ULSTER COUNTY LIBRARY ASSOCIATION

February 20, 2024

DIRECTORS PRESENT:

- Steven Cook (Elting Memorial Library, New Paltz)
- □ Tracy Priest (Hurley Library)
- Christina Jennerich (Marlboro Public Library)
- Melissa McHugh (Olive Free Library Association)
- ☑ Darren Lanspery (Plattekill Public Library)
- □ Betty Diorio (Sarah Hull Hallock Free Lib, Milton)
- □ Jody Ford (Stone Ridge Public Library)
- Kerry Chenier (Town of Ulster Public Library)
- ☑ Ivy Gocker (Woodstock Public Library)
- □ Nancy Krom (Cragsmoor Free Library)
- ⊠ Nicole Lane (Gardiner Library)

MHLS Board Member: Stuart Auchincloss MHLS Staff Members: Rebekkah Smith-Aldrich

- ☑ Julie Kelsall-Dempsey (Highland Public Library)
- □ Margie Menard (Kingston Library)
- Gisi Vella (Morton Memorial Library, Pine Hill)
- ☑ Liz Potter (Phoenicia Library)
- ⊠ Katie Scott-Childress (Rosendale Library)
- ☑ Jennifer Russell (Saugerties Public Library)
- ☑ Jesse Chance (Town of Esopus Library)
- ⊠ Kara Keene (West Hurley Public Library)
- □ Joyce Sharpton (Ellenville Public Library)
- □ Julie Moussot (Wallkill Public Library)

The meeting of the Ulster County Library Association, held in-person at Plattekill Library and via Zoom, was called to order by Katie Scott-Childress at 10:03 am.

Minutes:

Jennifer Russell made a motion to approve the January 16, 2024 minutes. Darren Lanspery seconded. All-in favor. Approved.

MHLS CLCD Appointment:

Ivy Gocker expressed interest in serving on the MHLS CLCD committee. Katie Scott-Childress nominated Ivy Gocker to the CLCD committee. Steven Cook made a motion to approve. Kerry Chenier seconded. All in favor. Approved.

Treasurer's Report:

Kara Keene explained the expenses cleared and current budget. The warrant list was discussed and invoices for current and past dues for UCLA membership will be sent out to each library. Checks must be made out to Ulster County Library Association and mailed to the West Hurley library. Jennifer Russell made a motion to approve the warrant list. Jesse Chance seconded. All in favor. Approved. Gisi Vella made a motion to approve the Treasurer's Report. Steven Cook seconded. All in favor. Approved.

MHLS Plan of Service Focus Group:

The MHLS is gathering information to help draft the Plan of Service, with focus on current and future library goals and needs. Directors were asked what issues were most important. Topics such as construction needs, community connections, resiliency, digital literacy, accessibility and staff retention were discussed.

Resource Publicity:

Social Media Specialist, Quinn Jordan, has been disseminating social media materials to the libraries that have provided a contact email address. Directors are encouraged to provide feedback to Katie Scott Childress for future social media promotional ideas.

Trustee Education Events:

Rebekkah Smith-Aldrich requests ideas for trustee trainings that would boost attendance, specifically for in-person events, which would allow for greater networking opportunities amongst trustees. Ideas such as speaker events and county-wide events were discussed.

EAP Update:

Darren Lanspery has submitted the data to the EAP for those Ulster County libraries that have opted into the program.

RSAC Report:

Laurie Shedrick and Rebekkah Smith-Aldrich will meet with the CEO of Innovative to discuss improvements to Discover. MHLS continues to request any feedback or suggestions that will help to improve or correct the product.

SSAC Report:

SSAC will meet on May 14. The committee requests 2 staff members from each county willing to work on a committee that will explore options for a system-wide Summer Road Trip Passport program. Rebekkah Smith-Aldrich discussed the Memo of Understanding. It is requested that each Board sign and return the document by April 30th 2024. A formal resolution is not required, but is best practice.

CLCD Report:

Jesse Chance reported that the committee would like input on CLCD related trainings. Due to the delay in receiving state funds until later in the year, Adriance Library will no longer fund upfront for e-book purchases earlier than they receive the funding. Therefore, libraries should be aware of this and should make every attempt to make up for this difference through additional e-book purchases throughout the year.

Universal Class will no longer be available through Libby, and the costs have doubled to \$14,500. CLCD is looking for feedback as to whether to renew the product with the higher cost.

Syndetics Unbound service will be eliminated, as offerings are redundant now that they are included in the Discover product.

ByLaws:

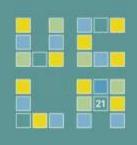
Darren Lanspery reported the new UCLA By-laws have been drafted and will be ready for review by UCLA Directors by Aprils meeting.

MHLS Staff Report:

Rebekkah Smith-Aldrich reported that advocacy needs to continue at the state level for the budget priorities that have been proposed by NYLA. The Connect All Broadband program was discussed.

Katie Scott-Childress adjourned the meeting at 11:25 am. Next UCLA Meeting Tuesday, March 19th via Zoom

Respectfully submitted by Christina Jennerich (Secretary)



Ulster County Library Association

Serving the 21 Libraries in Ulster County

	Tues	A Agenda day, February 20, 2024 0 a.m. at Plattekill Library (& hybrid)						
Town of Esopus Library Gardiner Library	I.	Approval of Minutes from January 16, 2024 meeting						
Hurley Library West Hurley Library	II.	II. Treasurer's Report						
Kingston Library	III. MHLS CLCD appointment							
Stone Ridge Library								
Marlboro Free Library Sarah Hull Hallock Free Library	V.	Resource publicity						
Elting Memorial Library Olive Free Library	VI.	Trustee Education Events						
Plattekill Library Rosendale Library	VII.	Treasurer's Report						
Saugerties Public Library Phoenicia Library	VIII.	EAP						
Morton Memorial Library Wallkill Public Library	IX.	RSAC Report						
Town of Ulster Public Library	Х.	SSAC Report						
Cragsmoor Free Library Ellenville Public Library and Museun Woodstock Public Library	N XI.	CLCD Report						

Ulster County Library Association February 3, 2024 Treasurer's Report (Period Covering January Statements)

Checking Accounts	
Local Checking Account	2,603.07
Legislative Checking Account	103,258.22
_	105,861.29

Expenses for January

Activity Since Last Treasurer's Report for Ulster Savings Legislative Account

Date		Description	Amount	
				126746.17
		Overdrive - 2023 Funding	(21,887.95)	\$104,858.22
	1/10/2024	MiSci Museum Pass	(1,600.00)	\$103,258.22
Total				\$103,258.22

Activity Since Last Treasurer's Report for Ulster Savings Local Checking Account

Date		Description	Amount	
				\$2,806.95
	1/3/2024	Dropbox	(203.88)	\$2,603.07
Total				\$2,603.07

Note: Tracy Priest compared bank statements to Treasurer's Report on 2/6/24

Page 2 Treasurer's Report for	February 3, 2024
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2024 Ulster County Funding	
Total Received for 2023	102,400.00
Estimated Funds from Reserve	
Until Funds Arrive	0.00
Total Budget for 2023	102,400.00
2023 Reserve	_
Legislative Account	103,258.22
Balance for Databases	-100,800.00
	2,458.22

Ulster County Savings Bank

Outstanding Databases:	Budget	Spent	Remaining	
Craft & Hobby	3,000.00		\$3,000.00	
Foundation Center	2,995.00		2,995.00	
Kanopy	45,000.00		45,000.00	
Library Aware	2,300.00		2,300.00	
Museum Passes	15,305.00	1,600.00	13,705.00	
Niche Academy	4,200.00		4,200.00	
OverDrive eContent	10,000.00		10,000.00	
ReciteMe	11,600.00		11,600.00	
Reference Resources	0.00		0.00	
Resource Publicity & Support	8,000.00		8,000.00	
Social Media Specialist				
Publicity				
Miscellaneous	\$0.00		\$0.00	
TOTAL	\$102,400.00	\$1,600.00	\$100,800.00	
Page 3 Treasurer's Report for	February 3, 2024			
Warrant List				
Bethel Woods	\$1,100.00 N	Auseum Pass		
USS Slater	\$400.00 Museum Pass			
Zoom	\$149.90 (Online Meetings		
Sarah "Quinn" Jordan	\$450.00 Social Media Specialist			

\$295.00 Quarterly Bookkeeping

Dues Request:

In reviewing the accounts from last year, I realized that I forgot to send out dues request letters in 2023.

At this point, we have about \$2600 in the local checking account, which will not be enough to cover the EAP payment. (Last year, this was \$3305 in March.)

I would like to send out dues request letters for both 2023 and 2024 to bring the local checking account up to date. I realize that we should discuss this at the meeting last week, but I wanted to give everyone time to think about it before the meeting.

This is the chart demonstrating what each library will have to pay this year:

Library	2023 Dues	2024 Dues	Total
Elting Memorial Library, New Paltz	\$150	\$150	\$300
Hurley Library	\$100	\$100	\$200
Marlboro Public Library	\$150	\$150	\$300
Olive Free Library Association	\$125	\$125	\$250
Plattekill Public Library	\$125	\$125	\$250
Sarah Hull Hallock Free Lib, Milton	\$100	\$100	\$200
Stone Ridge Public Library	\$125	\$125	\$250
Town of Ulster Public Library	\$125	\$125	\$250
Woodstock Public Library	\$150	\$150	\$300
Highland Public Library	\$150	\$150	\$300
Kingston Library	\$150	\$150	\$300
Morton Memorial Library, Pine Hill	\$75	\$75	\$150
Phoenicia Library	\$100	\$100	\$200
Rosendale Library	\$125	\$125	\$250
Saugerties Public Library	\$150	\$150	\$300
Town of Esopus Lib, Port Ewen	\$125	\$125	\$250
West Hurley Public Library	\$100	\$100	\$200
Cragsmoor Free Library	\$75	\$75	\$150
Ellenville Public Library	\$150	\$150	\$300
Gardiner Library	\$125	\$125	\$250
Wallkill Public Library	\$125	\$125	\$250

What kind of library are you working to create? What goals do you have for your library in the coming years?

We are looking for answers that describe the broad attributes/reputation of your library in the future. For example – a library that is accessible to all; that is seen as a leader on the topic of digital inclusion; whose staff are digitally literate; that contributes to school readiness/positively impacts high school graduation rates; contribute to community resilience, etc.

Why is that important to you?

We are looking for answers that describe your values and how this will make a difference in the lives of those served by your library. For example – because you believe a functioning democracy depends on an informed electorate; because not everyone in your community has access to broadband and that is key to financial/student success; because you believe people need to respect diversity and work together to strengthen the community's resilience, etc.)

How is that different from how you see your library now?

We are looking for answers that provide a "gap analysis," identifying areas for opportunity for your staff, governance, facility, technology, outreach and partnership activities. For example – you want to be known as a tech savvy library, but current staff do not have the know-how to be comfortable helping patrons with tech or building digital collections; you want to be the community gathering spot but your facility is not fully accessible to those with physical disabilities; you need to stabilize your operating funds but your board is reticent to go out for a public vote; you want to be part of town-wide discussions about community resilience but feel the library is never "invited to the table," and even if you were, you don't have the capacity to attend more meetings, etc.

What are some of the things that need to happen to create that kind of change?

We are looking for specific/tactical answers that provide steps to bridge the gap analysis done in the question above. For example – you recognize that staff training in a specific area like digital literacy or equity, diversity and inclusion (EDI) will be necessary to achieve your vision; you need to adopt programming strategies that focus on early literacy; you plan to undergo a construction/renovation project to make the facility fully accessible to those with physical disabilities; you need to engage in long-term financial planning to methodically improve salaries to retain professional staff or to build capacity; you need to focus on making connections in the community so the library is "at the table" for important conversations about the future of the community, etc. Or, answers could be targeted towards different levels of collaboration, with thoughts on how to work in collaboration with libraries in their nearby geography, county, or through the system and beyond to affect change.

Sarah "Quinn" Jordan 8 Jonathan Drive Staatsburg, NY 12580 (845) 242-5166 Quinn.Jordan.Business@gmail.com

JANUARY 2024

Week of 1/14/24-1/20/24

1/15/24

(Olana Museum graphics, NY Transit Museum graphics)

1/16/24

(National Publishers Day, Museum Selfie Day, International Day of Education)

Week of 1/21/24-1/27/24

1/26/24

(Olana Third Thursdays, Guggenheim Museum, Craft&Hobby)

Week of 1/28/24-2/3/24

1/30/24

(scheduling Facebook Posts, MiSci video, emails)

2/2/24

(initial Instagram and TikTok posts, establishing accounts, Researching February holidays, World Read Aloud Day - Libby/Overdrive, Global Movie Day - Kanopy)

Quinn Jordan INVOICE

Invoice #: 24002

Invoice date: 2/2/2024

Job: January 2024 Invoice

Bill to: Ulster County Library Assn Address: 55 Franklin St Kingston, NY 12401 Phone:

Email: treasurer@ulsterlibraries.org

Date	Description	Qty	Unit price	Discount	Price
1/14/24 - 1/20/24		6	\$25.00		\$150.00
1/21/24 - 1/27/24		6	\$25.00		\$150.00
1/28/24 - 2/3/24		6	\$25.00		\$150.00

Invoice Subtotal	\$450.00
TOTAL	\$450.00

Please make all checks payable to Sarah Jordan .

Total due in 90 days. Overdue accounts subject to a service charge of 1.5% per month.

Quinn.Jordan.Business@gmail.com | (845) 242-5166

Sarah Jordan 8 Jonathan Dr Staatsburg, NY 12580



County-Based In-Person Trustee Education Events

1 message

Rebekkah Smith Aldrich <rsmith@midhudson.org>

Tue, Feb 13, 2024 at 1:42 PM Iny Director Coxsackie

To: Director Roejan Library <director@roejanlibrary.org>, M DeBellis <mdebellis@laglib.org>, Library Director Coxsackie <director@heermancelibrary.org>, Library Director Brewster <director@brewsterlibrary.org>, Rosendale Director <director@rosendalelibrary.org> Cc: Laura Crisci <lcrisci@midhudson.org>

Good afternoon,

I am reaching out to you in your role as the 2024 chair of your county directors' group to ask for your partnership to book in-person trustee education sessions in our system this year.

Last year, working off of input we received from a system-wide survey of trustees, we booked standalone, in-person trustee education sessions. The attendance was dismal. My thought is that if we partner up on a county basis and schedule things jointly, we may get a better turn out.

For example, if we are co-promoting a session that is in your county, guaranteeing they can get their two hours in through one event, and perhaps couple it with something else you're working on in the county, I think we can make better use of everyone's time.

If you'd like to take me up on this offer, we would be looking to collaborate with you on the **date**, **time**, **location**, **and topic** of the event.

Possible topics could include, but are not limited to:

- Trustee Essentials: the basics of being a public/association library trustee
- Core Values & Ethics: the guiding principles that aid trustees in policy making at their library as well as a review of the policies a library should have
- Financial Responsibilities 101: how to oversee the library's finances and ensure checks and balances are in place to protect the funds invested in the library
- Advocates & Ambassadors Training: helping trustees speak up for their library, and the system, in effective ways at the local, county, state and federal levels.
- Effective Board Meetings: how to be organized and effective during board meetings; includes an overview of Open Meetings Law
- Sustainability: The Newest Core Value: an introduction to sustainability and how to apply "sustainable thinking" in their role as a trustee
- Defending the Right to Read: an overview of the trustee role in policymaking and public relations management in the context of censorship attempts

If you have another topic in mind, we are open to collaborating with you. For example, we can put together moderated panel discussions featuring trustees from your county to surface best practices of board presidents, folks who have been through construction projects, or winning their public vote, etc. We just have to ensure the topic is in compliance with NYS Education Law stipulations to have it be eligible for the trustee education requirement.

Thanks for your consideration, Rebekkah

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Selection Committee Report – February 2024 Action Items

Craft & Hobby	Went live February 2024. Put link on your home library websites.
2024 Budget	Bethel Woods and USS Slater purchase recommendation
Social Media Specialist	TikTok and Instagram have been setup for UCLA. Consider pointing to them from your accounts.

Part 1 – Craft & Hobby

The database has been set up to authenticate via barcode. Please use this link on your websites or point to the UCLA website. (You can find a logo and wording on the UCLA website):

https://www.craftandhobby.com/library/180e402dad3dbfd1ea006aef4e6cbf01

Part 2 – Budget

Recommend that we purchase Bethel Woods and USS Slater Museum passes at the following levels

Bethel Woods (3 MHLS, 1 RCLS) at \$1100

USS Slater (4 MHLS, 1 RCLS) at \$400

Note: the USS Slater passes increased from \$65 to \$80 each. Reduced from 6 passes to 5 to cover difference

Part 3 – Social Media Specialist

Quinn Jordan was sent information for a TikTok Account and Instragram Account.

TikTok: ulsterlib

Instagram: ulsterpubliclibraryassociation

Part 4 - Statistics

	Kanopy S	tats MHLS			Number of	Number of		
	Users	Visits	Pages	Plays	Number of Tickets	KKids \$5	KSeries \$5	Price
Jan 2024	550	37709	43211	3,393	3297	16		\$3,377
Feb 2024								
Mar 2024								
Apr 2024								
May 2024								
June 2024								
July 2024								
Aug 2024								
Sep 2024								
Oct 2024								
Nov 2024								
Dec 2024								
Total								

Ticket System: Each patron will now receive a set number of tickets each month. Each ticket will represent \$1 in cost to your library. Pay-per-use (PPU) content that costs \$2 will use 2 tickets, while content that costs \$4 will use 4 tickets. Every title will be labeled with a ticket value and viewing window, so patrons will know how many tickets a title will use prior to viewing it. Your library's current play credit number will change to 12 tickets per user per month. Next to the play button, users will see how many tickets a title will use and how long they will have access to it. When a patron uses a play credit, this allows them 48-72 hours of access to the film, during which they have unlimited access. (Majority of the collection is 72 hours, while premium content is 48 hours. "Premium" content is determined by the supplier.) This means patrons can play the same film several times per play credit, meaning that the total number of "plays" on your platform will be higher than the total number of "plays" used.

For bingeable, episodic content, like a full season of a series or The Great Courses, tickets/ cost and viewing periods are dependent on the run time. These range from 72 hours (2 tickets) to 21 days (5 tickets).

Kanopy Kids will continue to function as a separate Pay-Per-Use charge, meaning it does not utilize tickets/ play credits. Kanopy Kids cost \$5 per month (per patron) for unlimited access to Kids collection for 30 days.

	Kanopy S	tats RCLS						
	Users	Visits	Pages	Plays	Number of Tickets	KKids \$5	KSeries \$5	Price
Jan 2024	65	3976	4402	347	374	2		\$384
Feb 2024								
Mar 2024								
Apr 2024								
May 2024								
June 2024								
July 2024								
Aug 2024								
Sep 2024								
Oct 2024								
Nov 2024								
Dec 2024								
Total								

Standard Episodic Pricing*											
Running time	Ticket requirement	Cost to your library	Viewing period								
2 hours or less	2	\$2	3 days								
2-4 hours	3	\$3	3 days								
4-6 hours	4	\$4	7 days								
6+ hours	5	\$5	14-21 days								
*Please note that future pricing is subject to change.											

Ticket System began November 2023

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Niche Staff 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Academic OneFile	0												0
AcornTV	0												0
BrainHQ	0												0
Cleaning and Disinfecting Facility	0												0
COVID-19 Guidelines for GPLS Employees (1CEU)	0												0
COVID19: Using Medical Masks	0												0
COVID19: What You Need to Know About Handwashing	0												0
Creativebug for Staff	0												0
Facebook for Staff	0												0
Gale General OneFile	0												0
Gale Opposing View	0												0
Gmail	0												0
Google Docs	0												0
Google Drive	0												0
Google Forms	0												0
Hoopla	0												0
How COVID-19 Spreads	0												0
Капору	0												0
Mango Languages	0												0
OverDrive Libby	0												0
PLS OSHA COVID-19 Guidelines [60 Mins.]	0												0
Preventing the Spread of Coronavirus	0												0
Transparent Language	0												0
Tumblebook Library	0												0
Universal Class	0												0
Using FCPL Staff Academy	0												0
When and How to Use Masks	0												0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Niche Public 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Academic	1												1
OneFile	_												
Book Repair	0												0
Brainfuse	2												2
CreativeBug	0												0
Facebook	0												0
Gale General													
OneFile	7												7
GaleOpposing													_
Viewpoints	0												0
Gmail	0												0
Google Docs	0										_		0
Google Drive	0												0
Google Forms	0												0
Google Photos	0												0
Google Sheets													0
Google Slides	0												0
Hoopla	4												4
IndieFlix	0												0
Instagram	0												0
Капору	1												1
Libby	13												13
Libby (Spanish)	0												0
LinkedIn	0												0
Mango	0												0
Pinterest	7												7
Snapchat	0												0
The Great													
Courses	0												0
Transparent													0
Language													-
Tumblebook	0												0
Twitter	0												0
Universal Class	7												7
Total	42												42

Museum Passes

Jan-Jan 2024	TixKeeper Stats MHLS																	
	NPZ	HIL	HUR	KNG	MAR	РІН	РНО	PLA	ROS	MLT	SAU	STR	ESO	ULS	WEH	WES	WST	Totals
Bethel Woods																		
Destroyer																		
FDR (# pass)	1			2														3
Hudson High			1												1			2
HR Maritime																		
Guggenheim		1		1					1								3	6
Intrepid																		
MASS MoCA				1														1
MiSci																		
Mohonk																		
NY Transit																		
Olana		1		3														4
Old Rhi Aero																		
Opus 40																		
Thomas Cole																		
	1	2	1	7					1						1		3	16

Jan-Jan 2024	TixKeeper Stats RCLS											
	Gardiner	Ellenville	Cragsmoor	Wallkill	Totals							
Bethel Woods												
Destroyer												
FDR												
Hudson High												
HR Maritime												
Guggenheim												
Intrepid												
MASS MoCA	1				1							
MiSci												
Mohonk												
Motorcyclopedia												
NY Transit												
Olana												
Old Rhi Aero												
Opus 40												
Thomas Cole												

Overdrive – Audiobooks Ordered for January – \$1965.24

Come & Get It – Kiley Reid - \$142.50 Funny Story – Emily Henry - \$95.00 The Women: A Novel – Kristin Hannah - \$179.97 North Woods: A Novel - Daniel Mason - \$142.50 Sacred Sins – Nora Roberts - \$95.00 Upside Down – Danielle Steel - \$70.00 Hooked – Emily McIntire - \$119.90 Everyone on This Train Is a Suspect - \$128.70 More: A Memoir of Open Marriage - \$76.00 Seven Year Slip – Ashley Poston - \$128.25 Storm We Made – Vanessa Chan - \$159.98 Flirtation on the Hudson – J.F. Collen - \$63.90 Keeper of Hidden Books – Madeline Martin - \$72.07 What an Owl Knows – Jennifer Ackerman - \$85.50 Only If You Are Lucky – Stacy Willingham - \$54.99 Change Your Paradigm, Change Your Life – Bob Proctor - \$51.00 Boys in the Boat – Daniel James Brown - \$95.00 Falling: A Novel – T.J. Newman - \$59.99 (Saugerties, Kingston) Other Black Girl – Zakiya Dalila Harris - \$79.99 (Highland) NYPD Red 6 – James Patterson - \$65.00 (Rosendale, Esopus)