

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 28, 2021 – Approved 10/26/2021

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:05 p.m. via a virtual meeting. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Cathy Draper, Wes Iwanski, Karen Kelley, Jonathan Marshall, Denise Matthews-Serra, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Maureen LeBlanc, Julie Mills-Worthey

Also present from WLS were: Terry Kirchner, Wilson Arana, Patricia Brigham, Rob Caluori, Elise Burke

Public Library Directors Association (PLDA) Representative: Greg Wirszyła, Director, Bronxville Public Library

Guests: Angela Groth, Chair, PLDA Grants Committee, and Director, Ardsley Public Library; Joe Maurantonio, WLS

MINUTES

The minutes of the meeting of June 29, 2021, were approved as submitted on a motion by Mr. Seiler and seconded by Ms. Zevin. The motion was approved unanimously. [Ms. Matthews-Serra not present for vote.]

FINANCIAL REPORTS

The financial report through August 2021 was presented by Mr. Caluori and reviewed by the board in detail as well as the Temporarily Restricted Net Assets quarterly report. The Board approved the August 2021 finances on a motion by Ms. Scherer and seconded by Mr. Marshall. The motion passed unanimously.

ACTION ITEMS

State Aid for Public Library Construction \$34 Million Program FY2021-2024: 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); Beth Bermel, Director of Scarsdale Public Library; Cindy Rubino, Director of Lewisboro Library; Jennifer Daddio, Director of Somers Library; Andrew Farber, PLDA President and Director of Chappaqua Library, along with Dr. Kirchner of WLS, met to review the 15 applications received. This year's allocation for WLS totaled \$1,590,468, and the application request amounts totaled \$1,267,269; therefore, all requests could be met and the request for Warner Library was increased, bringing the total of the recommended award amounts to \$1,292,269. Discussion followed regarding how the program is promoted to the member libraries, and whether there was any further marketing done since the full allocation was not utilized. The communication for this program goes through PLDA. Directors are notified in June of the allocation allowed and guidelines in use for the current year's cycle. Due to time constraints for this particular year, WLS was unable to solicit

any additional applications for the unused funds; however, those funds will revert to NYS Library and be re-allocated to other systems who can use them. The 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	Committee Recommended Award Amount
Bronxville Public Library	Attic FCU's - Honeywell BMS Upgrade: New controllers will be installed, on new fan coil units that services the upper floor of the library building and interfaced with new Library BMS.	\$24,840	\$24,840	\$12,420	\$12,420
Dobbs Ferry Public Library	Building Upgrades: Project will replace failed HVAC compressors and add automatic door openers to two entrances.	\$61,300	\$61,300	\$30,650	\$30,650
Eastchester Public Library	Emergency Water Infiltration Remediation Phase II: The rebuilding of the machine room and adjoining handicapped bathroom and replacement of elevator machinery damaged by long-term water infiltration.	\$514,000	\$210,370	\$105,185	\$105,185
Greenburgh Public Library *	Sliding Entrance Doors with Keyless Security: Install sliding entrance doors with keyless access.	\$26,177	\$26,177	\$19,632	\$19,632
Harrison Public Library - West Harrison Branch	Library Without Walls Community Programming Space: This project will construct an innovative Library Without Walls reading and community programming garden adjacent to the library.	\$300,000	\$300,000	\$150,000	\$150,000
Hastings-on-Hudson Public Library	COVID Compliant Water Refill Stations and Sinks: Replace 2 public water fountains with bottle refill stations and 4 bathroom faucets with motion sensor turn-off with respective sinks and countertops.	\$17,000	\$17,000	\$8,500	\$8,500
Hendrick Hudson Free Library-Montrose	Boiler Upgrade Efficiency: This project will upgrade the original 25 year old boiler to more energy efficient dual staged boilers.	\$76,851	\$76,851	\$38,425	\$38,425
Irvington Public Library	Restroom Conversion: Convert two single-gender restrooms to two all gender restrooms and a family restroom and add UVC lights to air handler to improve air quality.	\$145,572	\$145,572	\$72,786	\$72,786
Larchmont Public Library	LED Lighting Project: Replace fluorescent lights with LED lights on the Upper and Lower levels of the 1995 addition of the Library. Replacement of drop ceiling tiles.	\$67,615	\$67,615	\$33,807	\$33,807
Mount Vernon Public Library *	Construction Improvements--Replacement of Air Conditioning System: The library air conditioning needs replacement. The air conditioning does not function and creates water damage. 2 condensing units are inoperable.	\$232,000	\$232,000	\$174,000	\$174,000

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Committee Recommended Award Amount
New Rochelle Public Library – Main Library *	3rd Floor Renovation: Renovation of third floor space to include reconfiguration of overall space, energy-efficient lighting, new furniture, fixtures, wall and floors.	\$456,899	\$456,899	\$342,674	\$342,674
New Rochelle Public Library – Huguenot Children’s Branch Library	Air Conditioning: Replacement of the 3 ductless mini split air conditioning units at branch Children’s Library is necessary.	\$23,750	\$23,750	\$17,812	\$17,812
Tuckahoe Public Library	Re-configuring the Children’s room and creating a new space for teens: Re-configuring the Children’s room to improve early literacy and creating a new space for teens.	\$300,000	\$300,000	\$150,000	\$150,000
Warner Library-Tarrytown *	Public Computer/Reference/Young Adult Room Energy Efficient Lighting Project: An upgrade to energy-efficient lighting for public areas of the Warner Library and upgrades to the surrounding ceilings.	\$100,000	\$100,000	\$50,000	\$75,000
John C. Hart Memorial Library-Yorktown	Electronic Upgrades for Network Wiring and Elevator System: Upgrade broadband infrastructure for entire building and expand Wifi. Upgrade of electronics for elevator to insure ADA compliance into the future.	\$122,756	\$122,756	\$61,378	\$61,378
* Eligible for Economically Disadvantaged Community					
TOTALS		\$2,468,760	\$2,165,130	\$1,267,269	\$1,292,269

The recommended award amounts were approved as submitted on a motion made by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously.

Westchester Library System Plan of Service 2022-2026: Dr. Kirchner noted that New York State Library Division of Library Development (DLD) requires WLS and all library systems to submit a five-year plan of service. This document identifies, organizes and provides an overview of the library system’s service program. The Plan emphasizes what the library system proposes to accomplish, whom the library system serves and how the library system anticipates fulfilling its major roles. The WLS Plan of Service for 2022-2026 was broken into three parts for the Board’s consideration: WLS Plan of Service 2022-2026, the Central Library Plan of Service 2022-2026, and the Free Direct Access Plan for 2022. Although discussed separately, they all belong together under the WLS Plan of Service, which will be submitted online to DLD.

The WLS Strategy Committee met over the course of the year to review the WLS Plan of Service and the Central Library Plan of Service documents for the 2022-2026 time period. Potential ideas and questions were explored, and input was gathered from the WLS trustees, member library staff, WLS staff and others. The main work of the Committee focused on the statements created for WLS’s mission, vision, and a general overview of services. The revised statements emphasized the role of disseminating new ideas to strengthen libraries to provide a welcoming environment and of assisting with discovery of materials to promote a love

of learning. The overall goal statements from the previous period remained relevant, and a framework included should any future revisions need to be made.

The Central Library Plan for Service 2022-2026 was reviewed numerous times with PLDA's Central Library/E-Content Committee. The document shows a shift to a predominantly digital content as the best way to connect to library communities via Central Library funds. The Central Library Director is part of the Committee, and the Central Library Plan of Service for 2022-2026 was presented to the Mount Vernon Public Library's Board but not approved; however, this is not a requirement for the submission of the WLS Plan of Service. Should any revisions be requested to the Central Library Plan of Service, the revision process prescribed in the Plan should be followed.

The Free Direct Access Plan addresses the resource sharing relationship between the member libraries, especially in light of a potential sudden closure of a library and its effects on neighboring libraries. There were no major changes to the document, which was shared with PLDA at their March meeting. The proposed draft was accepted by PLDA and the WLS Board and distributed to the member library boards for their review and approval. As of 7/8/2021, a simple majority of library boards approved the Free Direct Access Plan.

Mr. Okelo, Chair of the Strategy Committee, thanked Dr. Kirchner for his guidance during this process. He also noted that the mission, vision and overview of services expanded on the former statements.

The Board approved the WLS Plan of Service 2022-2026 as submitted, which includes the mission, vision and overview of services, the Central Library Plan of Service 2022-2026, and the Free Direct Access Plan for 2022 (see attached), on a motion made by Ms. Zevin and seconded by Mr. Marshall. The motion passed unanimously. Next month more time will be spent discussing the mission, vision and overview of services. WLS staff will submit the approved Plan of Service online to DLD.

PRESIDENT'S REPORT

Dr. Morduch asked Mr. Arana to give a report on the Service Level Agreement (SLA). Mr. Arana reported that sessions were held for small, medium and large libraries in both the mornings and evenings. Topics covered included: explanation of services offered, process for removing/adding services throughout the year, driving factors of costs, important deadlines and other questions raised. The SLA more clearly defines the core services provided by WLS and creates more flexibility for member libraries.

Dr. Morduch noted that at last month's meeting, the Board discussed establishing a Finance Committee, which will start in January 2022. Ms. LeBlanc, Ms. Scherer, Mr. Caluori and Dr. Kirchner are currently working closely with the Budget Committee and will draft an Information Item for review next month.

COMMITTEE REPORTS

Governance: Ms. Draper is working with Dr. Kirchner with regard to the HERO (Health & Essential Rights) Act and will report any revisions needed to WLS policies.

Budget: Ms. Scherer reported that she met two times with the Budget Committee and Mr. Caluori and Dr. Kirchner to start the budgeting process. The first meeting covered the WLS IT budget and the second meeting covered the outreach, youth services, development and cataloging services. The third, which is being scheduled, will create an overview and plan that will be presented at the October WLS Board Meeting

as an Information Item and will be officially voted on at the November Board Meeting. If anyone is interested in joining the Committee, they should let Ms. Scherer know. Mr. Caluori will send the Zoom invitation for the next Committee meeting.

Nominating & Board Development: Ms. Zevin focused on two different items:

- 1) New board members needed to fill upcoming vacancies for the 12/31/21 term expirations. Dr. Kirchner volunteered to communicate with the member libraries whose districts are involved. A candidate is still being sought to fill the vacancy for District 5 (Armonk, Bedford Village, Mount Pleasant, Pound Ridge). Suggestions for people representing diverse backgrounds, especially Hispanic, would be welcome.
- 2) The Committee plans to meet with trustees who expressed interest on the board-to-board survey done earlier in the year to discuss training topics for future WLS Trustee Institutes that can be used for compliance with the NYS trustee training requirement currently pending in the NYS legislature.

Strategy: Mr. Okelo noted that the Committee has completed the first phase of their work and at their November meeting will look at future library trends to ensure that WLS and the member libraries are prepared as possible to meet potential challenges in partnership.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that there has been community concern regarding the overall financial situation at the Mount Vernon Public Library. The library has been working with an accounting firm, whose report to the Board went public. The audit process is still in the early stages and all forensic work has not yet been completed; however, the initial report noted \$900,000 of disputed funds. Because the audit is not completed and the library has not been able to provide the financial numbers needed, their 2020 Annual Report has not been approved by DLD. Due to this, the library's LLSA funds (of approximately \$19,000) and any outstanding NYS Construction Aid funds are being withheld.

Public distress regarding this situation was received at DLD, the Regents and other State agencies. WLS is working with DLD to get a clear understanding of what would be acceptable to complete the financial sections of the Annual Report. Until confirmation is received from DLD, the Mount Vernon Public Library is in limbo. WLS usually awaits DLD confirmation of the Annual Reports prior to distributing the Member Library Statistics, but staff will review other ways to present the information in light of this delay.

Mount Vernon Public Library's registration process is another outstanding issue. Back in 2014 the library had its first public vote for its budget and election of trustees as a small city school district. In the past, the budget was determined by the City Council. The registration process began due to the change in governance but was not completed. DLD is now requiring that this process be submitted by 11/1/2021. WLS will do an initial review and then submit the documentation to DLD for their review. The entire process is to be completed by 3/1/2022. Dr. Kirchner has already completed training of all Mount Vernon Public Library Board Members. If Mount Vernon Public Library is unable to successfully complete the registration process by March 2022, they might not be able to receive public tax dollars. WLS is trying to be supportive, and Dr. Kirchner has been working with Mount Vernon Public Library staff as well as DLD staff to ensure that this gets resolved; but it is difficult and time consuming. Other concerns raised during discussion included:

- The need to keep the WLS Board apprised of the status;
- Implications for the other 37 libraries as outlined by the Free Direct Access Plan; and
- The effect on the Central Library status and funding.

Dr. Morduch noted that Dr. Kirchner is helping to guide the Mount Vernon Public Library Board to move forward with this process in a positive way.

PLDA LIAISON'S REPORT

Mr. Wirszyla noted that PLDA Meetings have also returned to Zoom. When in-person meetings are held again, the first will likely be held at the newly-renovated Scarsdale Public Library. All member libraries have been informed regarding the SLA, and a survey has been sent to all directors querying them about the future role of the PLDA Finance Committee. The data will be compiled and a report will be shared with Dr. Kirchner and Mr. Arana.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:30 p.m. on a motion by Mr. Iwanski and seconded by Mr. Puglia that passed unanimously.

Respectfully submitted,

/s/ Bernie Seiler

Bernie Seiler
Secretary

WLS Strategy Committee – Overview, Mission and Vision Statements

version 10

Overview:

A focus on community engagement and outreach provides the framework for programs and services at the Westchester Library System (WLS). It is through partnerships with the member libraries, governmental agencies, service organizations, community members, Westchester County and others that WLS is able to assist them in their efforts to create and grow welcoming, inclusive services and programs for all residents of their community and the County.

WLS works to provide cost-effective approaches for administrative and technology support, cataloging assistance, delivery of materials, training of library staff and trustees, the sharing of digital resources. We do our work with a disciplined focus on equity, diversity and access, which gives our outreach programs and member library activities the broadest reach and relevance. We are committed to providing services for the interest, information and enrichment of all people in the communities we serve.

WLS is one of New York State's 23 public library systems and was established by State Education Law in 1958. WLS is a membership organization comprised of the 38 independent public and association libraries within the geographic boundaries of Westchester County. Each of the member libraries is an independent organization with its own board of trustees, director, staff, policies and chartered service area. WLS strives to help each member library support the specific needs and interests of its community, while also encouraging the development of partnerships that result in more effective and cost efficient library services throughout the County. To that end, WLS provides ongoing training and professional development for library directors, staff, and library trustees fostering best practices in library services, community engagement, and fiscal responsibility. WLS also provides expert guidance in complying with NYS rules and regulations to member libraries. Additionally, WLS offers robust, community centered outreach programs collaborating with libraries, community agencies and nonprofits to serve the County's most vulnerable populations.

Proposed Mission Statement:

The mission of Westchester Library System (WLS) is to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries.

Current Mission Statement:

The mission of WLS is to ensure that all residents have seamless access to excellent library service throughout Westchester County.

Proposed Vision Statement:

Westchester Library System (WLS) will promote the love of learning, discovery of new ideas and opportunities for all in Westchester County. It will strengthen the member libraries of Westchester County by enhancing their ability to share information and resources and by supporting a welcoming environment to everyone in the community.

Current Vision Statement:

WLS will serve as a center of innovation for the Westchester County library community. We will provide model programs, affordable and easy-to-use information technology, and support services that enable libraries to continuously improve service to their communities.

9/20/2021

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NYS ELEMENT	ELEMENT SUB-CATEGORY	GOAL STATEMENT	INTENDED RESULTS	EVALUATION METHODS
Resource Sharing	Cooperative Collection Development	To continually improve and enhance the ability of eligible library cardholders to discover and access collections.	=Expand and enhance digital collections discoverability and delivery options through the online catalog, shared apps and System website =Maximize accessibility of digital collections on handheld and mobile devices commonly used by library patrons =Coordinate the purchase of digital content that meets the needs of and is available to eligible library cardholders	=Ongoing analysis of digital collection usage statistics =Ongoing review and response to feedback from member libraries and library patrons concerning digital collection interests and needs
Resource Sharing	Integrated Library System	Manage a centralized online integrated library system (ILS) to promote efficient and standardized procedures for the acquisition, cataloging, discovery, circulation and delivery of materials in all formats to the member libraries and their cardholders	=Maximize the use of ILS service enhancements and open-source/vendor add-ons to enhance users' discovery and delivery experiences =Provide learning opportunities for member library staff to maximize their understanding of ILS functionality and data reporting capabilities	=Ongoing review of member library and cardholder satisfaction with and ability to successfully use the ILS =Ongoing monitoring of the number of library staff training sessions, the number of member libraries attending the trainings, and attendee evaluations of the training sessions
Resource Sharing	Delivery	Provide an efficient means of delivering materials between WLS and the member libraries to meet community needs	=Provide six days/week WLS delivery to all member library locations	=Ongoing monitoring of the WLS Delivery email address =Discussions about WLS Delivery satisfaction levels at the regularly scheduled PLDA & Circulation Committee meetings
Resource Sharing	Interlibrary Loan (ILL)	Coordinate and facilitate access to materials not available from the print or digital collections of the 38 member libraries	=Member libraries will have cost-effective and timely access to materials outside of WLS	=Ongoing review and analysis of ILL borrowing and requesting statistics and related costs

NYS ELEMENT	ELEMENT SUB-CATEGORY	GOAL STATEMENT	INTENDED RESULTS	EVALUATION METHODS
Resource Sharing	Digital Collections Access	To continually improve and enhance the ability of cardholders from member libraries to discover and access digital collections	=Expand and enhance digital collections discoverability and delivery options through the online catalog, shared apps and System website =Maximize accessibility of digital collections on handheld and mobile devices commonly used by library patrons =Coordinate the purchase of digital content that meets the needs of and is available to eligible library cardholders	=Ongoing analysis of digital collection usage statistics =Ongoing review and response to feedback from member libraries and library patrons concerning digital collection interests and needs
Special Client Groups	Adult Literacy	Inform member libraries of potential partnerships, resources, programs, training opportunities and service trends related to adult and digital literacy	=Member libraries will have the information necessary to develop and promote collections, services, programs and partnerships targeting adult literacy =Member libraries will have the information necessary to develop and promote collections, services, programs and partnerships targeting digital literacy	=Survey member libraries' awareness of and comfort in promoting and using adult and digital literacy related resources and services
Special Client Groups	Coordinated Outreach	Inform member libraries of resources, programs, training opportunities and service trends to attract and connect with outreach target populations and to form relevant and sustainable community partnerships at the local level	=WLS will provide collection development tips and coordinated public relation materials for target populations =Member libraries will have the information necessary to develop and promote collections, services, programs and partnerships supporting the information and education needs of the targeted outreach populations	=Ongoing advisory committee review of the Coordinated Outreach initiatives and related outcomes =Survey member libraries' awareness of and comfort in promoting and using coordinated outreach related resources and services =Anecdotal and outcome based assessment of participants in outreach programs

NYS ELEMENT	ELEMENT SUB-CATEGORY	GOAL STATEMENT	INTENDED RESULTS	EVALUATION METHODS
Special Client Groups	Correctional Facilities (State & County)	WLS will support the professional activities of the librarians and provide educational and recreational reading materials to the residents of the state and county correctional institutions	=State and county correctional facility libraries within the WLS service area will have access to facility-approved materials =Library staff from the correctional facilities will have the opportunity to attend WLS sponsored trainings and workshops to support their professional learning needs	=Annual review and negotiation of WLS Correctional Facility services =Ongoing monitoring of onsite consultations at and materials loaned to or purchased for the correctional facilities
Special Client Groups	Youth Services	WLS will support the member libraries as learning centers for youth of all ages and their families/guardians	=Youth of all ages, especially those from targeted outreach populations, will have access to services and programs designed to meet their particular needs and interests =Member libraries will have the information necessary to develop and promote collections, services, programs and partnerships supporting the information and education needs of the youth and their families/guardians, especially those from targeted outreach populations	=Annual survey of NYS Summer Reading Program attendance and activities at member libraries =Ongoing monitoring of the number of Youth Services related trainings and workshops offered, the number of member library staff attending the trainings, and attendee evaluations of the training sessions =The number and type of Youth Services related programs and services offered at the member libraries =Ongoing review of member libraries' awareness of, comfort in and resources for promoting youth related resources, programs and services

NYS ELEMENT	ELEMENT SUB-CATEGORY	GOAL STATEMENT	INTENDED RESULTS	EVALUATION METHODS
Special Client Groups	Early Literacy (Birth to School Age with Parents/Guardians)	Inform member libraries of potential partnerships, resources, programs, training opportunities and service trends related to early literacy	=Member libraries will have the information necessary to develop and promote collections, services, programs and partnerships targeting early literacy	=Survey member libraries' awareness of and comfort in promoting and using early literacy related resources and services
Professional Development & Training	N/A	Member library and WLS staff and trustees will be provided with and encouraged to participate in professional and educational opportunities to stay current with library practices, regulations, service, technologies, and trends in support of their roles and responsibilities	=Member library and WLS staff and trustees will have opportunities to build the skills and knowledge needed to provide effective and efficient community-based programs and services	=Ongoing monitoring of the number of professional development and continuing education opportunities offered, the number of member library staff and trustees attending the trainings and workshops, and attendee evaluations of the trainings and workshops
Consulting & Development Services	N/A	WLS will assist and advise member library staff and trustees and correctional facility library staff with individual questions, challenges and concerns related to library operations	=Member library staff and trustees and correctional facility library staff will be knowledgeable about and able to effectively respond in a timely manner to issues and trends in library service	=Ongoing monitoring of the number of WLS visits to member and correctional facility libraries and the subject content of the consultations
Coordinated Services for Members	N/A	N/A	N/A	N/A
Awareness & Advocacy	N/A	WLS will provide System and member library trustees, staff, volunteers and supporters with information, tools and strategies to assist in the promotion of library and System services to legislators and communities	=WLS and member library trustees, staff, volunteers and supporters will have the necessary information, tools and strategies to successfully advocate for public libraries and public library systems =Legislators, the general public and funding agencies will have an increased awareness of the value of public libraries and library systems and provide ongoing and increased financial support to WLS and the member libraries	=Review member library staff satisfaction levels with advocacy and awareness activities at the regularly scheduled PLDA meetings

NYS ELEMENT	ELEMENT SUB-CATEGORY	GOAL STATEMENT	INTENDED RESULTS	EVALUATION METHODS
Communications among Member Libraries and/or Branches	N/A	WLS will support and improve current and new methods of communication with and among the member libraries	=WLS and member library staff and trustees will share best practices, experiences and knowledge that support activities such as overall library operations, professional development, public programming, funding and advocacy efforts	=Monitor the number and frequency of listserv, wiki and email group exchanges =Monitor the number and frequency of visits to staff services related webpages =Collect anecdotal evidence of successful projects and/or plans attributed to shared knowledge exchange between WLS and/or member libraries
Cooperative Efforts with Other Library Systems	N/A	WLS will collaborate with other library systems on projects and services that benefit member libraries	=Services to member libraries will be expanded and improved through collaborative activities =Cost effectiveness of services to member libraries will be maximized	=WLS staff evaluation of cost-effectiveness =Survey member library staff satisfaction levels with cooperative activities at the regularly scheduled PLDA meetings
Other	N/A	N/A	N/A	N/A
Construction	N/A	WLS will assist member libraries to successfully apply for public library construction and other related building improvement projects	=Member libraries will undertake construction projects that result in more accessible library spaces and enhanced energy efficiencies that better support services for their communities	=Assist the member libraries in reviewing the construction project application process, fundable project details and funding eligibility requirements =Track the number of successful projects and amount of funding allocated each year

Central Library Plan of Service Westchester Library System (WLS)

January 1, 2022 – December 31, 2026

This plan describes the use of the Central Library Development Aid (CLDA) and Central Book Aid (CBA) state aid funds received by WLS in support of central library services for the member libraries.

Digital Collection Development

- 1. Goal Statement**
Expansion of the system-wide digital collection in response to member libraries' needs
- 2. Years 1-5 (2022-2026) Intended Result(s)**
 - Acquisition of and/or access to digital collections that support patrons' educational, informational and recreational needs through the use of CBA and/or CLDA funds
- 3. Evaluation Method(s)**
 - Ongoing analysis and review of patron use and feedback data conducted by the Central Library Coordinating Committee
 - Annual member library survey and/or feedback opportunities to gauge member library satisfaction with the selected digital resources and to identify potential resources for the forthcoming year

Public Service Staff Training and Education

- 1. Goal Statement**
Expansion of member library staff training and professional development offerings in growing fields such as digital literacy, e-reading, mobile technologies and social media
- 2. Years 1-5 (2022-2026) Intended Result(s)**
 - Provision of digital and in-person learning opportunities for member library staff to develop the skills and understanding required to help patrons meet their educational, informational and social media needs through the use of CLDA funds
- 3. Evaluation Method(s)**
 - Ongoing analysis and review of training topics offered, the number of sessions and participants, and participants' evaluation data
 - Surveys of participants for selected sessions to determine the levels of change in participants' behaviors, skills or knowledge as a result of attending a training or professional development activity

Collection Management and Use Analysis

- 1. Goal Statement**
Member libraries will have access to training and tools to assist with collection analysis
- 2. Years 1-5 (2022-2026) Intended Result(s)**

- Provision of learning opportunities for member library staff in the areas of analyzing, evaluating, and managing collections through the use of CBA and/or CLDA funds

3. Evaluation Method(s)

- Surveys of participants for selected sessions to determine the levels of change in participants' behaviors, skills or knowledge as a result of attending a training or professional development activity

Supplemental Adult Non-Fiction Collections

1. Goal Statement

Member libraries will have access to adult non-fiction materials that supplement their local collections

2. Years 1-5 (2022-2026) Intended Result(s)

- Purchasing and/or leasing of non-fiction materials to improve patrons' access to items in high-demand and targeted subject areas using CBA and/or CLDA funds

3. Evaluation Method(s)

- Ongoing review of circulation reports for materials purchased and/or leased materials using CBA and/or CLDA funds

Supplemental Foreign Language Collections

1. Goal Statement

Member libraries will have access to foreign language materials that supplement their local collections

2. Years 1-5 (2022-2026) Intended Result(s)

- Purchasing and/or leasing of foreign language materials to improve patrons' access to items in high-demand and targeted subject areas using CBA and/or CLDA funds

3. Evaluation Method(s)

- Ongoing review of circulation reports for materials purchased and/or leased materials using CBA and/or CLDA funds

Promotion of Central Library Services and Resources

1. Goal Statement

Member libraries will be aware of and know how to effectively use the services and resources provided by the Central Library of the Westchester Library System

2. Years 1-5 (2022-2026) Intended Result(s)

- Increasing member library staff awareness about and knowledge of the services and resources provided by the Central Library through promotional and educational activities supported by CBA and/or CLDA funds

3. Evaluation Method(s)

- Annual member library survey and/or feedback opportunity to gauge member library staff's knowledge of and satisfaction with the Central Library services and resources provided



**Westchester Library System
Free Direct Access Plan for 2022-2026
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 limitation

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.
- Member libraries may give preference to the residents and organizations of their taxing district in the reservation and use of meeting rooms.

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. The WLS Board of Trustees reviewed the draft Plan to be submitted to PLDA on 2/23/2021. PLDA reviewed the draft Plan at their 3/18/2021 meeting, when one change to Section 1 was recommended and incorporated into the draft Plan. The WLS Board was notified of this revision at their 3/30/2021 meeting. The revised draft Plan was then submitted to the Boards of the 38 member libraries. A simple majority of the 38 member libraries approved the Plan on 7/8/2021. 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.

Last update: April 1, 2021