

ULSTER COUNTY LIBRARY ASSOCIATION

March 24, 2024

DIRECTORS PRESENT:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Steven Cook (Elting Memorial Library, New Paltz) | <input checked="" type="checkbox"/> Julie Kelsall-Dempsey (Highland Public Library) |
| <input checked="" type="checkbox"/> Tracy Priest (Hurley Library) | <input checked="" type="checkbox"/> Margie Menard (Kingston Library) |
| <input checked="" type="checkbox"/> Christina Jennerich (Marlboro Public Library) | <input checked="" type="checkbox"/> Gisi Vella (Morton Memorial Library, Pine Hill) |
| <input checked="" type="checkbox"/> Melissa McHugh (Olive Free Library Association) | <input checked="" 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"/> Betty Diorio (Sarah Hull Hallock Free Lib, Milton) | <input checked="" type="checkbox"/> Jennifer Russell (Saugerties Public Library) |
| <input checked="" type="checkbox"/> Jody Ford (Stone Ridge Public Library) | <input checked="" type="checkbox"/> Jesse Chance (Town of Esopus Library) |
| <input checked="" type="checkbox"/> Kerry Chenier (Town of Ulster Public Library) | <input checked="" type="checkbox"/> Kara Keene (West Hurley Public Library) |
| <input checked="" type="checkbox"/> Ivy Gocker (Woodstock Public Library) | |
| <input type="checkbox"/> Nancy Krom (Cragmoor Free Library) | <input type="checkbox"/> Joyce Sharpton (Ellenville Public Library) |
| <input checked="" type="checkbox"/> Nicole Lane (Gardiner Library) | <input type="checkbox"/> Julie Moussot (Walkkill Public Library) |

MHLS Board Member: Ken Goldberg

MHLS Staff Members: Rebekkah Smith-Aldrich

Guests: Sam Magarelli & Beth Albright, UlsterCorps

The meeting of the Ulster County Library Association, held via Zoom, was called to order by Katie Scott-Childress at 10:01 am.

Guest Presenter, Beth Albright, UlsterCorps:

Beth Albright & Sam Magarelli from UlsterCorps spoke to the opportunities to foster volunteerism in Ulster County. UlsterCorps pairs volunteers with non-profit groups. Volunteers can be matched to non-profits within their interests. Community service opportunities are also available. Directors are encouraged to register for the monthly newsletter, follow their social media, and disseminate UlsterCorps information to the public. Contact beth@ulstercorps.org or 845-481-0331 for more information.

Minutes:

Gisi Vella made a motion to approve the February 20, 2024 minutes. Steven Cook seconded. Tracy Priest corrected her attendance status at the prior meeting. Ivy Gocker abstained. All-in favor. Approved.

Selection Committee Report:

Jennifer Russell requested feedback from Directors regarding their usage of LibraryAware. A number of Directors use the product for various purposes. ReciteMe is entering the third year of a 3-year contract. Intrepid Museum pass will be renewed as per the Selection Committee recommendation.

Treasurer's Report & Warrant List:

Kara Keene reported that all member library dues have been paid. The EAP invoice has been paid. Jennifer Russell made a motion to approve the warrant list. Christina Jennerich seconded. All in favor. Approved. Kara Keene requested an amended motion to reflect the payment to EAP of \$3300 to the

warrant list. Darren Lanspery made a motion to approve the amendment reflecting the edit to the EAP payment of \$3300. Tracy Priest seconded. All in favor. Approved.

Bylaws Revision:

Darren Lanspery discussed changes to the UCLA Bylaws draft document. The Bylaws will be up for review for 30 days. Directors offered suggestions and the draft will be updated and presented for another review at the next meeting. Discussion ensued regarding allowable association member titles, quorum, the necessity of D&O insurance, and emergency meetings.

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. A shared drive folder option is suggested.

RSAC Report:

Improvements to the Discover catalog continue to be discussed, including language for local copy holds, opinions regarding a patron app, and issues with roll-ups.

SSAC Report:

The committee discussed the 'path to membership' document. MHLS & the SSAC request Director feedback on the document. Timeline is to incorporate feedback and update the draft for the May meeting, with possible roll-out to the DA in June.

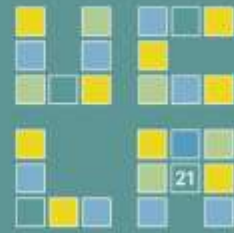
CLCD Report:

No report.

Katie Scott-Childress adjourned the meeting at 11:40 am.

Next UCLA Meeting Tuesday, April 15 in-person at Rosendale Library.

Respectfully submitted by Christina Jennerich (Secretary)



UCLA Agenda

Tuesday, March 19, 2024

10:00 a.m. via Zoom

Town of Esopus Library
Gardiner Library
Hurley Library
West Hurley Library
Kingston Library
Highland Public Library and
Stone Ridge Library
Marlboro Free Library
Sarah Hull Hallock Free Library
Elting Memorial Library
Olive Free Library
Plattekill Library
Rosendale Library
Saugerties Public Library
Phoenicia Library
Morton Memorial Library
Wallkill Public Library
Town of Ulster Public Library
Cragmoor Free Library
Ellenville Public Library and Museum
Woodstock Public Library

- I. Guest presenter, Beth Albright, Ulster Corps
- II. Approval of Minutes from February 20, 2024 meeting
- III. Selection Committee Report
- IV. Treasurer's Report & Warrant List
- V. Bylaws Revision
- VI. Resource publicity
- VII. RSAC Report
- VIII. SSAC Report
- IX. CLCD Report

Next meeting in person at Rosendale Library, April 16, 2024. Ulster County Department of Social Services will present temporary assistance, home heating, and SNAP programs.

Selection Committee Report – March 2024

Action Items

2024 Budget	ReciteMe and Intrepid Museum Pass Purchase
Library Aware	How are libraries using this resource? (Statistics are attached to this report)

Part 1 – Museum Passes

If you need the login credentials for the staff login to TixKeeper please contact Kara Keene at mailbox@westhurleylibrary.org.

Staff can create reservations without patron pins and cancel reservations.

Part 2 – Budget

Third (and final) year of ReciteMe contract at \$11,555.96

Recommend that we purchase museum pass at the following levels

Intrepid (1 MHLS, 1 RCLS) at \$1000

Part 3 – Social Media Specialist

Updates will now be provided by the Publicity Committee.

Part 4 - Statistics

	Kanopy Stats MHLs				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	533	31994	36716	2,597	3046	18		\$3136
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 "play credits" 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 Stats RCLS				Number of			
	Users	Visits	Pages	Plays	Number of Tickets	KKids \$5	KSeries \$5	Price
Jan 2024	65	3976	4402	347	374	2		\$384
Feb 2024	55	2959	3404	394	274			\$279
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

Niche Staff 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Academic OneFile	0	0											0
AcornTV	0	0											0
BrainHQ	0	0											0
Cleaning and Disinfecting Facility	0	0											0
COVID-19 Guidelines for GPLS Employees (1CEU)	0	0											0
COVID19: Using Medical Masks	0	0											0
COVID19: What You Need to Know About Handwashing	0	0											0
Creativebug for Staff	0	0											0
Facebook for Staff	0	0											0
Gale General OneFile	0	0											0
Gale Opposing View	0	0											0
Gmail	0	0											0
Google Docs	0	0											0
Google Drive	0	0											0
Google Forms	0	0											0
Hoopla	0	0											0
How COVID-19 Spreads	0	0											0
Kanopy	0	0											0
Mango Languages	0	0											0
OverDrive Libby	0	0											0
PLS OSHA COVID-19 Guidelines [60 Mins.]	0	0											0
Preventing the Spread of Coronavirus	0	0											0
Transparent Language	0	0											0
Tumblebook Library	0	0											0
Universal Class	0	0											0
Using FCPL Staff Academy	0	0											0
When and How to Use Masks	0	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 OneFile	1	1											1
Book Repair	0	0											0
Brainfuse	2	0											2
CreativeBug	0	0											0
Facebook	0	0											0
Gale General OneFile	7	0											7
GaleOpposing Viewpoints	0	11											0
Gmail	0	0											0
Google Docs	0	0											0
Google Drive	0	0											0
Google Forms	0	0											0
Google Photos	0	0											0
Google Sheets		0											0
Google Slides	0	0											0
Hoopla	4	0											4
IndieFlix	0	10											0
Instagram	0	0											0
Kanopy	1	0											1
Libby	13	2											13
Libby (Spanish)	0	7											0
LinkedIn	0	0											0
Mango	0	0											0
Pinterest	7	4											7
Snapchat	0	0											0
The Great Courses	0	0											0
Transparent Language		4											0
Tumblebook	0	0											0
Twitter	0	0											0
Universal Class	7	2											7
Total	42	41											83

Museum Passes

Jan-Jan 2024	TixKeeper Stats MHLS																	
	NPZ	HIL	HUR	KNG	MAR	PIH	PHO	PLA	ROS	MLT	SAU	STR	ESO	ULS	WEH	WES	WST	Totals
Bethel Woods																		0
Destroyer																		0
FDR (# pass)	1		3	3				1								1		9
Hudson High	1																	1
HR Maritime	1		1						1	1	2				1			7
Guggenheim	1	2		1	1			5			1				1		4	16
Intrepid	1						1				1							3
MASS MoCA				1							3	2		1			1	
MiSci				1		1					1					1		4
NY Transit		1																1
Olana	1	1		4								2						8
Old Rhi Aero																		0
Opus 40																		0
Thomas Cole																		0
	6	4	4	10	1	1	1	0	6	1	6	7	0	1	2	2	5	57

Jan-Jan 2024	TixKeeper Stats RCLS				
	Gardiner	Ellenville	Cragsmoor	Walkkill	Totals
Bethel Woods					0
Destroyer					0
FDR	1				1
Hudson High				1	1
HR Maritime		2			2
Guggenheim	2				2
Intrepid					0
MASS MoCA					
MiSci					0
Mohonk					0
NY Transit		2			2
Olana					0
Old Rhi Aero					0
Opus 40					0
Thomas Cole	3	4	0	1	8

Overdrive – Audiobooks Ordered for February – \$1491.06

Darling Girls – Sally Hepworth - \$99.98
How to Solve Your Own Murder – Kristin Perrin - \$85.50
One Day – David Nicholls - \$95.00
The Teacher – Freida McFadden - \$84.99
Backyard Bird Chronicles – Amy Tan - \$95.00
Supercommunications – Charles Duhigg - \$76.00
Bride – Ali Hazelwood - \$95.00
Crosshairs – James Patterson - \$130
Leslie F*cking Jones – Leslie Jones - \$70.00
Sacred Sins – Nora Roberts - \$95.00
Mostly What God Does – Savannah Guthrie - \$56.62
Persuader – Lee Child - \$95.00
Assassin’s Blade – Sarah J Maas - \$108.00
Lisey’s Story – Stephen King - \$99.99
Mythos – Stephen Fry - \$65.00
She Who Became the Sun – Shelley Parker-Chan - \$69.99
Fox Wife – Yangsze Choo - \$69.99

Ulster County Library Association
March 4, 2024
Treasurer's Report
(Period Covering February Statements)

Checking Accounts

Local Checking Account	1,937.07
Legislative Checking Account	101,520.72
	103,457.79

Expenses

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

Date	Description	Amount	
			\$103,258.22
2/15/2024	Guggenheim Foundation	(1,500.00)	\$101,758.22
1/10/2024	Sarah "Quinn" Jordan	(237.50)	\$101,520.72
Total			\$101,520.72

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

Date	Description	Amount	
			\$2,603.07
2/7/2024	MHLS Website	(371.00)	\$2,232.07
2/29/2024	Ulster Bookkeeper	(295.00)	\$1,937.07
Total			\$1,937.07

Note: Tracy Priest compared bank statements to Treasurer's Report on 3/5/24

<u>2024 Ulster County Funding</u>	
Total Received for 2023	102,400.00
Estimated Funds from Reserve	
Until Funds Arrive	0.00
<u>Total Budget for 2023</u>	<u>102,400.00</u>
<u>2023 Reserve</u>	
Legislative Account	101,520.72
Balance for Databases	-99,062.50
	<u>2,458.22</u>

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	3,100.00	12,205.00
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		7,762.50
Social Media Specialist		237.50	
Publicity			
Miscellaneous	\$0.00		\$0.00
TOTAL	\$102,400.00	\$3,337.50	\$99,062.50

Warrant List

ReciteMe	\$11,555.96	Museum Pass
Intrepid	\$1,000.00	Museum Pass
Sarah "Quinn" Jordan	\$550.00	Social Media Specialist
Employee Services	\$3,330	EAP

By-Laws

Article I. Name

1. The name of the organization shall be Ulster County Library Association, Inc.
 2. Ulster County Library Association, Inc., hereinafter referred to as the Association, is a corporation as defined in subparagraph (a)(5) of Section 102 of the Not-for-Profit Corporation Law. The corporation is a Type B corporation under section 201 of the Not-for-Profit Corporation Law. The office of the corporation shall be located in the County of Ulster, State of New York.
 3. The Secretary of State of the State of New York is designated as the agent of the corporation upon whom process against it may be served. The post office address to which the Secretary of State shall mail a copy of any process against the corporation served upon him as agent of the corporation is: Ulster County Library Association, Inc. C/O Director at Kingston Library, 55 Franklin Street, Kingston, NY 12401
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Article II. Purpose

1. The purposes for which the corporation is formed shall be to provide services to all New York State Chartered public libraries located in Ulster County, **and to encourage a high level of library service** to the people of Ulster County.
2. The services the Association provides shall include but not be limited to:
 - A. Coordinating and **securing funds for county libraries as a whole**
 - B. Coordinating the dissemination of information to the public on library services and activities;
 - C. Providing a forum to encourage free communications among Member Libraries;
 - D. Defining and executing special projects for the benefit of Member Libraries, so as to stimulate the use of the libraries' resources and services

- E. Taking other actions incidental to or connected with or in advancement of the foregoing purposes.

~~Deleted encouraging gifts and endowments etc... redundant~~

Article III. Limitations

1. This Association is organized and is to be operated exclusively for charitable and library purposes, including but not limited to receiving contributions and paying them over to an organization described in Section 501(c)(3) of the Internal Revenue Code.
2. Nothing herein contained shall be deemed to authorize the Association to establish or maintain any institution or agency in the State of New York or have a purpose mentioned in Section 404(a) to (v) of the Not-for-Profit Corporation Law.
3. No part of the net earnings or revenues of the Association shall inure to the benefit, pecuniary profit or financial gain of any of its members, directors, officers, private shareholders or any other individual.
4. No substantial part of its activities shall be the carrying on of propaganda or otherwise attempting to influence legislation, except as otherwise provided in Section 501(h) of the Internal Revenue Code. The Association shall not participate in or intervene in, including by publishing or distributing statements, any political campaign on behalf of or in opposition to any candidate for public office.
5. The Association shall not carry on any other activity which is not permitted by an IRS 501(c)(3) tax exempt corporation.

Article IV. Dissolution

In the event of dissolution, after payment of necessary expenses and obligations, the remaining assets and property of the Association shall be distributed to such organizations

as qualify under IRS Section 501(c)(3), subject to an order of a Justice of the Supreme Court of the State of New York. Notwithstanding an order of the Supreme Court such dissolution shall require a majority vote of the Member Libraries present at a special meeting, which shall require 30 days notice to all Member Libraries, called for the express purpose of considering dissolution.

Article V. Governance

1. The Association shall be governed by a Board of Directors, the number of which shall be fixed from time to time by the Bylaws.
2. Trustees, former trustees and librarians are eligible to be on the Board of Directors
At least two thirds of the Directors shall be librarians.
3. The initial Board of Directors established pursuant to these Bylaws shall be comprised of four (4) Officers, a President and Vice President elected as such for a term of one (1) year, a Secretary and Treasurer elected as such for a term of two (2) years and at least one (1) Director elected as such for a term of three (3) years by the Member Libraries present at the Annual Meeting when these Bylaws are adopted.
4. Each Board of Directors subsequent to the initial Board of Directors described in paragraph 2 above shall at least be comprised of four (4) Officers, a President, Vice President, Secretary, Treasurer and at least one (1) Director elected as such for a term of three (3) years by the Member Libraries present at the Annual Meeting.
5. Directors and Officers shall assume office immediately following their election.
6. The duties of Officers and Directors shall be as listed in the latest revised edition of Robert's Rules of Order with the addition of these specialized duties:
 - a. The President shall prepare a legislative funding request annually for the County Executive and County Legislature with input from the Association Treasurer and the Selection Committee.

- b. This request shall be approved by the Association at a general meeting.
7. On occasions where vacancies may occur on the Board and the number of Directors falls below the number determined by the Association, vacancies may be filled by a majority vote of the member libraries. The term of such Directors chosen to fill vacancies shall expire at the next Annual Meeting.
 8. On occasions when the proportion of Directors whose terms would expire in even or odd years is not approximately equal, candidates may be nominated for a one (1) year term.
 9. On occasions when it may be determined by a majority of the current members of the Board that it is in the interest of the Association to increase the number of Directors on the board, such additional Directors may be elected by a majority vote of the member libraries. The term of such additional Directors shall expire at the next Annual Meeting.
 10. No Officer shall serve more than two (2) consecutive three (3) year terms in the same office. There shall be no limitation on the number of consecutive terms a Director may serve.
 11. Any Director who fails to attend three consecutive meetings without being excused shall be considered to have resigned.
 12. Resignation - Any officer may resign at any time by delivering written notice to the President or Secretary. The resignation shall take effect when such notice is so delivered, unless the notice specifies a later effective date, and acceptance of such resignation shall not be necessary to make it effective.

Article VI. Indemnification

Every current or former director, officer, employee, and agent of the Association shall be entitled to indemnification to the full extent provided by Section 722 of the Not-for-Profit

Corporation of the State of New York, as amended, subject to the conditions and limitations set forth therein. The Association may purchase insurance for indemnification.

Article VII. Dues

1. The Association shall from time to time establish a dues schedule by majority vote at any duly convened meeting of the Association. Notification of proposed dues schedule changes shall be provided to all Member Libraries at least thirty (30) days prior to the vote.
 2. The membership year and the fiscal year shall be from July 1 to June 30. **A statement of dues shall be mailed by August 1 with payment due by September 30.**
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Article VIII. Membership

Member Libraries – All New York State Chartered public libraries located in Ulster County shall be eligible to be Member Libraries in the Association upon payment of the annual dues prescribed by the Association. A Member Library shall be considered to be in good standing when dues are paid for the current year.

Article IX. Meetings

1. An annual meeting of the Association shall be held at a date, time, and place **determined by the member libraries**. Notice of the annual meeting shall be sent to all Member Libraries.
2. A majority of the Officers may call for such other general meetings as they may consider necessary or desirable provided notice of such meetings is given to all Member Libraries.

3. Remote Participation in Meetings - Any one or more directors may participate in any meeting of the Board or any committee thereof by means of a conference telephone, videoconference or similar communications equipment allowing all persons participating in the meeting to hear and speak to each other. Participation by such means shall constitute presence in person at a meeting for all purposes including quorum and voting.
4. A quorum for transacting business at annual and general meetings shall consist of representatives from at least nine (9) Member Libraries.
5. When it may be deemed appropriate, a majority of the Officers may call for a meeting of the library directors of the Member Libraries.
6. Meetings of the Board of Directors may be conducted in person, or virtually or by telephone or conference call or by email.
7. Action without a meeting - Any action required or permitted to be taken by the Board or any committee of the Board may be taken without a meeting if all members of the Board or such committee consent to adoption of a resolution authorizing the action. Such consent shall be submitted in writing or via fax or e-mail. The resolution and consents thereto shall be filed with the minutes of the proceeding of the Board or committee.

Article X. Voting

Each Member Library in good standing shall be permitted one vote on matters of Association business. Unless specifically requested by a member library the representative shall be the library director or manager.

Article XI. Notice

1. Notice of the date, time and place of the Annual Meeting shall be distributed to all Member Libraries not less than 15 days prior to the date of the meeting.
2. Notice of the date, time and place of other general meetings shall be distributed to all Member Libraries not less than 10 days prior to the date of the meeting.
3. Notice of the date, time, and place of meetings of the Board of Directors shall be distributed to all members of the Board not less than 10 days prior to the date of the meeting.
4. Notice of meetings shall be deemed served when sent via email to the email address of record for each Member Library, each Director or manager or library director, as the case may apply, or deposited for regular US mail.

Article XII. Committees

1. There are five standing committees: Selection & Acquisition, Publicity, Annual Dinner, Website, and Nominating. The president shall appoint other committees as may be necessary.
2. Committees are responsible for issuing recommendations which can be approved by a majority of Member Libraries at a general meeting.
3. Committee chairs are responsible for scheduling meetings.
4. Committee appointments will be reviewed at the July general meeting.
5. The president shall appoint a Nominating Committee at least sixty (60) days before the Annual Meeting at which Directors are to be elected. The Committee shall consist of at least three (3) individuals.
6. The Selection and Acquisition Committee makes recommendations regarding purchases made using funds donated to the organization by the Ulster County Legislature. It shall consist of no less than five and no more than (9) members. The treasurer shall be an ex-officio member.

7. The Publicity Committee makes recommendations to market county library resources to the public and to the legislature.
 8. The Annual Meeting Committee organizes the annual meeting. The committee works in conjunction with the Treasurer to collect payment for the annual dinner.
 9. The Website Committee ensures that the website is running properly and is current. This committee is also responsible for maintaining and backing up the Dropbox files. This includes verifying that minutes, database files, contract, and other Association business is current.
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Article XIII. Rules of Order

The rules contained in Robert's Rules of Order (Latest Revised Edition) shall govern the Association in cases to which they may be applicable and in which they are not inconsistent with the Association's Bylaws.

Article XIV. Amendment

1. The Bylaws of the Association may be amended by a two thirds (2/3) vote of Member Libraries at any duly convened meeting at which a quorum is present, provided that notice of proposed amendment has been sent to all Member Libraries at least thirty (30) days prior to the meeting at which it is to be voted upon.
2. Amendments may be proposed in writing by any Member Library. Proposals must first be discussed at an Annual Meeting or general meeting. Upon a majority approval of those present at such meeting, a proposed amendment shall be distributed to all Member Libraries at least thirty (30) days prior to a subsequent meeting at which its adoption shall be voted upon.

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

February 2024

Week of 2/4/24-2/10/24

Lunar New Year, International Day of Women in Science (MiSci video), Craft&Hobby,
Bethel Woods.
6 hours

Week of 2/11/24-2/17/24

Library Lovers Day, emails, researching TikTok and Instagram trends, Clean your Bookshelf Day,
FDR museum, Museums
6 hours

Week of 2/18/24-2/24/24

International Language Day, Facebook Scheduling, National Digital Learning Day, Image/Video
content, TikTok, Instagram
6 hours

Week of 2/25/24-3/2/24

Instagram, TikTok videos, National Craft Month, National Reading Day, Read Across America
Day

Quinn Jordan INVOICE

Invoice #: 24003

Invoice date: 3/3/2024

Job: February 2024 Invoice

Sarah Jordan
8 Jonathan Dr
Staatsburg, NY 12580

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
2/4/24 - 2/10/24		6	\$25.00		\$150.00
2/11/24 - 2/17/24		6	\$25.00		\$150.00
2/18/24 - 2/24/24		6	\$25.00		\$150.00
2/25/24 - 3/2/24		4	\$25.00		\$100.00

Invoice Subtotal	\$550.00
TOTAL	\$550.00

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

Path to System Membership

Step 1: Consultation with MHLS to review Path to Membership Process

MHLS staff and the members of the MHLS Board representing the county in which the library is located will meet with the board president and director of the library to review the process and answer any questions they may have.

Step 2: Provisional Membership

Provisional membership is granted once the MHLS Directors Association and MHLS Board reviews and approves the library's application presentation. The application presentation is a print document that demonstrates how the library is meeting the following criteria. Exhibits attached to the presentation should include adopted policies, program calendars, statistical reports from the library's ILS, and testimonials from community members and neighboring libraries who are supportive of the library's application.

Criteria:

- A. Provisional charter awarded by the New York State Board of Regents.
- B. Ability to meet and maintain minimum standards of service according to [Section 90.2 of the Regulations of the Commissioner of Education](#)¹ And the trustee education requirements as outlined in [New York State Education Law 260-d](#) added by Chapter 468 of the Laws of 2021.²
- C. Adoption of core policies which shall include those required by the New York State Library's Division of Library Development³ as well as Data Security, Customer Service, and Library Equipment Usage.
- D. Proof of viability to meet the needs of their chartered service area and patron demand over the course of at least one year of full-service offerings to the public. "Full-service" includes, but is not limited to:
 - a. Open hours as per minimum standards
 - b. Circulating physical collection that meets patron demand
 - c. Ebook and downloadable audiobook collection that meets patron demand
 - d. Public access technology including adequate broadband access
 - e. Programming that meets community needs
 - f. Reference services
- E. Commitment to meet the conditions of the MHLS-Member Library Memorandum of Understanding (MOU).
- F. Commitment to pay the Members Annual Assessment.⁴
- G. Commitment to contribute records and materials to the shared catalog in a compatible format (e.g. MARC, compatible barcodes)

Step 3: Three-Year Review

The review, conducted by MHLS Staff, the Directors Association's System Services Advisory Committee, and those MHLS Trustees representing the county the library is located within, would measure the library's viability based on the review application provided by the applying library which should address the three-year efforts related to items A-G above.

Step 4: Full Membership Granted

¹ [Helpful Information for Meeting Minimum Public Library Standards](#), New York State Library

² [Trustee Education Requirements](#), New York State Library

³ [Library Policies](#), Helpful Information for Meeting Minimum Public Library Standards, New York State Library

⁴ For the three years of provisional membership a projected amount will be calculated based on averages of libraries serving similar chartered service populations.

For libraries that do not yet have one year of full-service offerings, MHLS is willing to partner with the library over the course of a full-service year to help the library position themselves for a well-received application. This assistance can include:

- Access to the Training on Demand platform for a library's staff and board
- Access to scheduled continuing education and professional development opportunities on the MHLS calendar
- Custom training and consultation for the library's staff and board
- Ingestion of the library's catalog into the System Integrated Library Software (ILS) to help track usage and gauge patron demand for titles to aid the library in collection development and budgeting decisions.
- Creation of an OverDrive Advantage Account to demonstrate ability to follow recommendations from the Final Report of the Ad hoc OverDrive Committee.