

54927

DATE: January 25, 2017

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, 2017 through December 31, 2017; 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 an Inter-library Loan and Delivery Service, Early Literacy and Youth Job Readiness, Career and Educational Counseling Services, and Consumer Education on Health and Related Services.

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 and Delivery Service, Early Literacy and Youth Job Readiness, Career & Educational Counseling Services, and Consumer Education on Health and Related Services for those 60+ for a term from January 1, 2017 through December 31, 2017 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. **Early Literacy and Youth Job Readiness:** Led by the WLS full-time Youth Outreach Coordinator, this work will focus on two areas – early literacy and youth employment readiness. *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:* This work will pilot a job readiness training program built on our *Job Search Toolkit*, WLS's recently updated

publication. The workshop series includes a combination of group sessions and individual coaching. Topics covered include: summer employment options and job search; work permits and the law and regulations governing teenage workers; completing job applications; how to sell yourself (job application resume, cover letter); interviewing skills; qualities that employers want; and an introduction to financial literacy. The target audience for this workshop is young teenagers (primarily 9th and 10th graders) who are participants in the SUNY Purchase Great Potential program.

2. Career & Educational Counseling Services (WEBS): WEBS is a comprehensive career counseling service designed to help adults plan and manage their careers in an ever-changing, globalized and technological world. It provides individuals in career transition with strategies for assessing themselves, obtaining occupational information, updating skills and utilizing technology in order to reach their goals of reemployment, career change or a return to school. These free group and individual services are provided by career counselors at libraries throughout the county. Many of the programs provide special assistance to individuals over 50 who are exploring new work options.

3. Consumer Education on Health and Related Services for those 60+: WLS administers Westchester Seniors Out Speaking (WSOS). This program helps those aged 60 and 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 who coordinate and oversee ongoing recruitment, training and service of more than 80 volunteers. WSOS offers free education and counseling programs. Specifically, WSOS delivers a combination of monthly presentations and periodic workshops at more than 60 senior-serving sites, and offers walk-in counseling services at 10 public library locations. WSOS also supports a county-wide telephone and email Helpline. In 2015, service volume included over 1,450 counseled and more than 14,000 attending 352 presentations in communities around the county. As a project of WLS, all WSOS volunteers routinely bring into the community information on library programs and resources that keep seniors informed, healthy and connected.

4. Interlibrary Loan: These funds help support the Interlibrary Loan Department in their work to fulfill patron requests for materials not available through the countywide collections from other U.S. Libraries. Staff in this department also updates 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.

5. Delivery Service: WLS supports a vital system-wide delivery service that reaches all of the Westchester library locations. In FY2015, more than 2.3 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 & CONTRACT - 02/23/2017 - LISA MRIJAJ, 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, 2017 through December 31, 2017; 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 an Interlibrary Loan, Early Literacy and Youth Job Readiness, 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) 2017 Start Date 1/01/2017 End Date 12/31/2017
(must match resolution)

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