

ULSTER COUNTY LIBRARY ASSOCIATION

May 19, 2020

DIRECTORS PRESENT:

- John Giralico (Elting Memorial Library, New Paltz) Julie Kelsall-Dempsey (Highland Public Library)
- Kristen Campbell (Hurley Library) Margie Menard (Kingston Library)
- Christina Jennerich (Marlboro Public Library) Gisi Vella (Morton Memorial Library, Pine Hill)
- Chrissy Lawlor (Olive Free Library Association) Liz Potter (Phoenicia Library)
- Darren Lanspery (Plattekill Public Library) Katie Scott-Childress (Rosendale Library)
- Lois Skelly (Sarah Hull Hallock Free Lib, Milton) Evelyn Rogers (Saugerties Public Library)
- Jody Ford (Stone Ridge Public Library) Brooke Dittmar (Town of Esopus Lib, Port Ewen)
- Tracy Priest (Town of Ulster Public Library) Kara Lustiber (West Hurley Public Library)
- Jessica Kerr (Woodstock Public Library) Lisa Palmer (Wallkill Public Library)
- Nancy Krom (Cragsmoor Free Library) Kristin Fowler (Ellenville Public Library)
- Nicole Lane (Gardiner Library)

Also Present: Ken Goldberg, Lynne Ridgeway, Rebekkah Smith Aldrich,

Stuart Auchincloss, Susan Mangan, Cindy S, Elizabeth Stegmayer,

Doug Wilson

The meeting of the Ulster County Library Association was called to order by Margie Menard at 10:06am virtually over Go-to-Meeting.

Treasures Report

Please see attached.

John Giralico, made a motion to accept the treasures report as presented, Chrissy Lawlor 2nd. All in favor. Approved.

Selection Committee

Please see report attached.

Selection committee met and came up with three different possibilities if UCLA funding was cut at 10%, 40% or 100%.

Stuart noted that agency decision towards budget cuts were based on their response to COVID19 and if the agency was still providing services during the crisis.

SSAC recommended an increased member assessment.

Old Business:

ESI/EAP – 2020 renewals have all be paid

New Business:

Collaborative SRP for Ulster County was presented. 20 libraries have signed up.

Launch date to be announced, county looking towards doing a county-wide launce with press-release detailing partnerships.

UCLA has teamed with Mohonk Preserve, Draw Kingston, and Opus 40 for the summer reading program.

It is up to individual libraries to decide how/if they will track minutes.

Reopening

MHLS delivery will resume once a majority share of the libraries have reopened (majority = 44 libraries)

Until then items at owning libraries will only be available for checkout.

Review patron code of conduct to include mask procedure. Note the difference between “can’t wear a mask” and “don’t want to wear a mask”.

Next UCLA Meeting is Tuesday June 16 at 10:00 AM via GO-To-Meeting.

Julie Kelsall made a motion to adjourn at 11:48, Jessica Kerr 2nd. Approved.

Respectfully Submitted, Kristen Campbell

Secretary

**Ulster County Library Association
Spring 2020
Treasurer's Report**

2020 Ulster County Funding

Total Received for 2020	0.00
Estimated Funds from Reserve	84,500.00
<u>Total Budget for 2020</u>	<u>84,500.00</u>

2021 Reserve

Cahill Funds (still in checking)	8,691.00
<u>Reserve Funds at MHLS</u>	<u>14,963.24</u>
<u>Total Reserve for 2021</u>	<u>23,654.24</u>

Checking Account

Current Balance	14,121.92
Cahill Database Funds	8,691.00
<u>Remaining Funds</u>	<u>5,430.92</u>

<u>Outstanding Databases:</u>	<u>Encumbered</u>	<u>Spent</u>	<u>Not Spent</u>
Ancestry	13,000.00		13,000.00
Foundation Center	2,500.00		2,500.00
Kanopy	21,000.00		21,000.00
Library Aware	2,000.00		2,000.00
Mango	3,500.00		3,500.00
Miscellaneous	4,500.00		4,500.00
Overdrive	14,000.00	6,000.00	8,000.00
PR-Marketing	3,800.00		3,800.00
PR-Niche Academy	4,200.00	4,200.00	0.00
Recorded Books - RBDigital	9,500.00	3,878.05	5,621.95
Recorded Books - Zinio	4,000.00	3,381.28	618.72
Tumblebooks	2,500.00		2,500.00
TOTAL	84,500.00	17,459.33	67,040.67

Notes: Annual Dues have been deposited for all libraries

Notes: All MHLS libraries have joined EAP. Individual bills have been sent out.

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Activity Since Last Treasurer's Report for Databases

Date	Description	Amount
2/20/2020	Overdrive	6000
2/20/2020	Recorded Books - RBDigital	409.63
3/19/2020	Recorded Books - RBDigital	382.72
4/16/2020	Recorded Books - RBDigital	589.03

Activity Since Last Treasurer's Report for Checking Account

Date	Description	Amount	Balance
02/01/20	Dues for: Gardiner, Stone Ridge	250.00	\$ 19,794.99
02/21/20	Kanopy LLC	-5,000.00	\$ 14,794.99
02/28/20	Dues for Saugerties, Kingston	300.00	\$ 15,094.99
03/09/20	Bank Charge to Cancel Kanopy Check #1095	-32.42	\$ 15,062.57
03/23/20	West Hurley for Website SSL	-20.00	\$ 15,042.57
04/07/20	EAP Deposit for Highland, Hurley, Morton, Stone Ridge, Esopus, West Hurley, Woodstock, Milton	983.55	\$ 16,026.12
04/07/20	EAP Invoice	-3000.00	\$ 13,026.12
04/23/20	EAP Deposit for Olive, Plattekill, Rosendale, Kingston, Saugerties	1095.80	\$ 14,121.92

Selection Committee Meeting – May 2020

The committee was asked by the board to put together recommended scenarios to respond to cuts made to our Ulster County Funding. We decided on three levels of cuts. These will not be voted upon at the May 2020 meeting and will not be put into effect without approval at a UCLA meeting. They are for discussion/informative purposes only.

10% cut which would equal \$8500

40% cut which would equal \$34000

100% cut

This is the status of our current budget:

	Renewal date	Budgeted Amount	Amt Paid
Ancestry	8/23/2020	\$13,400.00	
Digital Magazines (Zinio)	12/1/2020	\$4,000.00	3,381.28
Foundation Center	12/14/2020	\$2,500.00	
*Kanopy	1/29/2020	\$21,000.00	
Library Aware	7/5/2020	\$2,000.00	
Mango Languages	7/12/2020	\$3,500.00	
PR-Marketing		\$3,800.00	
PR-Marketing (Niche Academy)	1/1/2020	\$4,200.00	4,200.00
OverDrive		\$14,000.00	6,000.00
RB Digital	7/5/2020	\$9,500.00	5,678.05
Tumble Books	11/21/2020	\$2,500.00	
Universal Class	12/1/2020		
Miscellaneous		\$4,100.00	
Total		\$84,500.00	19,259.33

10% cut in Funding or \$8500

	Current Budget	Suggested Change	Proposed Budget
Ancestry	\$13,400.00		\$13,400.00
Digital Magazines (Zinio)	\$4,000.00		\$4,000.00
Foundation Center	\$2,500.00		\$2,500.00
*Kanopy	\$21,000.00		\$21,000.00
Library Aware	\$2,000.00		\$2,000.00
Mango Languages	\$3,500.00		\$3,500.00
PR-Marketing	\$3,800.00		\$3,800.00
PR-Marketing (Niche Academy)	\$4,200.00		\$4,200.00
OverDrive	\$14,000.00	-\$8000.00	\$6,000.00
RB Digital	\$9,500.00		\$9,500.00
Tumble Books	\$2,500.00		\$2,500.00
Miscellaneous		-\$500.00	\$3,600.00
Total			\$76,000.00

Note: Overdrive Funds will be taken from the \$8691 Cahill Grant Reserve in the checking account

40% cut which would equal \$34000

	Current Budget	Suggested Change	Proposed Budget
Ancestry	\$13,400.00		\$13,400.00
Digital Magazines (Zinio)	\$4,000.00		\$4,000.00
Foundation Center	\$2,500.00		\$2,500.00
*Kanopy	\$21,000.00	-\$21,000.00	
Library Aware	\$2,000.00	-\$2,000.00	
Mango Languages	\$3,500.00		\$3,500.00
PR-Marketing	\$3,800.00	-\$3,800.00	
PR-Marketing (Niche Academy)	\$4,200.00		\$4,200.00
OverDrive	\$14,000.00	-\$8000.00	\$6,000.00
RB Digital	\$9,500.00		\$9,500.00
Tumble Books	\$2,500.00		\$2,500.00
Miscellaneous	\$4,900.00	\$4,900.00	\$4,900.00
Total			\$84,500.00

Note: Overdrive Funds will be taken from the \$8691 Cahill Grant Reserve in the checking account

Note: Miscellaneous money was left in because Kanopy will likely cost more than \$21,000

100% Cut

The committee recommends that the reserve fund be used to pay for the databases purchased by the Mid-Hudson Library System. All other databases will be cut except for Kanopy which would be cost-shared by libraries in the association. Please note that the following MHLS cost-share table maybe change if Central Library Aid is cut. If that happens, the Ulster County database reserve fund may be inadequate. This would give libraries one year to get funding in place to support databases without any support from the Ulster County Legislature.

Draft of Kanopy Cost Share:

Library	population	Cost
Elting	14003	\$ 2,212.47
Esopus	9041	\$ 1,428.48
Highland	12514	\$ 1,977.21
Hurley	2865	\$ 452.67
Kingston	23893	\$ 3,775.09
Marlboro	12688	\$ 2,004.70
Morton Memorial PH	275	\$ 43.45
Olive	4419	\$ 698.20
Phoenicia	3085	\$ 487.43
Plattekill	8388	\$ 1,325.30
Rosendale	6075	\$ 959.85
Milton	1326	\$ 209.51
Saugerties	19482	\$ 3,078.16
Stone Ridge	5607	\$ 885.91
Ulster	12327	\$ 1,947.67
West Hurley	3352	\$ 529.62
Woodstock	5884	\$ 929.67
MHLS Total Pop	145224	\$ 22,945.39
RCLS		\$ -
Cragmoor	449	\$ 70.94
Ellenville	12869	\$ 2,033.30
Gardiner	5713	\$ 902.65
Wallkill	6491	\$ 1,025.58
RCLS Total	25522	\$ 4,032.48
Total Ulster	170746	\$ 26,977.87

**E-RESOURCES: Digital Content, Databases, Catalog Enhancements
Cost Shares**

2020 - Master		Digital Content & Databases					Catalog Enhancements		Total
		OverDrive*	RB digital (Zinio)	JobNow	Mango	Tumble Books	Encore	Syndetics Unbound	
Cost Status		Budget	Budget	Budget	Budget	Budget, per library	Budget	Budget	
Total Cost		\$37,434	\$13,675	\$4,600	\$18,847	\$9,500	\$48,487	\$9,690	\$142,233
Central Library Devel./Central Book Aid Funds*		\$37,434	\$13,675	\$4,600	\$9,424	\$0	\$24,244	\$9,690	\$99,067
MHLS Operating Fund		\$0	\$0	\$0	\$0	\$0	\$7,272	\$0	\$7,272
Member Capital Fund		\$0	\$0	\$0	\$0	\$0	\$16,971	\$0	\$16,971
Member Library Billed Amount		\$0	\$0	\$0	\$9,423	\$9,500	\$0	\$0	\$18,923
Unit Cost, Per Library		\$0.0000	\$0.0000	\$0.0000	\$0.0152	\$143.9400	\$0.0000	\$0.0000	\$144
	Chartered Population								
Putnam County Subtotal	99,710	\$0.00	\$0.00	\$0.00	\$1,512.85	\$1,151.52	\$0.00	\$0.00	\$2,664.37
Elting Memorial Library New Paltz	14,003	\$0.00	\$0.00	\$0.00	\$212.46	\$143.94	\$0.00	\$0.00	\$356.40
Highland Public Library	12,514	\$0.00	\$0.00	\$0.00	\$189.87	\$143.94	\$0.00	\$0.00	\$333.81
Hurley Library Association	2,865	\$0.00	\$0.00	\$0.00	\$43.47	\$143.94	\$0.00	\$0.00	\$187.41
Kingston Library	23,893	\$0.00	\$0.00	\$0.00	\$362.52	\$143.94	\$0.00	\$0.00	\$506.46
Marlboro Free Library	12,688	\$0.00	\$0.00	\$0.00	\$192.51	\$143.94	\$0.00	\$0.00	\$336.45
Morton Memorial Library	275	\$0.00	\$0.00	\$0.00	\$4.17	\$143.94	\$0.00	\$0.00	\$148.11
Olive Free Library Association	4,419	\$0.00	\$0.00	\$0.00	\$67.05	\$143.94	\$0.00	\$0.00	\$210.99
Phoenicia Library	3,085	\$0.00	\$0.00	\$0.00	\$46.81	\$143.94	\$0.00	\$0.00	\$190.75
Plattekill Library	8,388	\$0.00	\$0.00	\$0.00	\$127.27	\$143.94	\$0.00	\$0.00	\$271.21
Rosendale Library	6,075	\$0.00	\$0.00	\$0.00	\$92.17	\$143.94	\$0.00	\$0.00	\$236.11
Sarah Hull Hallock Free Library	1,326	\$0.00	\$0.00	\$0.00	\$20.12	\$143.94	\$0.00	\$0.00	\$164.06
Saugerties Public Library	19,482	\$0.00	\$0.00	\$0.00	\$295.59	\$143.94	\$0.00	\$0.00	\$439.53
Stone Ridge Library	5,607	\$0.00	\$0.00	\$0.00	\$85.07	\$143.94	\$0.00	\$0.00	\$229.01
Town Of Esopus Library	9,041	\$0.00	\$0.00	\$0.00	\$137.17	\$143.94	\$0.00	\$0.00	\$281.11
Town Of Ulster Public Library	12,327	\$0.00	\$0.00	\$0.00	\$187.03	\$143.94	\$0.00	\$0.00	\$330.97
West Hurley Public Library	3,352	\$0.00	\$0.00	\$0.00	\$50.86	\$143.94	\$0.00	\$0.00	\$194.80
Woodstock Public Library District	5,884	\$0.00	\$0.00	\$0.00	\$89.27	\$143.94	\$0.00	\$0.00	\$233.21
Ulster County Subtotal	145,224	\$0.00	\$0.00	\$0.00	\$2,203.41	\$2,446.98	\$0.00	\$0.00	\$4,650.39
Member Totals	621,059	\$0.00	\$0.00	\$0.00	\$9,423	\$9,500	\$0.00	\$0.00	\$18,923.04

*OverDrive
Platform Fee \$11,640
Central Library Development Aid \$13,543
Central Book Aid \$12,251
\$37,434

Database Statistics:

Ancestry:

Ancestry in 2019: 19731

Ancestry in Jan 2020: 1283
Feb 2020: 3006
Mar 2020: 352

HeritageQuest in 2019 (Activated in Sep): 2407

Jan 2020: 376
Feb 2020: 324
Mar 2020: 642
Apr 2020: 359

FOLD3 in 2019 (Activated in Sep): 2691

Jan 2020: 272
Feb 2020: 147
Mar 2020: 420
Apr 2020: 530

Niche Academy:

Public	Staff
Jan 2020: 70	Jan 2020: 155
Feb 2020: 178	Feb 2020: 94
Mar 2020: 765	Mar 2020: 1716
Apr 2020: 290	Apr 2020: 595

RB Digital:

RB Digital Number of

Tokens	2019	Jan-20	Feb-20	Mar-20	Apr-20
Acorn TV	457	103	88	136	145
Great Courses	85	11	19	25	53
Indieflix	81	13	11	21	24
Method Test Prep	7		1	2	1
Pongalo	8		3	1	0
Qello	46	10	6	12	9
		\$409.63	\$382.72	\$589.03	\$693.68

We also paid 2019 bills totaling \$696.67 in 2020

Platform Fee of \$1800 in May 2020

Estimate of \$600 for each month until end of year equals \$5400

Kanopy:

Renewal is on 1/29/21. We paid \$27,000 for 15 months.

Kanopy Stats MHLS	Visits	Pages	Plays	Number of			Price
				Play Credits \$2	KKids \$5	Kseries \$5	
February 2019	721	918	136	83	0	0	\$166
March 2019	5515	6614	840	536	0	0	\$1,072
April 2019	4442	5197	785	550	0	0	\$1,100
May 2019	4084	5063	944	580	13	0	\$1,225
June 2019	4045	5339	1043	583	10	0	\$1,216
July 2019	5812	7628	1242	675	10	33	\$1,565
August 2019	5270	6645	1206	684	15	41	\$1,648
September 2019	5278	6547	1070	617	8	41	\$1,479
October 2019	5483	7002	1270	730	14	62	\$1,840
November 2019	7312	9317	1341	669	9	45	\$1,608
December 2019	9394	11137	1494	878	11	38	\$2,001
Total	57356	71407	11371	6585	90	260	\$14,920

Kanopy Stats RCLS	Visits	Pages	Plays	Number of			Price
				Play Credits \$2	KKids \$5	Kseries \$5	
February 2019	64	70	9	9	0	0	\$18
March 2019	343	413	46	38	0	0	\$76
April 2019	218	244	39	34	0	0	\$68
May 2019	376	444	64	46	2	0	\$102
June 2019	311	397	88	64	0	0	\$128
July 2019	692	840	164	97	3	5	\$234
August 2019	1060	1229	162	103	1	5	\$236
September 2019	451	633	113	74	1	4	\$173
October 2019	522	622	133	72	2	2	\$164
November 2019	887	1114	166	84	2	10	\$228
December 2019	1419	1690	239	113	3	14	\$311
Total	6343	7696	1223	734	14	40	\$1,738

Kanopy Stats MHLS

	Visits	Pages	Plays	Number of			Kseries \$5	Price
				Play Credits \$2	KKids \$5	Kkids \$0		
1 2020	9978	12245	1803	992	22	0	44	\$2,314
2 2020	10403	12528	1605	895	12	0	0	\$1,850
3 2020	12275	15127	2428	1088	9	20	0	\$2,221
4 2020	15386	18682	3011	1342	0	46	0	\$2,684
Total	38064	46337	7044	3325	21		0	\$6,755

Kanopy Stats RCLS

	Visits	Pages	Plays	Number of			Kseries \$5	Price
				Play Credits \$2	KKids \$5	Kkids \$0		
1 2020	1298	1565	249	114	4	0	5	\$273
2 2020	1096	1328	175	106	0	0	0	\$212
3 2020	1524	1835	252	150	1	5	0	\$305
4 2020	1759	2134	284	116	0	7	0	\$232
Total	4379	5297	711	372	1		0	\$749

Virtual UCLA Summer Reading Program

Because of the likelihood that this year's Summer Reading Program will not include group events, the UCLA formed a summer reading program committee to put together a collaborative program with an online presence. The committee decided to create three BINGO cards (children, teen, and adult). The card includes squares for challenges that will be created by local librarians and our partners. These challenges will be PDFs, YouTube videos, and Zoom meetings. Except for the Zoom meetings, children will be able to do these activities whenever they want.

Timing

If possible, we would like to get all the challenges in by June 1st.

We don't believe that it is important that we all start by the same date, but we can if everyone would like to.

Partners

Mohonk Preserve and DRAW Kingston have both agreed to partner with the UCLA. Their content has already been loaded. Opus 40 may also contribute some materials. **Would you please consider reaching out to other local nonprofits to see if they would be willing to share content?**

Link

<https://uclib.org/srp-2020/>

Tracking

The program deliberately leaves out any mention of tracking minutes or books. You can add to this program if you would like to.

Prizes

Children's Prizes: The program is flexible enough that each library can chose their own prizes for the raffles. We suggest that you consider purchasing gift certificates from local businesses in order to support them during these hard times. We also suggest that each child receive a prize at the end of the program. Perhaps a free book either from our donated books or a gift certificate to a local bookstore?

Teen Prizes: We suggest that the top three winners get a gift card. Examples of prizes would be gift certificates for the movies, bowling, and a bookstore.

Adult Prizes: Instead of prizes, adults could use their raffle tickets to vote for their choice of a local charity to receive a donation. The charity with the most tickets gets a donation by the Friends Group.

BINGO Process

Patrons will print off a card or, if possible, they will be able to pick one up at the library. They will complete the card and then either drop it off at the library or scan and email it to their library.

The library will check over the raffle card and enter the correct number of raffles into a drawing.

The library will contact each patron who wins a prize. The library can decide to give something small for anyone that completes a card.

Registration

If libraries are using curbside pickup, you can consider providing each child with a folder with the paperwork for the program. You can include small prizes. Mini-notebooks cost \$6.49 for six books. They are 4.25" x 5.5" unlined books. These can be made more cheaply by staff members.

You could also include a craft in the folder. For example: A box of 25 folders costs \$12.87. You can add some craft materials. A box of 1000 popsicles costs \$7.25. A 0.5 lb. bag of rubber bands costs \$5.50. The popsicle sticks and rubber bands can be used for making popsicle stick bombs, catapults, and harmonics. You can include instructions for making them.

Events

Two weeks of ScienceTellers - <https://www.sciencetellers.com/online>

\$100 total - \$50 per week for a video subscription of one week of unlimited access

Two weeks of PageTurners - <https://pageturneradventures.com/virtual-storyology-summer/>

\$100 total - \$50 per week for a video subscription of one week of unlimited access

Public Libraries Phased Reopening Timeline

Public Libraries of [COUNTY NAME] County, New York

All public and association libraries in [COUNTY NAME] County, New York will follow the following phased reopening program. The phases referenced below are those noted in the New York Forward Plan. The ultimate decision to move from phase to phase will be a local decision made by a library's board of trustees based on the most current public health information, the individual library's ability to procure cleaning supplies and Personal Protective Equipment (PPE), and local best practices which may be tied to staffing levels.

Phase 1

Library employees may return to work at library facilities.

Social distancing will be practiced. Staff shifts may be staggered and work schedules adjusted to reduce occupancy levels. Cleaning and sanitizing protocols that follow the Centers for Disease Control and Protection (CDC) guidance will be in place.

The library will issue reusable masks to all employees and provide training on workplace safety in light of the pandemic.

Library employees will continue to work to enhance distance services and prepare the library facility for on-site public service.

Phase 2

Libraries may begin to allow the lending and returning of library items by way of contactless curbside pickup or delivery services. Hours for this service will be altered from normal open hours of the library. Until additional guidance is received from the Federal Institute of Library and Museum Services library materials will be quarantined for a period of seventy-two hours upon being handled.

Libraries may offer in-building computer use by appointment but only with the ability to maintain safe social distances and cleaning protocols. Computers will be regularly cleaned between use.

Social distancing will continue to be practiced. Staff shifts may be staggered and work schedules adjusted to reduce occupancy levels. Cleaning and sanitizing protocols that follow the Centers for Disease Control and Protection (CDC) guidance will be in place. Employees that have contact with library materials will be provided gloves that will be required to be worn while

handling materials and employees that have contact with the public will be provided masks which will be required to be worn during times of contact.

Phase 3

Library facilities may open to the public with social distancing restrictions in place. Significant modifications of facilities and service programs may be implemented including restrictions on library hours, public access, building capacities, seating areas, computer usage, and access to library stacks.

Social distancing will continue to be practiced. Staff shifts may be staggered and work schedules adjusted, and additional cleaning protocols will be implemented. Employees that have contact with library materials will be provided gloves that will be required to be worn while handling materials and employees that have contact with the public will be provided masks which will be required to be worn during times of contact.

Phase 4

Libraries may open to the public with social distancing protocols in place. Some modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to library stacks. Some small group events may be permissible.

Social distancing will continue to be practiced. Staff shifts may be staggered and work schedules adjusted, and additional cleaning protocols will be implemented. Employees that have contact with library materials will be provided gloves that will be required to be worn while handling materials and employees that have contact with the public will be provided masks which will be required to be worn during times of contact.

End of Social Distancing Requirements

Libraries may return to normal, pre-Covid-19 operations and reinstate regular service programs including events.

DRAFT May 18, 2020