

75751

DATE: March 31, 2020

TO: The Honorable Board of Acquisition and Contract

FROM: Kenneth W. Jenkins
Deputy County Executive

RE: Request for authority for the County of Westchester to enter into an agreement with the Westchester Library System for the term January 1, 2020 through December 31, 2020 in an amount not to exceed \$1,030,000 pursuant to which the Library System provide Family/early Literacy Outreach, Career and Educational Counseling Services, Consumer Education on Health Related Services for those aged sixty and over, Inter library Loan and Delivery Services for Westchester County Residents.

Authority is hereby requested for the County of Westchester to enter into an agreement with the Westchester Library System ("WLS"), pursuant to which WLS will provide various services to County residents including family/early literacy outreach, career and educational counseling services, consumer education on health and related services for those aged sixty (60) and over and interlibrary loan and delivery service for the term January 1, 2020 through December 31, 2020 in an amount not to exceed One Million (\$1,030,000) Dollars, payable quarterly pursuant to an approved budget (the "Agreement").

The Agreement will **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 Agreement's **goals and objectives** will also pride the following programs for County residents:

Career & Educational Counseling Services for Adults: WLS offers a comprehensive career counseling service designed to help adults plan and manage their careers in an ever-changing, globalized and technological world. It provides unemployed and underemployed individuals 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.

Digital Literacy and Privacy Education: As County and State governments and others increase their use of eCommerce models, people often have no choice but to have a digital identity. Libraries can play an important role in empowering the public to navigate their way through this new digital world. WLS will use its expertise in digital literacy education and privacy awareness to offer educational programs and WLS-produced instructional videos for library staff and the public.

Consumer Education on Health and Related Services for those 60+: WLS directs Westchester Seniors Out Speaking (WSOS), a free education and counseling service addressing Medicare and related benefits. Educational workshops, delivered at venues throughout the County, include topics such as understanding Medicare options, planning for home care, preparing for coordination of benefits with retiree and NYS Marketplace insurance, and addressing ageism in health care services. One-to-one, confidential counseling services are available year-round at 9 library locations. Services are delivered by a team of more than 75 volunteers engaged in ongoing training to provide knowledgeable peer support. Concurrent with this program, WLS will work with the Senior Law Collaborative to bring Senior Law Day events to the public via the one-day event at the County Center and other events at libraries during the year. New in 2020 will be an expansion of service to assist older adults who have low vision (or a loss of motor control) that limits their ability to read. WLS is also planning *Access Reading*—an annual technology fair for the public—at which vendors will be invited to showcase tools, software, and services that support low vision adults with reading and independent learning.

1. **Career & Educational Counseling Services for Adults :** Comprehensive career counseling service designed to help adults plan and manage their careers in an ever-changing, globalized and technological world. It provides unemployed and underemployed individuals 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 fifty who are exploring new work options.
2. **Digital Literacy and Privacy Education:** As County and State governments and others increase their use of eCommerce models, people often have no choice but to have a digital identity. Libraries can play an important role in empowering the public to navigate their way through this new digital world. WLS will use its expertise in digital literacy education and privacy awareness to offer educational programs and WLS-produced instructional videos for library staff and the public.
3. **Family/early Literacy Outreach and Youth Job Readiness:** Family/early literacy outreach, working in conjunction with day care/Head Start centers and targeting low-income parents of pre-school children, will provide presentations and demonstrations to address the role that parents play in helping children be ready for school. At-home literacy activities will be encouraged and guided visits to libraries for parents and trips to libraries for pre-school children in daycare will be facilitated. WLS will work with the Great Potential Program at SUNY Purchase to deliver and support forums for young people to obtain out-of-school learning and development experiences. Targeting middle and high school students from low-income families, activities will focus on college awareness and workforce development.

4. **Interlibrary Loan:** County funding supports 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 FY2018, more than 2.1 million items were routed – over 43% 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 is in the **County's best interests regarding fiscal responsibility** as County children will obtain literacy outreach at libraries to promote childhood literacy, residents will have improved access to information and educational and career materials and will benefit from career counseling services that will 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 will include quarterly statistical reports from WLS as well as County /WLS 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.

KJ/DI
Attachment

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”) to provide career and educational counseling services, digital literacy and privacy counselling, consumer education on health and related services for those aged sixty (60) and over and interlibrary loan and delivery services for the term January 1, 2020 through December 31, 2020 in an amount not to exceed \$1,030,000 (the “Agreement”), payable quarterly pursuant to an approved budget; and be it further

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

RESOLVED, that the 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		\$1,030,000

Budget Funding Year(s) 2020 Start Date 1/1/2020 End Date 12/31/2020
 (must match resolution)

Funding Source Tax Dollars \$1,030,000.00
 State Aid _____
\$1,030,000.00 Federal Aid _____
 (must match resolution) Other _____