

52210

DATE:

TO: The Honorable Board of Acquisition and Contract

**FROM: Kevin J. Plunkett
Deputy County Executive**

RE: Request for authority for the County of Westchester (the "County") to enter into an agreement with the Westchester Library System (the "Library System"), for a term from January 1, 2016 through December 31, 2016; for an amount not to exceed \$1,000,000; pursuant to which the Library System shall provide continued services to County residents which shall include to include Interlibrary Loan, Early Literacy and Youth Job Readiness, Adult Literacy, Career & Educational Counseling Services, Consumer Education on Health and Related Services for those 60+ and Delivery Service.

Authority is hereby requested for the County to enter into an agreement with the Library System, pursuant to which the Library System shall provide various services to County residents to include: Interlibrary Loan, Early Literacy and Youth Job Readiness, Adult Literacy, Career & Educational Counseling Services, Consumer Education on Health and Related Services for those 60+ and Delivery Service, for a term from January 1, 2016 through December 31, 2016 and for an amount not to exceed 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:

1. Interlibrary Loan: The Interlibrary Loan Department shall fulfill patron requests for materials not available through the countywide collections from other U.S. Libraries. Staff in this department shall update the WLS online catalog, through which library users are able to search for materials available in the countywide collection and place holds on any circulating item located in any of the County's 38 libraries.

2. Early Literacy and Youth Job Readiness: Led by the WLS full-time Youth Outreach Coordinator, this work will focus on two areas and will leverage the training and agency connections that came from the successful Learning Ambassador youth employment readiness program.

Family/Early Literacy Outreach: Forums for low-income parents will be conducted in conjunction with community service providers, such as day care/head start centers, independent childcare providers and Community Action Programs. These forums will address the vital role of parents in early literacy, offer suggestions for engagement of children in literacy activities at home and also explain and encourage the use of libraries to enhance family literacy overall. Efforts will be made to arrange guided visits at host libraries for groups of interested parents to explore available library programs and resources.

Youth Job Readiness & Literacy: Leveraging the success of the Learning Ambassadors program, this work will pilot an After School Buddy Program with targeted libraries to provide high school teens with the opportunity to develop workforce skills and perform active community service. After training, the teens will serve as Buddies to individual and small groups of elementary school children, providing homework help and also engaging children in activities that reinforce reading, math and digital skills.

3. Adult Literacy: Approximately 1 in 10 Westchester County working-age adults (ages 25-64) lack a high school diploma. Often, these adult students have work and family obligations that preclude participation in formal classroom instruction. Many do not have computer and Internet access at home. Many are starting at a reading level below 6th grade.

Through two free services—TASC Connect! and FirstFind.org—WLS will provide trained tutors, web based study tools, and a county-wide Helpline to support adults seeking a high school equivalency diploma. Trained tutors will assist by explaining what it takes to pass the high school equivalency exam and providing personalized instruction towards that end.

The aim is to build greater awareness of the options for obtaining a high school equivalency diploma and expand the support of adults with low-literacy, i.e., those not yet ready for a TASC prep class. In addition to sustaining the current five walk-in sites, the program will: 1) offer a series of county-wide orientations on options for exam preparation; 2) enhance web-based learning resources, referral partnerships, and tutor training to support adults with low literacy; and 3) pilot one-on-one, short-term, tutor-student assignments to address specific learning goals at library locations county-wide as well as at times that can more flexibly support adult learners.

4. Career & Educational Counseling Services (WEBS): WEBS is a career counseling service that provides reemployment, career change and educational guidance for adults at no additional cost to the participants. Trained counselors help individuals plan and manage their careers. Many of the programs provide special assistance to individuals aged 50 years or older who are exploring new work options.

5. Consumer Education on Health and Related Services for those 60+: To both understand and serve the needs of seniors in Westchester County, WLS administers Westchester Seniors Out Speaking (WSOS). This program helps those aged 60 years or older manage their health insurance needs and access related services, such as legal, financial and health resources. This effort is led by paid part-time senior counselors that coordinate and oversee the ongoing recruitment, training and service delivered by more than 80 volunteers at over 35 senior-serving sites at walk-in counseling services at ten libraries—and via a county-wide Helpline. Additionally, the group delivers presentations and workshops to guide those new to Medicare on how to enroll and then manage its several parts. In 2014, service volume included over 1,600 counseled and more than 13,000 attending 303 presentations in communities around the county.

6. Delivery Service: WLS supports a vital system-wide delivery service that reaches all of the Westchester library locations. In FY2014, more than 2.4 million items were routed – over 40% were deliveries of online holds for materials placed by system patrons and the remaining materials were borrowed by patrons but returned to a location other than the “home” location. This service is conducted on a 6-day-per-week cycle throughout the system.

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.

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS 07/10/2015 BY RODRIGUEZ SECRETARY

RESOLUTION

Upon a recommendation from the 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"), for a term from January 1, 2016 through December 31, 2016; for an amount not to exceed \$1,000,000, payable quarterly pursuant to an approved budget; pursuant to which the Library System shall provide continued services to County residents which shall include to include Interlibrary Loan, Early Literacy and Youth Job Readiness, Adult Literacy, Career & Educational Counseling Services, Consumer Education on Health and Related Services for those 60+ and Delivery Service. (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) 2016 Start Date 01/01/2016 End Date 12/31/2016
(must match resolution)

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