Meeting, which was held at the newly renovated Port Chester-Rye Brook Public Library. The summer lunch and tour of newly-renovated library followed the business meeting as well as a presentation from Rob Mitchell, Regional Sales

Representative from Library Ideas, on Freegal, a digital music download program; Freading, a pay-as-you-go system for downloadable books; and Rocket, a foreign language learning program. Gabriella Radjuko is the new Director at the Bronxville Public Library.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:25 p.m. on a motion by Mr. Reiss and seconded by Ms. Neale. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in blue ink that reads "Chris Hansen" with a stylized flourish at the end.

Chris Hansen, Secretary



**Westchester Library System
Free Direct Access Plan for 2012-2016
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. 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.

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. The PLDA Executive Committee reviewed and revised the draft plan on 9/19/11. The WLS Board of Trustees approved the draft plan to be submitted to PLDA on 10/25/11. The Plan was submitted to the PLDA for review on 11/17/11, and approved on 2/16/12. 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 5/14/12. The WLS Board of Trustees approved the Plan on 6/26/12 and the Plan was submitted to Division of Library Development for approval by the Commissioner of Education.