

Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, March 14, 2012
7:30 pm

Meeting Called to Order: Barbara

Public Comment

Please limit your comments to no more than 3 minutes

Announcements and correspondence

Approval of minutes of Regular Meeting of 2/08/12

Treasurer's report:

Approve abstract #3; 2011 Budget Modification

Director's Report (copies sent to all Trustees)

Hire new Page; Change 2012 Holiday Schedule Date for Election Day;
WLS Free Direct Access Plan

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine
Building - Ian, Bill, Barbara: Flood Damage Repairs; A/C; Town RFP for Building
Conditions Report; Elevator; Electric Panel; Flooring
Bylaws and Policy – Bill and Laura: Adoption of Gallery Policy
Long-Range Planning – Jim, Claire, Christine, Ian, Liz
Personnel - Claire, Jean, Laura
Public Relations – Laura, Claire, Christine, Jean: 30th Anniversary; New Logo
Technology – Liz, Bill, Ian, Jim: Amazon Affiliate Program contract;
NYLA and PayPal Payment Options; Updated Library Web Site;
New Friends Web Site

Alternative Funding Task Force - Liz: Foundation Status and Events

Friends of the Somers Library: Claire and Jean

The next regular monthly Board meeting will be at the Library on Wednesday,
April 11, 2012 at 7:30 pm. Please inform the President, if you cannot attend.

**SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY10589**

MEETING MINUTES

February 8, 2012

President Stockwell called the meeting to order at 7:35 p.m.

The members present were: Ian Carnow, Claire Damon, Jim Hasl, William Kehoe, Liz Mignardi, Laura Parisi, Jean Reidy, Barbara Stockwell, and Christine Williamson-Canavan.

Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

Lobby Day in Albany is on March 6 this year.

All received, via email, the second draft of Jerry Nichol's new handbook *Creating the Future, a 2020 Vision and Plan for Library Services in New York State: Preliminary Recommendations of the New York State Regents Advisory Council on Libraries to the New York State Board of Regents*. He is looking for comments.

Mrs. Miller received a thank you from the Columbia University Journalism School for the Library's willingness to proctor a student while taking an exam on February 1.

A story on the State of the Library appeared in the January 26 issue of The Somers Record. There was also an article about the new furniture in the Library in the Journal News. The furniture was paid out of money collected by the Friends at Library Day.

The Somers Library is making national news on Twitter "to wax poetic about what a great job you (Somers Library) do with the Twitter feed, and how any library that's curious about starting to tweet should look to your library's feed as a good example of how to do it well".

It is with sadness the passing of Betty Beardsley was announced. The League of Women Voters is accepting donations in her memory. A memorial service will be held in April.

Big Brothers and Big Sisters will take used books.

Mrs. Damon and Mrs. Williamson-Canavan were reappointed and Mr. Carnow confirmed by the Town Board to fill the unexpired term of Mrs. McDermott. All three were sworn in by the Town Clerk.

Approval of Minutes

Mrs. Stockwell made a motion to approve the minutes of the organizational and regular monthly meetings held on January 11, 2012 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #2, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #2, dated February 8, 2012 in the amount of \$68,386.98 which included voucher numbers 71481 to 71511. All were in favor.

The contractual amount spent this past month was \$14,170.89. Gift Fund spending totaled \$980.37, and donations for January were \$1,107.80. Last month, \$4,646 or 33% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Metro Fuel Oil \$6,391; Baker and Taylor Books \$1,759; NYSE&G \$1,008; B&D Air \$657; and Staples \$514. Payroll and benefits charges were \$54,216.09. Total Library spending for all accounts was \$63,386.98.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the minutes of the staff meeting held on January 24.

Page Resignations – Two Library Pages, Victoria D'Amore and Alyssa Zellermayer have resigned.

Program Cancellation – The Town Supervisor has directed that the program room be made available to the Board of Elections for 4 dates in 2012 and that all previously scheduled programs be cancelled.

Tutoring at the Library – The Library continues to get tutors/students using the Library. The Library's Policy Statement advises that there shall be no profit making activity by patrons in the Library, in accordance with the policy of the Town of Somers.

Circulation Statistics – Monthly and yearly circulation statistics for the Library were distributed.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – Mr. Hasl made a motion to transfer \$1,544 from Library Fund 449 miscellaneous and \$226.54 from 415 non book to 412 CD's in the amount of \$265.60; 430 office supplies \$460.41; 433a postage \$10.00; 435 travel \$94.66; 437 professional fees \$254.00; and 450a fuel \$685.87 to cover the End of the Year 2011 Library Contractual Budget Modifications. The total was \$1,770.54. All were in favor.

Mr. Hasl made a motion to approve the 2011 Encumbrances and 2011 Carryover

Vacation and Sick Time. All were in favor.

Building – An odor was detected in the area of the DVDs/Stairwell and the exterior of the building in that area. The areas were checked for dead animals and several other possible sources of the odor were investigated. The septic tank and lines need to be checked as well to determine if the odor may be emanating from the septic. Mrs. Miller will follow up with Parks and Recreation.

The carpeting in Mrs. Miller's office and the area near the computer terminals is bunching up. This is a possible tripping hazard and it makes rolling the office chairs difficult. One solution for this issue could be to purchase a few plastic chair mats to help keep the carpeting down and to facilitate the chair movement.

The roof/site drainage lines were scoped by Cheap Snake and at least one below grade pipe was found to have obstructions. We are awaiting a full report and suggestions as to ways to mitigate any problems. Tom Tooma, Assistant Building Inspector, also has some suggestions as to how to improve the site drainage system by eliminating a damaged below grade junction box.

The linoleum tiles in the kitchenette area and back work room are in disrepair. Several of these tiles have come loose and many others are coming loose, sticking up, etc. This poses a tripping hazard and allows for places for food and other debris to accumulate. A memorandum was sent to Supervisor Murphy suggesting that the \$2,400 which was slated to be allocated to a roof maintenance agreement instead be allocated to replacing this flooring.

Heights Elevator Corp, who currently is contracted to maintain the Library elevator, was contacted to determine the feasibility and possible cost savings of changing from a monthly maintenance contract for the Library's elevator to a quarterly contract. After reviewing the contract, it seems that we could save nearly \$800 a year if we switched to a quarterly maintenance contract (\$165 month versus \$300 per quarter). This is something which should be brought to the attention of the Town Board and the Building Department to determine if there is any objection to reducing the frequency of maintenance on the elevator, since it is the Town's elevator.

The above are only building problems which have recently arisen. It was suggested that a copy of the entire list of outstanding building problems be sent to Supervisor Murphy and Mr. Clinchy, our Town Board Liaison, for their information and consideration.

Bylaws and Policy – Through the years the Library Board of Trustees has felt that their practices have met the requirements of the State's Open Meetings Law because they normally have electronic and/or hard copies of documents on hand before and during our meetings which cover actions that are scheduled to be acted upon at that meeting. These documents were available for the public. In early January, Governor Cuomo signed legislation which amended the Law's disclosure requirements and after review it

was felt that we still were in compliance.

Subsequently the Supervisor advised that the various Board meeting agendas that are posted on the Town website should be enhanced to provide information to the public regarding proposed Board actions. Commencing with this month, when the agenda for the next meeting is posted on the Town's website, it will include a draft copy of the prior month's minutes, the abstract for the current month and information on items to be voted on by the Board, such as budget modifications, staff hiring, policy updates, etc.

The final draft of the updated Library Gallery Policy will be distributed for Board review and approval at their March meeting. The Library Board of Trustees has adopted the Friends of the Somers Library Policy; however, the Friends have not yet reviewed and commented on it.

Long Range Planning – Hopefully the Committee will meet over the next week or so. Staff members Vicki DiSanto and Val Herman have joined the Committee and Mrs. Herman is researching answers to questions they have on forthcoming technology.

Personnel – There was nothing new to report, but the Committee would like to thank the staff for taking on extra responsibilities and donating their sick time for a fellow staff member who had been ill.

Public Relations – The Committee met and the report is as follows:

Logo – Iz Golub is in Florida but still willing to work on a new logo for the Library. Mrs. Miller shared the idea of designing a logo that includes a tree as the Library is located in a park. The Somers Library Foundation printed a tree from clipart that looked attractive. Mrs. Williamson-Canavan will be in contact with Mr. Golub. The hope is to unveil the new logo on Saturday, April 14, at the celebration of the Library being in the park for 30 years.

Library Week/30th Year in the Park Celebration – Activities for the week of April 8 to celebrate the 30th year of the Library being in the Park and Library Week have been solidified and are as follows:

Sandy DeSene and Tom Lashnits will be running a book sale which will be held on Saturday, April 14 in the program room (with the chance of a preview day on Friday the 13th). They will collect books the week before and possibly Monday of that week.

Also on the 14th, there will be various "circus themed" events which will include a face painter, juggler, games, popcorn machine, etc. to be run by Chris Adler. A children's musician will perform in the morning and there will be some other live music in the afternoon.

A resident offered to make a sheet cake for the culmination event on that Saturday, and she has also volunteered to make other treats that may be sold in the hallway leading to

the program room during the book sale. If the new logo is ready, it will be added to the top of the cake.

A pot-luck dessert will be held during the book club meeting on Monday, April 9, from 6:30 to 8:00 p.m., wherein the book clubs may also meet some local authors who will come in to talk about their writings.

On Thursday April 12, Mary Parker will be hosting a talk on hooking rugs. She will also have her items on display that week.

On either Tuesday or Thursday of that week, around 3:00 to 4:00 p.m., Mary Opfer will come and give a talk on healthy cooking for kids (to be confirmed).

Many have volunteered to make cupcakes for the kids' book club celebration of the Library's birthday. The children will sing "happy birthday" to the Library and enjoy cupcakes on Wednesday afternoon (to be confirmed).

Staff member Jamie Kay will give a lecture and do a demonstration on e-readers.

The story walk will continue that week.

Hopefully some guest readers can be secured for that week.

The display case by the front doors will showcase the Library's history, and Mrs. Reidy will give a talk on the history of the Somers Library (perhaps with the assistance of some slides) during that week.

Efforts will be made to reach out to the School District asking for their help in disseminating information regarding a contest, "What do you think the library will look like 30 years from now?" for children in 3rd grade through high school. For the younger kids, they can draw a picture or write a story about "the best thing about the Somers Library", to be displayed in the Library, and the older students can write a story. Mrs. Damon and Mrs. Reidy will judge the contest and prizes for the various age groups were discussed.

The Somers Record has agreed to do an interview with Mr. Kehoe/Mrs. Miller/Mrs. Reidy/Mrs. Stockwell about the history of the Library. Ideally, this would take place a week or two prior to the celebration and provide a time line of events that will occur that week.

Geek the Library – Due to a lack of enthusiasm by all involved, the webinar about Geek the Library which was to be held two weeks ago has been cancelled. Perhaps this program will be revisited at another time.

Technology – WLS is now able to provide Pay Pal provisions for over-due books, lost books, etc. Donations will be handled through the Friends and Foundation. A website

seminar was attended by Mrs. Herman, Mrs. Mignardi and Mrs. Miller. It was a bit more sophisticated than what is needed at the Library, but there were some helpful suggestions.

Somers Library Foundation

All paperwork for the 501 (c) (3) has been submitted. The Foundation has asked Mrs. Miller for a wish list, but she has had to ask the Friends to support some of those items, such as the Overdrive Advantage Account (e-books), as the Foundation is not able to support this until it receives its non-profit accreditation.

Friends of the Somers Library

The update of the By-Laws is complete. Eve Kehoe has resigned as Treasurer. Mrs. Miller's requests were approved, including \$1,000 for the Overdrive Advantage Account, as well as items for the 30th Anniversary Celebration, a program for children and one for adults on gardening. The monthly flowers for the Library have been sponsored by local businesses for the year. All are encouraged to acknowledge these donations if they are patrons of the businesses. The new President Jet Wachtell did a wonderful job leading her first meeting.

NEW BUSINESS

Girl Scout Silver Award – Mrs. Miller and Mrs. Stockwell met with Scout Leader Brandy MacNeil regarding two Girl Scout troops completing their Silver Award by doing a project for the Library. Each participant has to work 50 hours on this project. The troops would like to provide picnic tables for the front of the Library and to also do some landscaping. It was suggested that the stone wall in front of the Library be worked on and landscaping be done in the front of the wall. Perhaps the Heritage Hills Woodworking Club could help by making the picnic tables. Mrs. MacNeil will be speaking to the Parks and Recreation Department Superintendent about her ideas as well.

The meeting was adjourned at 9:45 p.m. The next meeting will take place on Wednesday, March 14, 2012 at 7:30 p.m. in the Library.

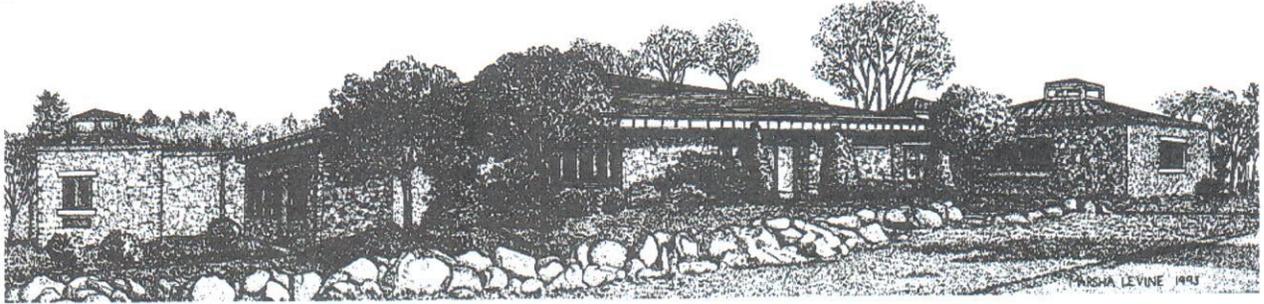
Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director
Town Board
Town Clerk

Director of Finance
Friends of the Somers Library
Somers Library Foundation

DRAFT



SOMERS LIBRARY

P.O. Box 443, Somers, New York 10589 (914) 232-5717 Fax: (914) 232-1035 www.somerslibrary.org

SOMERS LIBRARY GALLERY EXHIBIT POLICY

PLEASE READ THIS DOCUMENT CAREFULLY!

As an educational and cultural institution, the Somers Library Board of Trustees, Library Director and staff welcome exhibitors (artists and photographers) who have selected the Somers Library as a place in which to exhibit their works. The following regulations govern the use of the Library Gallery area, which consists of the Program Room and the hallway leading to it. Works may not be displayed in any other areas of the Library. All exhibits must be open to the public and no admission fees may be charged.

The Library Board of Trustees, the Library Director and/or the Exhibit Coordinator reserve the right to pass upon all applications for use of the Gallery and may refuse any application or may impose such added conditions as judged appropriate. Any permit may be cancelled when it is deemed to be in the interest of the Library to do so. Nudes, pornographic material, drug paraphernalia and works which reflect violent or unpatriotic themes are not acceptable subject matter. All exhibitors will submit their works for approval to the Exhibit Coordinator or the Library Director.

The Gallery area is open to the public during library hours and while in use for programs after library hours. Since Library staff members are rarely present in the Gallery area and there are no security measures in place, the exhibitor is exhibiting works at his/her sole risk. The Town of Somers and the Somers Library assume no responsibility for the exhibitor's works, or any other property placed in the Library in connection with an exhibit. No items or works may be stored, temporarily or otherwise, anywhere in the Library. The exhibitor agrees that the Town of Somers and the Somers Library are expressly released and discharged from all liability for any loss, injury, or damage to persons or property which may be sustained by reason of action, or lack of action, on the part of the exhibitor in the setting up, displaying and taking down the exhibit. The exhibitor is responsible for any and all damages to the Library building and contents or to Reis Park which may be sustained by reason of action or lack of action on the part of the exhibitor in the setting up, displaying, and taking down of the exhibit.

SOMERS LIBRARY GALLERY EXHIBIT POLICY page two

The Application for use of the Library Gallery should be **completed, signed and returned to the Exhibit Coordinator three months prior to the exhibit.** Signing the application binds the exhibitor to acceptance of full responsibility for the requested use and to compliance with these regulations. For group showings, each member participating in an exhibit must sign this application as well. Please call the library **three months** in advance of the exhibit to establish the days and times for setting up and taking down the exhibit with the Program Room Scheduler or the Exhibit Coordinator. Exhibitors must set up and take down their exhibit during their scheduled time. If you need to cancel an exhibit, you must call as soon as possible, preferably three months prior to the scheduled exhibit.

The exhibitor must not disturb or disrupt normal Library operations, nor interrupt the regular duties of the staff unless there is an emergency.

An exhibitor must not enter the Program Room to hang their work or take it down while a previously scheduled program or meeting is taking place.

The exhibitor must bring his/her own supplies when setting up or taking down the exhibit. The Library provides hanging rods for the paintings or photography with approximately thirty hooks. Please ensure that the exhibits are securely attached to their frames and the frames have wires to position them on the hooks. Nothing may be attached directly to the walls or doors. Works may not be hung over the video window in the Program Room. For group showings the person designated as the contact for the exhibit must be present when the exhibit is being set up and taken down. The lights in the Gallery hallway or Program Room shall not be moved or adjusted in any manner. Exhibitors will incur all repair costs should these lights be removed or damaged in any way.

The exhibitor must submit on the Gallery Application a biography of a paragraph or longer. Without this information, the exhibit(s) will not be listed in the newsletter, on the website or distributed to the press. The Exhibit Coordinator will forward exhibition information to local newspapers if there is sufficient time available before the event. The Exhibitor Biography sheet can be placed in the framed press case in the Gallery hallway at the time of the exhibit. The exhibitor may place a guest book on the small table in the Gallery hallway for the duration of the exhibit. The Library cannot supply any type of mailing list or patron information to the exhibitor.

Additional furniture or equipment brought into the Gallery area must have prior approval of the Exhibit Coordinator or the Library Director and the exhibitor must make such a request on the application.

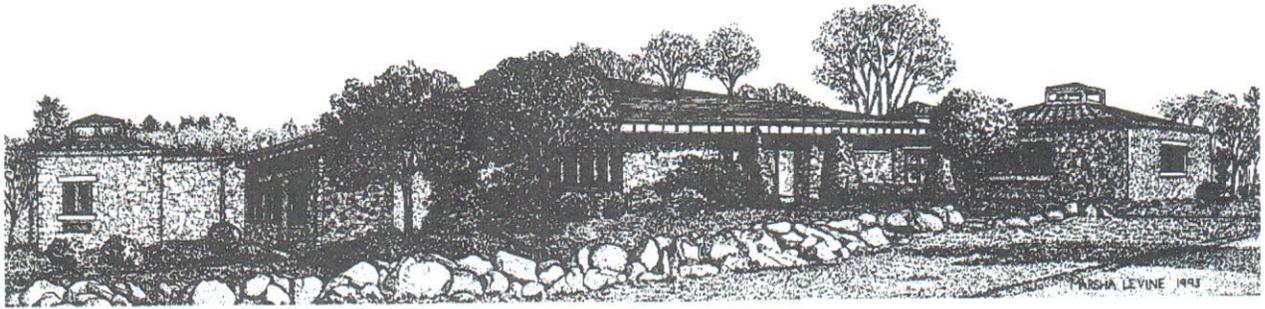
At the time of application, the exhibitor shall sign and submit the Library's Waiver of Insurance form.

A Price List must be left at the Library circulation desk and the exhibitor's telephone number must be posted for potential clients. Copies of the Price List may be distributed at the Reception opening. **No price information may be placed on the works themselves.** The

SOMERS LIBRARY GALLERY EXHIBIT POLICY page three

front of each painting or photograph must be numbered with the number that corresponds to the price list. Each exhibitor is solely responsible for his or her own sales which must take place off the Library premises. The Library will not be involved in any negotiations or sale representing either the exhibitor or buyer. If any fund raising effort to benefit the Library is contemplated in connection with the exhibit, this must be discussed in advance with the Library Director or Exhibit Coordinator.

DRAFT



SOMERS LIBRARY

P.O. Box 443, Somers, New York 10589 (914) 232-5717 Fax: (914) 232-1035 www.somerslibrary.org

SOMERS LIBRARY EXHIBIT RECEPTION POLICY

The Library is pleased to offer the Library Program Room for use as a reception area. Exhibitors wishing to hold a reception there must abide by the following regulations.

The reception date must be scheduled on the Library's Program Room Calendar no later than **three months** prior to the reception. The exhibitor must then contact the Exhibit Coordinator to discuss preparations. The Program Room is not available for receptions when the Library is closed. Exhibitors must book the reception to take place during regular Library hours.

Tables and chairs may be set up in the Program Room one day in advance, if the room is not scheduled by the Library staff for use during that time. The exhibitor shall be responsible for setting up the tables and chairs before the reception and placing them back in the closets after the reception.

The exhibitor may provide simple food, beverages and supplies for the reception. There shall be no smoking in the Library building or alcohol use in the Library building or in Reis Park. Refreshments may not be brought to the Library before the reception. As required by fire regulations, the maximum capacity of the room is 70 people.

The exhibitor shall be responsible for making sure that the Program Room, including the floor, has been cleared of all debris after the reception. All trash generated from the reception must be bagged and removed from the Library and Reis Park. It cannot be left in the Library or Park refuse containers. In order to provide time to clean the area and put chairs and tables away, the reception must end at least one hour before the Library's closing.

NO ITEMS FOR THE RECEPTION MAY BE STORED ANYWHERE IN THE LIBRARY.

Remember to use the Somers Library Program Room Reception Check List (page 7.)

SOMERS LIBRARY GALLERY WAIVER OF INSURANCE

In consideration of my/our being permitted to use the facilities of the Somers Library
from _____ 20 _____ to _____ 20 _____,

I/we agree to defend, indemnify and hold the Somers Library, its Trustees, Director and staff,
the Town of Somers, its officials, employees and all agents free and harmless against any and all
damages, suits, claims, demands, liabilities, costs and the like (including reasonable Attorney's
fees) arising out of or relating directly or indirectly to my/our use of the Library and Reis Park
during the period set forth above.

Dated _____ on 20_____.

Exhibitor's Signature: _____

Exhibitor Print Name: _____

Address: _____

Telephone Number: _____ Business Telephone: _____

Cell Telephone: _____

THIS FORM MUST BE RETURNED WITH THE APPLICATION.

SOMERS LIBRARY
PROGRAM ROOM
RECEPTION CHECK LIST

Use this checklist for the day of your scheduled reception. Please check with the Library staff to schedule any reception or program in the Somers Library Program Room.

Opening:

Arrive early so there is time to set the room up properly.

Closing:

Make sure all chairs and tables are put away in the appropriate closets.

Take all trash from the Program Room wastebasket with you upon leaving the Library and the Park;

Make sure no personal items are left before leaving the Room.

THANK YOU.

**SOMERS LIBRARY
2011 BUDGET MODIFICATION**

DECREASE:

FUND	ACCOUNT CODE	ACCOUNT NAME	AMOUNT
<u>Library Fund</u>	<u>005-9040.8</u>	<u>Worker's Compensation Insurance</u>	<u>\$67.80</u>

INCREASE:

FUND	ACCOUNT CODE	ACCOUNT NAME	AMOUNT
<u>Library Fund</u>	<u>005-9045.8</u>	<u>Life Insurance</u>	<u>\$67.80</u>

To transfer for overage of Life Insurance line due to mid-year increase.

Authorized Signature:

Date:

Westchester Library System (WLS) Free Direct Access Plan – Revised 2/3/2012

In preparation for submission of WLS's Plan of Service 2012-2016 to the New York State Division of Library Development, the Free Direct Access Plan was reviewed. Overall no major changes were required; however, the revisions described below were made for clarification purposes.

In accordance with Section 8 of the Free Direct Access Plan, the proposed revision was reviewed by the Public Library Directors Association (PLDA) and the WLS Board of Trustees. If approved at the February PLDA General Membership Meeting, the revised document will need to be submitted to the 38 member library boards.

Directors are asked to put this matter on the next possible library board meeting for approval and to inform WLS of their board's decision by sending a copy of their board meeting minutes indicating the Free Direct Access Plan vote to Elise Burke either by electronic copy via email [eburke@wlsmail.org] or by hard copy via the routed mail. A simple majority of the 38 member libraries will constitute approval.

Summary of Edits to the 2012 Free Direct Access Plan based on the 2007 Version

Section 1: Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.

Removed:

- Reference to contract library within a 2 mile radius from the border of a contracting community
- Reference to a reimbursement rate for any contract relationship

Added:

- Eligibility requirements for a free system-wide borrower's library card and a purchased WLS borrower's card
- Limitations that may be imposed to give preference to residents of a library's taxing district

Section 2: Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.

Removed:

- Limitations that may be imposed to give preference to residents of a library's taxing district [text moved to Section 1]
- Reference to WLS Central Library services [text already in Section 1]

Section 3: Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.

No changes

Section 4: Describe what constitutes excessive out of chartered service area borrowing in the system.

Net Difference threshold raised to 15% from 14%

Section 5: Unserved and Underserved Populations

c. Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

Text condensed but focus remains on (1) providing outreach services and (2) sponsoring trustee training activities focused on library advocacy and funding

Section 6: Describe the conditions under which modifications to the free direct access plan can be made: (a) without the approval of the Commissioner; (b) with the prior approval of the Commissioner.

No changes

Section 7: Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

No changes

Section 8: Describe how the system obtained member library input to the plan for free direct access.

No changes to process



**Westchester Library System
Free Direct Access Plan for 2012-2016
to Fulfill Commissioner's Regulation
90.3 (a) through (d)(4)**

1. Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.

The Westchester Library System's (WLS) service area is Westchester County. To be eligible for a system-wide borrower's card, individuals must live, work, go to school or own real property within a member library's chartered service area or a community that has contracted with a WLS member library.

Individuals should register for their borrower's card at the local library that serves the address where they live, work, go to school or own real property. Member libraries shall require proof of eligibility before issuing a system-wide borrower's card.

The person to whom the borrower's card is issued, or their designated parent/guardian, assumes financial responsibility for its use, including all materials borrowed on that card. In no case shall more than one active system-wide borrower's card be issued to an individual.

Individuals residing in Westchester County but outside a member library's chartered service or contracted service areas will receive:

- Walk-in access to on-site materials at any member libraries;
- State-funded Central Library services;
- WLS website and online catalog services that do not require a library card.

As defined in Commissioner's Regulation §90.3 (a)(8) and required by §90.3 (d)(i), on-site use will be available to any Westchester County resident. However, the following limitations may be imposed as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

- Member libraries may give preference to the residents of their taxing district for attendance at library programs.
- Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.

An individual who lives outside of Westchester County and does not work, go to school or own property in Westchester may purchase a card from WLS.

The entitlement to library services and borrowing privileges outlined in this Free Direct Access Plan shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of WLS member libraries and/or the Westchester Library System.

2. Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.

- a. In the event a library withdraws from WLS, residents of the affected area will continue to be entitled to on-site access as defined in Commissioner's Regulation §90.3 (a)(8) with the limitations specified in #1, above. Residents of such areas may continue on-site borrowing of WLS Central Library circulating materials purchased with state or federal funds.
- b. All registered and chartered public libraries in Westchester County are members of WLS.

3. Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.

In addition to excessive borrowing as described in #4 below, additional factors contribute to the inequitable overuse of a library by cardholders of other libraries and are considered serious inequities and hardships. Those factors which may be grounds for the request of a hardship waiver by the Commissioner include, but are not limited to, the following:

- A significant difference/shift in hours of operation, or any decrease that causes library hours to fall below the state-mandated minimum hours of operation;
- The failure of a nearby library to adequately serve its local users (i.e. lack of facilities such as parking, ongoing construction or chronic budgetary constraints);
- The defeat of a proposition in an untaxed/unserved area to establish a library pursuant to Section 255 of the Education Law, or other pertinent legislative act, to establish or maintain a library;
- The defeat of a proposition in an untaxed/unserved area to contract for library services with a registered member library in accordance with Section 256 of the Education Law.
- When an unserved community has a population over 10,000 and has no equitable contract for library services.

4. Describe what constitutes excessive out of chartered service area borrowing in the system.

Excessive out of service area borrowing occurs when 15% or more of the net difference of an on-site library's circulation is from non-residents, individuals not residing within the library's chartered or contracted service areas. Net difference is based on the number of "home library" items checked out at the circulation desk and does not include "intransit" items received from other member libraries.

5. *Unserved and Underserved Populations*

a. *Describe the unserved and the underserved populations within the system.*

Unserved areas in Westchester County include the Village of Elmsford, portions of the Town of Mamaroneck and the Town of Cortlandt (Lakeland School District). A member library currently contracts with each of these communities. The Ardsley Public Library serves the Village of Elmsford; The Larchmont Public Library serves the Town of Mamaroneck; and The Field Library of Peekskill, the Hendrick Hudson Free Library in Montrose, The John C. Hart Memorial Library in Yorktown and the Croton Free Library serve the Town of

Cortlandt. Fire Protection District #1 in the Town of Bedford remains an unserved area and the Bedford Hills Free Library provides service to those residents.

At present there are no underserved areas. Residents living within chartered or contracted service areas are served by a member library that exceeds the minimum standards for service as defined in Commissioner's Regulation §90.2 or has been granted a waiver from specific standards by the State Education Department.

b. Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.

The criteria used are compliance with the minimum standards contained in New York State Education Law and New York State Commissioner's Regulation §90.2 as reported by member libraries on their annual report to the state.

c. Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

WLS provides ongoing outreach services to encourage and promote library usage to populations that do not typically use public libraries. WLS sponsors trustee training sessions that focus on advocacy techniques to gain increasing funding for their library and the communities they serve.

d. Provide a timetable for such action:

Ongoing

e. Identify who will be responsible for carrying out these actions.

WLS and the member libraries

6. Describe the conditions under which modifications to the free direct access plan can be made: (a) without the approval of the Commissioner; (b) with the prior approval of the Commissioner.

a. Libraries that experience excessive out-of-chartered service area borrowing as defined in Section 4 above may, upon appropriate public notice and without further approval from WLS or the Commissioner of Education, may

- (1) Place restrictions on the loan of library resources, said restrictions to be limited to non-print materials and equipment, and print materials less than one year from the acquisition date and purchased with local funds; and,
- (2) Place restrictions on attendance at library programs *due to lack of space or staffing to accommodate non-residents*, provided such programs are supported entirely by local funds;
- (3) Place restrictions on new or experimental collections;
- (4) Place restrictions due to the inability of neighboring libraries to provide reciprocity for borrowing similar high demand materials;

b. Further proposed restrictions to library service or access must be approved by a simple majority of member libraries and by the Westchester Library System Board of Trustees before transmission to the Commissioner of Education for approval. The request for restrictions must be accompanied by the following, in a form acceptable to the Division of Library Development:

- Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;
- A clear description of the proposed restrictions and modifications to this direct access plan being requested provided such modifications do not include charging for library services;
- Description of the anticipated impact on resident and non-resident borrowers after modification are approved and implemented;
- Provision of a time frame for the beginning and end of such restrictions and modifications to this direct access plan.

7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

WLS and its member libraries are obligated to comply with this Free Direct Access Plan. The Plan of Service for WLS, of which this Free Direct Access Plan is a part, is a contract between the State Education Department and the Westchester Library System. As a condition of System membership, the member libraries have agreed to comply with all Regulations of the Commissioner of Education.

8. Describe how the system obtained member library input to the plan for free direct access.

A draft of the Plan was submitted by WLS to the Public Library Directors Association (PLDA) and the WLS Board of Trustees. The PLDA Executive Committee reviewed and revised the draft plan on 9/19/11. The WLS Board of Trustees approved the draft plan to be submitted to PLDA on 10/25/11. The Plan was submitted to the PLDA for review on 11/17/11, and approved on 2/16/12. The Plan was then submitted to the Boards of the 38 member libraries. A simple majority of the 38 member libraries approved the Plan on ____ tbd _____. The WLS Board of Trustees approved the Plan on ____ tbd ____ and the Plan was submitted to Division of Library Development for approval by the Commissioner of Education.