

#24543

DATE: March 7, 2012

TO: The Honorable Board of Acquisition and Contract

FROM: Kevin J. Plunkett
Deputy County Executive

RE: Authority for the County of Westchester (the "County") to enter into an agreement with the Westchester Library System (the "Library System"), for a term January 1, 2012 through December 31, 2012; for a not-to-exceed amount of \$1,050,000; for the Library System to provide services to County residents to include 1) maintenance and development of the Library System's Cataloging and Inter-library Loan Department's online catalog; 2) youth outreach programs; 3) educational and career counseling services; 4) a system-wide delivery service of library materials, and 5) services to allow downloading of audio and electronic books

Authority is hereby requested for the County of Westchester (the "County") to enter into an agreement with the Westchester Library System (the "Library System"), pursuant to which the Library System shall provide various services to County residents to include:

1) support for the Library System's Cataloging and Inter-Library Loan Department through maintenance and development of the department's online catalog; 2) youth outreach programs; 3) a system-wide delivery service of library materials; 3) career and educational counseling services, and 4) services to allow downloading of audio and electronic books; for a term from January 1, 2012 through December 31, 2012 and for a not-to-exceed amount of One Million Fifty Thousand (\$1,050,000) Dollars, payable quarterly pursuant to an approved budget (the Agreement").

The proposed Agreement **shall serve a public purpose** by providing County residents with free access to library materials such as books, CDs, DVDs and magazines, as well as special exhibits on topics of educational and/or cultural interest.

The proposed Agreement's **goals and objectives** shall be to continue:

- maintenance and development of the Library System's Cataloging and Inter-library Loan Department's online catalog that allows County residents to search the catalog online from the convenience of their homes and reserve library materials circulating in any of

the thirty-eight (38) Library System libraries, as well as allowing the Library System to cost efficiently obtain materials from other non Library System libraries within the United States;

- operation of a Library System delivery service to route library materials reserved by County residents to the various Library System libraries for said residents' retrieval, with over two million five hundred thousand materials routed in fiscal year 2011;
- providing County youth-at-risk outreach programs to increase the number of County youth who utilize the Library System to help them discover how the library can assist them in planning and achieving a better future;
- providing free career counseling services for adults regarding re-employment, career change and educational guidance with many of the programs focusing on individuals age fifty (50) or older;
- operation of a system providing County residents with the ability to download audio and electronic books to give them greater access to same to meet their educational and quality of life needs.

The proposed Agreement's shall be in the **County's best interests regarding fiscal responsibility** as County residents shall receive improved access to greater amounts of information and educational materials as well as career counseling services that shall improve their economic self sufficiency through increased employment skills with corresponding benefits to the County through increased tax revenues and reduced public assistance dependency.

The goals and objectives will be tracked and monitored using the performance measures developed by the County and approved by its Budget Department that shall include Library System provided quarterly statistical reports as well as County / Library System annual meetings to evaluate the scope of services being provided.

This Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xiii thereof.

Accordingly, authority to enter into an agreement with the Westchester Library System is requested for the purposes described herein.

RPA/DF/cji
Attachment

RESOLUTION

Upon a recommendation from Kevin J. Plunkett, Deputy County Executive, be it hereby

RESOLVED, that the County of Westchester (the "County") is authorized to enter into an agreement with the Westchester Library System (the "Library System"), by which the Library System shall provide services to County residents to include continued: 1) maintenance and development of the Library System's Cataloging and Inter-library Loan Department's online catalog; 2) conducting youth outreach programs; 3) career and educational counseling services; 4) operation of the Library System's delivery service to deliver library materials between member libraries and obtain them from other non-Library System libraries within the United States, and 5) services to allow downloading of audio and electronic books; for a term from January 1, 2012 through December 31, 2012 and for a not-to-exceed amount of One Million Fifty Thousand (\$1,050,000) Dollars, payable quarterly pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Library System, then the Library System shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute said agreement and all documents necessary to effectuate the purposes thereof.

Account to be Charged/Credited

| Fund | Dept | Major Program, Program & Phase Or Unit | Object/ Sub-Object | Trust Account | Dollars |
|------|------|--|--------------------|---------------|-------------|
| 101 | 52 | 2180 | 5100 | | \$1,050,000 |
| | | | | | |
| | | | | | |

Budget Funding Year(s) 2012 Start Date 01-01-2012 End Date 12-31-2012

Funding Source Tax Dollars \$1,050,000
 State Aid _____
\$ 1,050,000 Federal Aid _____
 (must match resolution) Other _____