

## ULSTER COUNTY LIBRARY ASSOCIATION

February 18, 2020

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

Also Present:

The meeting of the Ulster County Library Association was called to order by Margie Menard at 10:04am at the Highland Public Library.

**Minutes:** Julie Kelsall-Dempsey made a motion to approve meeting minutes, 2- Kara Lustiber. Approved.

### Treasures Report

Please see attached.

Kristen Campbell made a motion to accept the treasures report as presented, Julie Kelsall-Dempsey 2<sup>nd</sup>. All in favor. Approved.

### Selection Committee

Please see report attached.

Further explanation of the two “academies” offered for Niche. The Patron Academy and the supervisors academy. The supervisory committee was given to the selection committee but anyone can request access.

Clarification of Kanopy’s Public Performance Rights was given, please see attached. The county wide resource sharing agreement was formalized. Please see attached.

**PR Committee:**

ColorPage printing quote was provided for 5,000 colored UCLA maps for \$952.00

**New Business:**

UCLA Committee Structure Review – Please See attached

Changes made: Tracy Priest and Katie Scott-Childress were replaced by Kristen Campbell and Kara Lustiber for Annual Dinner Committee.

ESI/EAP – 2020 renewals with many new libraries joining. Kara mailed out invoices for renewal.

Next UCLA Meeting is Tuesday March 17 at 10:00 AM at West Hurley Public Library.

Margie Menard made a motion to adjourn at 11:36, Julie Kelsall-Dempsey 2-. Approved.

Respectfully Submitted, Kristen Campbell

Secretary

# **UCLA Agenda Tuesday February 18, 2020**

## **@ Highland Library 10:00 AM**

- Approval of minutes of January 21, 2020 meeting
- Treasurer's Report
- Selection Committee
- Formalizing resource sharing agreement county-wide.
- UCLA Committee structure
- ESI EAP—2020 renewals/new libraries joining
- Publicity—new run of maps from Colorpage

### Check out (Circulation Desk)" Function



Click on "New Patron Record" Icon.

Select Patron: Full Patron Record.

5. Fill in all pop-up templates as described above
6. Save and close.
7. If the patron resides in another area of service send the registration card to the correct agency. If you are unsure send it to the library that is the likeliest choice. If they are not the correct library, they will forward the card to the correct agency.

### Scenario 3: Patron has card, but cannot find it or lost it

1. Retrieve the original record by searching on the patron's name



2. Select Edit icon
3. Click the "insert button"
4. Drop the menu down and choose barcode
5. Type or scan the new barcode number into the field
6. If the new barcode is not listed above the old barcode, right click on the new barcode and select move to the top of the group.
7. Click on the old barcode and move the cursor to the end of the field and type **LOST CARD**
8. Save and close the record.

### Scenario 4: Patron does not have a card and lives outside of Mid Hudson Library Systems Area of Service.

Because people work in and visit other areas regularly they may wish to have your library card. That is a local library policy. Ulster County Libraries have developed an agreement to provide services to residents in Ulster County, who are members of Ramapo Catskill Library System. If the patron resides in Areas of New Paltz, Gardiner, Rochester, or Ellenville, they should be referred back to their home library for their initial card and then to an Ulster County Library for a Mid- Hudson Barcode, which is affixed to their home library card.

1. Verify Identification and residence.



2. Click on "New Patron Record" Icon.

3. Select Patron: Full Patron Record.

4. Fill in all pop-up templates as described above,

- Patron Type: Select **NON RESIDENT**
- Town Code: Select the appropriate code if available or 60 – Other Location.
- Zip Code: Select the appropriate code if available or select 178 – Other Zip
- Save and close.

Nominating Committee (defined in by-laws)

Selection and Acquisition Committee (committee defined in by-laws)

- Julie Kelsall-Dempsey (chair)
- Kara Lustiber, Treasurer (ex-officio)
- Margie Menard
- Christina Jennerich
- Katie Scott-Childress

Subcommittee: eBooks

- Kara Lustiber (chair)
- Julie Dempsey

Publicity Committee

- Tracy Priest (chair)
- Katie Scott-Childress

Subcommittee: Events

- Brooke Dittmar (chair)
- John Giralco
- Chrissy Lawlor
- Katie Scott-Childress

Subcommittee: Website

- Kara Lustiber

Civil Service Liaison

- Tracy Priest

Legislative Committee

- Julie Kelsall-Dempsey (chair)
- Margie Menard

Annual Dinner Committee

- Tracy Priest
- Katie Scott-Childress

# Your EAP Benefit Summary



TotalCare EAP  
Public Safety EAP  
Educators' EAP  
Higher Ed EAP  
HealthCare EAP  
Union AP

## *For Employees and Family Members*

Each of us encounters personal problems from time to time. And that is why we partner with ESI EAP to provide you with the best possible solutions for issues you or one of your family members may face. **Your EAP is here to help.**



**i** The following **FREE** benefits are available on a **CONFIDENTIAL** basis.

### ➤ COUNSELING BENEFITS

Help from experienced Masters or Ph.D. level counselors for personal issues such as: relationships/family, depression/anxiety, grief and more.

### ➤ PEAK PERFORMANCE COACHING

Personal and professional coaching is available from senior-level ESI coaches. Get one-to-one telephonic coaching and support, as well as online self-help resources and trainings.

### ➤ TRAINING AND PERSONAL DEVELOPMENT BENEFITS

Online Training options designed to help you grow and develop both at work and in your personal life. Some of the topics covered are: budgeting, debt, communication, stress management, team building and emotional intelligence.

### ➤ SELF-HELP RESOURCES

Self-help Resources give you access to a collection of thousands of tools, videos, financial calculators and informative articles covering virtually every issue you might face, including adoption, relationships, legal, financial, cancer and more.

### ➤ WORK/LIFE BENEFITS

Assistance for financial, legal, and child & elder care.

### ➤ PERSONAL ASSISTANT

Help for everyday issues, including finding a local medical or dental provider, summer camp options and more.

### ➤ WELLNESS BENEFITS

Videos and resources to improve you and your family's overall health, including fitness, diet and tobacco cessation.

### ➤ LIFESTYLE BENEFITS

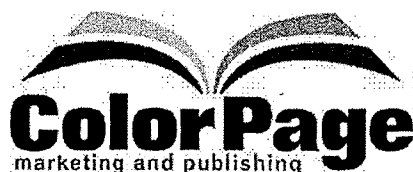
Discounts to help with fitness, nutrition and weight management.

Contact the EAP toll-free at 800.252.4555. All calls are **CONFIDENTIAL** and answered by a Masters or Ph.D. level counselor; your counselor will work with you on a plan beginning with the first call. Or go to [www.theEAP.com](http://www.theEAP.com) and create a username and password.

[www.theEAP.com](http://www.theEAP.com) | 1.800.252.4555

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 71 Ten Broeck Avenue  
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 F: 845-331-1571

[www.ColorPageOnline.com](http://www.ColorPageOnline.com)

February 11, 2020

KGN AREA LIBRARY  
 55 FRANKLIN STREET  
 KINGSTON, NY 12401

Re: Quote No. 25604

Dear Margie,

ColorPage a division of Tri-State Associated Services is pleased to provide you with the following pricing based on Industry Terms of Sale, available at: [ColorPageonline.com](http://ColorPageonline.com) or by request. Final Invoice reflects exact quantities shipped which may vary by 10%. Freight charges are additional. Ask about our award winning design and mailing services.

<b>Item</b>	Map: Full Color, Both Sides
<b>Size &amp; Pgs</b>	3.66x8.5
<b>Pre-Press</b>	Proofs: 1-Clr Proof Flat ; Impose: 1-Impose
<b>Paper</b>	70#T White Williamsburg Smooth Offset
<b>Inks</b>	4/4
<b>Finishing</b>	Trim, [#10] 12 page right angle, Boxing
<b>Quantity</b>	5,000
<b>Price</b>	\$952.00

**Ship quantity may vary +/- 10%**    Net30,>F.Chrg 1.5%mo

Price does not include sales tax.

Final price may change upon review of supplied digital files. Files not "Print Ready" may require alterations billed at \$85.00/ hr. Job submission denotes acceptance of specifications, terms of sale and authorization to reproduce work: Terms: 1/3 Down-1/3 w/Proof & Balance w/shipment.

Yours truly,

Kynan M.

**Tri-State Litho**

Accepted by \_\_\_\_\_

Prices quoted are good for 30 days from the above date. All prices are subject to change depending upon final review of art, mechanicals or electronic medium, material costs and/or change in production schedule.

## Selection Committee Report – February 2020

### Niche Academy

There are two “Academies” for Niche Academy which create tutorials for either staff or patrons. These are separated because:

- Patrons don’t have to authenticate
- Website widgets are available if libraries want more control over what’s on their website
- Staff tutorials are more varied and detailed than patron tutorials
  - Examples include basic tech skills, social media tutorials, maker space, helping genealogists, gale search tools, and create their own tutorials
- Library managers can track staff progress through the tutorials

The UCLA has given Admin level access to members of the Selection Committee. Otherwise, each library can be offered Supervisor access.

### Patron Academy

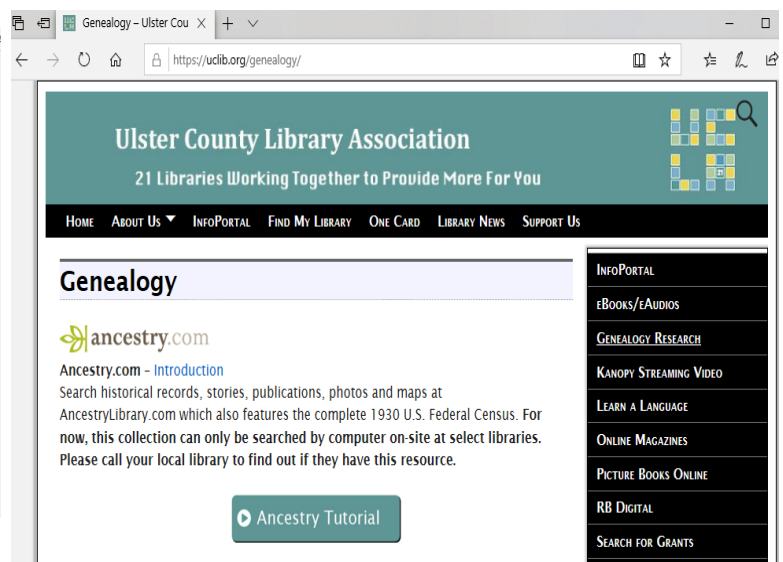
Having Supervisor access to the Patron Academy gives you the ability to create widgets for patrons for your website. In order to roll out these widgets, you will need to put some HTML code on your website. In order to do this, you will have to contact Christina or Kara for the code.

If you opt not to bother with the code, we will make available buttons that you can use for the tutorials as well as host the tutorials on the UCLA public Infoportal pages. You need only to link the button to the website page. (You may want to have the link open in a new window.)

Example of button and website link

A green rectangular button with a white play icon and the text "Genealogy Tutorial".

<https://uclib.org/ancestry/>





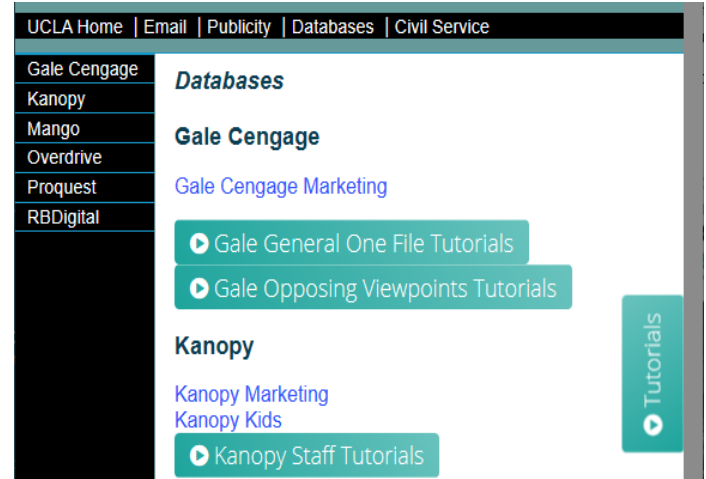
The following are a list of the libraries who have already signed up for Supervisor access. If you wish to join, please contact Christina Jennerich (cjennerich@marlborolibrary.org).

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

If you have any questions about the website, contact Kara Lustiber.

## Staff Academy

Having Supervisor access to the Staff Academy gives you the ability to invite Learners by sending an email invitation. Once the Learner accepts, Supervisors can assign tutorials and track staff progress. Access to these tutorials will be made available through the “Members Only” portal on the UCLA website. On the UCLA website, go to the Databases menu item. There is a side bar which opens all the tutorials as well as links for many of the individual database tutorials



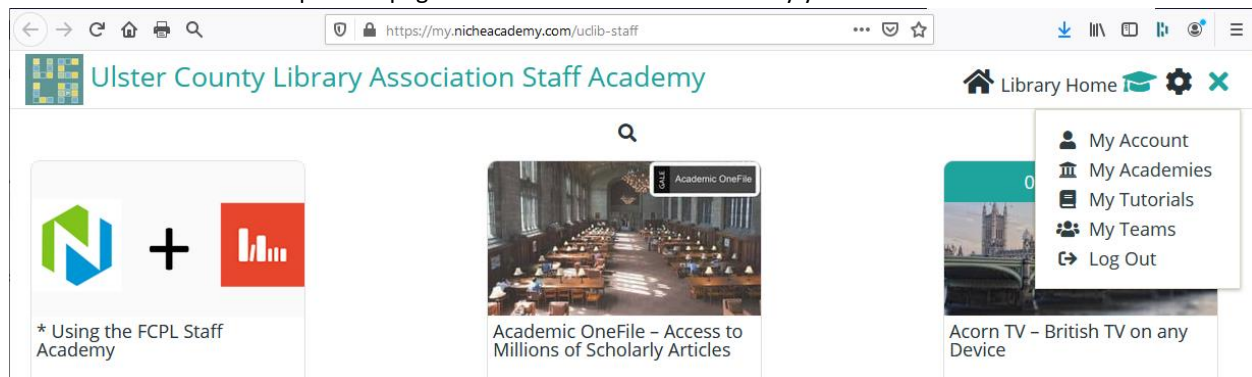
To View Your Staff's Progress and Add New Learners

Go to the Niche Academy Website and Login

<https://my.nicheacademy.com/uclib-staff>

Upper right-hand corner, click on the **person** to view the drop down menu.

My Academies – You have access to a staff academy to create tutorials for staff and the Ulster County Library Association Academy which allows you to create tutorials for patrons. Pay attention to the header on the top of the page to double-check which academy you are in.







My Teams - You should have a team for your library for patron and staff.


My Teams		Update Teams
Team	Academy	
West Hurley Library Patron	Ulster County Library Association Academy	
West Hurley Staff	Ulster County Library Association Staff Academy	


If you do not, select “Update Teams” from the right-hand corner and select your team. If you don’t see a staff and patron team for your library, contact Christina or Kara.





Click on the **Gear** icon in the upper right-hand corner. Select Learner Reports

 **Ulster County Library Association Staff Academy**

[Library Home](#)   

**Learner Report** By Learner  [Invite Learners](#) West Hurley Staff


Filter results ... 




<input type="checkbox"/>	◆ Learner	◆ Enrolled	◆ Completed	◆ Score	
<input type="checkbox"/>	<a href="#">rstout27@gmail.com</a>	0	-	-	
<input type="checkbox"/>	<a href="#">Charleen Cornelison</a>	0	-	-	
<input type="checkbox"/>	<a href="#">Kara Bamert</a>	1	0%	0%	
<input type="checkbox"/>	<a href="#">Kara Lustiber</a>	1	0%	0%	



**Reports**  
[Usage Stats](#)  
[Learner Report](#)

This is a list of the staff members enrolled in the staff academy. You can “Invite Learners” using the link on the top of the page. You can track staff progress in the table as you see.


If you click on someone’s name, then you can assign tutorials for them to do.


 **Ulster County Library Association Staff Academy**

[Library Home](#)   

**Learner Report**  [Invite Learners](#)  [Assign Tutorials](#)

[Back](#) Charleen Cornelison

Filter results ... 

◆ Tutorial Name	◆ Enrolled	Completed	Score	
<a href="#">OverDrive  Libby – eBooks, Audiobooks, and More</a>	02/17/2020	0%	0%	

**Reports**  
[Usage Stats](#)  
[Learner Report](#)

If you click on the graduation cap, you will see that there are tutorials for using the staff academy for more information.

These staff tutorials are all available from the website

<http://ulsterlibraries.org>

Click on About Us – Private

Username: \_\_\_\_\_

Password: \_\_\_\_\_

(Contact Kara if you need the login passwords)

## Kanopy

We recently had a question about Kanopy's Public Performance Rights.

This is their policy:

Viewing films in a group forum is permitted for all films with classroom viewings and most films for non-classroom group settings as long as the viewing is by authorized viewers and it is not for commercial benefit (i.e. no admission costs are charged and no profit is made from the screening).

And the representative's notes about it:

What the above states is you would be fine showing films (which include the PPR icon) in another building for library programming.

Classroom viewings would satisfy any public educational classroom (private schools would not be accepted as they charge admission to students).

Simply, look for the icon with the film you are looking to show (example below):

