

45650

DATE: March 25, 2015

TO: The Honorable Board of Acquisition and Contract Administration

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, 2015 through December 31, 2015; for a not-to-exceed amount of \$1,000,000; for the Library System to provide continued 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) a system-wide delivery service of library materials; 4) career and educational counseling services; 5) "Westchester Seniors Out Speaking" program; and 6) high school equivalency testing ("Test Assessing Secondary Completion") assistance for adults

---

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; 4) career and educational counseling services; 5) "Westchester Seniors Out Speaking" program; and 6) high school equivalency testing ("Test Assessing Secondary Completion") assistance for adults, for a term January 1, 2015 through December 31, 2015 and for a not-to-exceed amount of one million (\$1,000,000) 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:

- **INTER-LIBRARY LOAN**: 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;

- **SYSTEM-WIDE DELIVERY SERVICE**: operation of a Library System six day per week delivery service to route library materials reserved by County residents to the various Library System libraries for said residents' retrieval, with over 2.5 million materials routed in fiscal year 2013- 43% being deliveries of online holds for materials placed by residents and the remaining 57% being materials borrowed by residents but returned to a location other than the "home" location.
- **OUTREACH TO YOUTH**: 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 brighter future and programs that promote academic success by providing leadership and learning opportunities in a safe, welcoming environment including a year-round Learning Ambassadors program which is a youth workforce development program for high-potential, low-income teens.
- **CAREER & EDUCATIONAL COUNSELING SERVICES (WEBS)**: providing free career counseling services by trained counselors for adults regarding planning and managing their careers, re-employment, career change and educational guidance with many of the programs focusing on individuals aged fifty (50) years or older who are exploring new work options.
- **WESTCHESTER SENIORS OUT SPEAKING (WSOS)**: providing assistance to persons aged 60 years or older to manage their health insurance needs and access related services, i.e. related legal, financial, and health resources, that support seniors in being healthy protected and connected. Support is also provided to seniors uncomfortable with technology, to become more familiar with the many web-based resources managing benefits. Spanish-language counseling is also available.
- **TASC CONNECT**: providing assistance to adults seeking a high school equivalency diploma through New York State's TASC ("Test Assessing Secondary Completion" program that has replaced the GED. Tutors assist these adults by helping them understand what it takes to pass the high school equivalency exam and providing personalized support toward meeting their goals.

The proposed Agreement 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 and benefit 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/DO/lac  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/28/2015 - JOMARY VIEIRA, SECRETARY

**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: 1) maintenance and development of the Library System’s Cataloging and Inter-library Loan Department’s online catalog; 2) conducting youth outreach programs; 3) 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; 4) career and educational counseling services to persons aged 50 years or older; 5) Westchester Seniors Out Speaking program providing counseling to persons aged 60 years or older to manage their health insurance needs and access related services that support seniors in being healthy, protected and connected; and 6) assistance to adults seeking a high school equivalency diploma through New York State Test Assessing Secondary Completion program, for a term January 1, 2015 through December 31, 2015 and for a not-to-exceed amount of One Million (\$1,000,000) 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		\$1,000,000

Budget Funding Year(s) 2015 Start Date 01/01/2015 End Date 12/31/2015  
(must match resolution)

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