ULSTER COUNTY LIBRARY ASSOCIATION
February 4, 2014

TRUSTEES PRESENT:

DIRECTORS PRESENT: John Giralico (Elting/New Paltz), Margie Menard (Kingston), James
                            Cosgrove (Marlboro), Lois Skelly (Milton), Kara Lustiber (West Hurley),
                            Tracy Priest (Town of Ulster), Frank Rees (Saugerties), Julie Kelsall-
                            Dempsey (Highland)

GUESTS PRESENT: Tom Sloan (Executive Director, Mid-Hudson Library System)

The meeting of the Ulster County Library Association was called to order by James Cosgrove at 10:20am at the Elting/New Paltz Library.

Approval of Minutes: Margie Menard made a motion, 2nd to accept the minutes of the June 25, 2013 meeting. Approved.

Treasurer's Report: Julie Kelsall-Dempsey made a motion to accept the treasurer's report, 2nd. Approved.

Nominating Committee: The nominating committee is currently unmanned. Margie Menard volunteered to chair the committee.

Impact Survey: See attached report. The group agreed to use the outlet model instead of each library subscribing individually. Kara Lustiber will work with Robert Drake (MHLS) to get the software installed on library websites on March 27th and 28th.
Margie Menard made a motion to run the impact survey from March 30 through April 12, 2nd. Approved.
A committee was formed to publicize and manage the survey. These directors will be invited to work on the committee: Tracy Priest, Jody Ford, Kara Lustiber, and Mary Lou Carolan.
Julie Kelsall-Dempsey made a motion to purchase a tablet (winner gets to choose an iPad or Android) as an incentive, 2nd. Approved.

InfoPortal: Margie Menard and James Cosgrove will put together a funding proposal to present to the Ulster County Legislature on February 5th.
James Cosgrove proposed that the Universal Class funding be dropped. This item will be voted upon a future meeting. The following databases/technologies will be investigated to replace it: IndieFlix, Ebsco Hobbies & Craft, Freegal, and Boopsie. Tom Sloan reminded the group that funding for Boopsie is not in the Central Library budget for the next three years.

Margie Menard made a motion to spend ten thousand dollars for Overdrive eBooks. This expenditure will be distributed as follows: up to $5000 for junior ebooks, up to $3000 for Spanish ebooks, and up to $2000 for adult ebooks, 2nd. Approved.

Collection Development:
$5000 has been set aside to purchase a core collection of health titles for each library. James Cosgrove will send an order form to each library. The titles will be purchased centrally.

Membership Education: A discussion concluded with the recommendation that each library make an effort to train staff in the use of the purchased online resources.

Civil Service: A starter list of positions has been attached. The decision was made to discuss the civil service system at the next Ulster Director's Meeting.

Julie Kelsall-Dempsey made a motion to adjourn, 2nd. Approved.

Next UCLA meeting: 10 am, April 9th, Town of Esopus Library

Next Director's meeting: 10 am, March 18th, Saugerties Library

Respectfully submitted,

Kara A. Lustiber

Kara Lustiber
Secretary

Ulster County Library Association
Tuesday, February 4, 2014
Elting Memorial Library

Meeting Agenda

A. President's Welcome
B. Approval of Minutes
C. Treasurer's Report
D. Nominating Committee Report
E. Impact Survey Coordination
F. InfoPortal
    a. Funding
    b. Statistics
    c. Content reappraisal
G. MHLS advisory committee reports
H. Collection Development
I. Association Promotion
    a. Ulster County Fair, Renegades game?
    b. UCLA Social media sites
    c. other
J. Membership Education
    a. InfoPortal staff training
    b. Civil Service
K. New Business

Next UCLA meeting: 10 a.m.,Wedndesday, April 9 – Town of Esopus

Next Directors meeting: 10 a.m., Tuesday, March 18 - Saugerties

ULSTER COUNTY LIBRARY ASSOCIATION
June 25, 2013

TRUSTEES PRESENT: Lynne Ridgeway (Plattekill), Ruth Quick (Town of Ulster), David Rolfe (Kingston)

DIRECTORS PRESENT: John Giralico (Elting/New Paltz), Kelly L. Tomaseski (Esopus), Margie Menard (Kingston), James Cosgrove (Marlboro), Lois Skelly (Milton), Faith Johnson (Ulster), Kara Lustiber (West Hurley), John Georgiou (Plattekill), Jody Ford (Stone Ridge)

I.   CALL TO ORDER

The meeting of the Ulster County Library Association was called to order by James Cosgrove at 10:10am at the Elting/New Paltz Library.

II.   DISCUSSION

MOTION

Margie Menard made a motion seconded by Faith Johnson

TO ACCEPT THE MINUTES OF THE APRIL 16TH MEETING AS PREPARED BY KELLY TOMASESKI

AYES: 10   NOES: 0   ABSTAIN: 1   ABSENT: 1

MOTION

Faith Johnson made a motion seconded by Lois Skelly

TO ACCEPT THE TREASURER'S REPORT AS PREPARED BY MARGIE MENARD

AYES: 12   NOES: 0   ABSTAIN: 0

Treasurer's Report: Not included in the current treasurer's report are two checks to the West Hurley Public Library. $2321.69 for business cards/bookmarks to advertise the databases and $9.99 to renew the domain name whplib.org. The billing went out to libraries for their share of the EAP Employee Assistance Project.

Database Discussion: The Central Library will meet in in July to discuss how the statistics are gathered for HeritageQuest. This evaluation may decrease the statistics found in the attached report.

Our contract for Tutor.com should have ended this past summer, however it has been extended for free through the end of the year or until all our sessions are used up. Universal Class was extended an additional three months and Faith Johnson negotiated a reduction of $2000 in the contract price.

Tutor.com Discussion: Margie Menard offered the Tutor.com webinar to her staff and reported that it was OK, but still placed all of the responsibility for promotion on library staff. The statistical report prepared by Amy Raff was distributed. The Plattekill Library is purchasing additional sessions above and beyond the sessions offered through the UCLA contract. In order to promote the database, Plattekill staff makes regular visits into school classrooms. According to John Georgiou, there are four impediments to using Tutor.com

1. Users have to have a library card
2. Users have to install software
3. Users must talk to a stranger online
4. Users have to accept that it is a free service

David Rolfe suggested that the school superintendent and library board members be contacted to help promote Tutor.com. Discussion of this point included the viewpoint that the best promoters of the database are the teachers who know what children are struggling. Others felt that supporting Tutor.com may be a losing effort and resources could be better put towards purchasing eBooks. eBooks circulation is rising.

Vacancies:
MHLS Library Board: David Rolfe is interested in running
UCLA Secretary: Position Open
UCLA President: Position Opening in September
System Services: Faith Johnson & Julie Dempsey
Continuing Education: Tracey Pause will fill the current vacancy
         Kara Lustiber will fill the vacancy in 2014
Resource Sharing: Lois Skelly will fill current vacancy
Marketing & Programming: Faith Johnson will fill vacancy in January
The Saugerties and Town of Esopus Libraries both have vacancies for directors.

Annual Meeting: (*Faith Johnson*, Julie Dempsey) The committee will begin planning for September.

InfoPortal (Kara Lustiber, Amy Raff): Kara Lustiber distributed the business cards and "Homework Help" bookmarks advertising the databases to all the libraries. The misspelled "Genealogy" business cards will be reprinted. The "Homework Help" bookmarks used a link to MidHudson so they may be a problem for the RCLS libraries.

Ulster County Fair Booth (Kara Lustiber, Katie Scott-Childress, Amy Raff) : Kara Lustiber is seeking volunteers to work a booth in the Ulster County tent at the Ulster County Fair. July 31 – August 4

Member Survey (Faith Johnson, Heather Olsen): Faith Johnson was disappointed that only three libraries replied to the survey the publicity committee distributed.

Collection Development: (Jim Cosgrove, Kelly Tomaseski, Sukrit Goswami, Kara Lustiber) The committee met with Deb Weltsch from the Central Reference Library to discuss county-wide development of the health collection. The first step in this process is providing each library with a core health collection and weeding local collections. The second step is to decide upon areas of specialization for different libraries. Deb Weltsch recommended a core collection of health materials and can also be relied upon to determine if libraries have weeded their health collections.

MOTION

Kelly Tomaseski made a motion seconded by John Georgiou

TO PURCHASE A CORE COLLECTION OF HEALTH MATERIALS (A MAXIMUM OF $200 PER LIBRARY). RECEIPT OF THIS COLLECTION IS CONTINGENT ON EACH LIBRARY WEEDING THEIR HEALTH COLLECTION.

AYES: 12   NOES: 0   ABSTAIN: 0

Jim Cosgrove will oversee ordering/distributing this collection. Jody Ford will join this committee.

eBook Purchases: (Kara Lustiber, Amy Raff, Tracey Pause) Kara Lustiber will work with Amy Raff to determine the usage of the eBooks purchased for children for the UCLA. Kara Lustiber will prepare a list of children's eBooks for the UCLA fair.

Ulster Literacy: The Ulster Literacy Association is working out of the Town of Esopus Library. They man the office on Thursdays and Fridays. They are training Town of Esopus staff to recognize those who need services and are providing training for new tutors. The Kingston Library is still purchasing materials to be borrowed by Ulster Literacy trainers.

Facebook: Heather Olsen is managing the UCLA facebook page.

2014 Renegades: Tabled.

Ulster Civil Service Meeting: It is recommended that libraries get to know their representatives.

III.   NEW BUSINESS

IV.   FUTURE MEETINGS

The next meeting of the Ulster County Library Association will be the annual meeting in September. The next Director's meeting will be announced.

V.   ADJOURNMENT

MOTION

Kara Lustiber made a motion seconded by Faith Thompson

THERE BEING NO FURTHER BUSINESS, THE MEETING BE ADJOURNED AT 12:06PM

AYES: 12   NOES: 0   ABSTAIN: 0

Respectfully submitted,

Kara Lustiber

Ulster County Library Association
February 4, 2014
Treasurer's Report

2013 – 2014 Ulster County Funding

Total Received 07/15/2013	74,500.00
Balance 2012-2013	24,126.67
	98,376.67

Purchases:

Workforce Development	1,923.51	9/9/2013
OverDrive	1,687.81	9/9/2013
HeritageQuest/NYT	10,795.00	9/12/2013
Tumble Books	2,310.47	11/27/2013
The Foundation Center	995.00	12/19/2013
Gale-TERC (Ramapo)	4,195.95	12/19/2013

TOTAL	21,907.74
BALANCE	76,468.93

Outstanding 2014 Database Purchases:

Mango Language Learning	$4,000 (5/2014)
ProQuest (Ancestry)	$7,000 (3/2014)
Gale—Chilton	$ 500 (1/2014)
Gale—TERC (MHLS)	$1,500 (1/2014)
Total	**$13,000**
BALANCE	**$63,468.93**

Impact Survey 2014

Should the survey link be presented on the library's homepage and/or at each public computer (e.g., create a public computer splash page for survey info/link)?

  a. Place <u>links and buttons</u> to the survey on your library website and on the homepage of each public access computer.
  b. We also recommend that public computer browsers are set to default to the survey website.
  c. Some libraries have improved their response rate by having a dedicated computer for survey taking.
  d. Posting flyers, one-pagers, or posters near the computers and in other high-traffic areas of the library will help to generate survey awareness and participation among patrons. The tool will provide you with some custom flyers to help you promote the survey.

Impact Survey is open to all library patrons age 14 and older. All respondents are required to enter in their year of birth at the start of the survey. If the year entered indicates the respondent is under the age of 14, they are exited from the survey. If the birth year field is left blank or indicates that the respondent is under the age of 14 on a paper survey, the survey responses will not be included in your library's data. The survey takes about 10-15 minutes to complete.

How does it protect privacy?

The survey does not collect any personally identifiable information from patrons. When a patron clicks on the link from your website to take the survey, your library's unique survey URL (which includes your FSCS code assigned by the IMLS) is attached to the response. This code allows us to identify the responses that come from your library, but will not record any other information related to the patron, even if she/he is logged into their library account. The survey data is stored securely by the University of Washington's Social Development Research Group (SDRG). All data is stored on secure servers with rights and permissions restricted housed in SDRG's offices. Physical access to the SDRG offices is access-card controlled. SDRG is very experienced in hosting web surveys on sensitive topics and has been previously granted a Certificate of Confidentiality from the National Institutes of Health.

How easy will it be to roll this out?

Luckily, many of the UCLA websites are maintained by MHLS, so Robert Drake can install whatever software we decide to go with. It will be up to the other libraries to put a piece of code on their homepage to install the survey. Wordpress users will install a plugin to make the process smoother.

Library Maintains Website	MHLS Hosted	RCLS
Elting (New Paltz)	Hurley	Cragsmoor
Highland	Morton (Pine Hill)	Ellenville
Kingston	Olive	Gardiner
Marlboro	Phoenicia	Wallkill
Plattekill	Milton	
Rosendale	Saugerties	
Stone Ridge	Town of Ulster	
Town of Esopus		
West Hurley		
Woodstock		

Impact Survey 2014

Can UCLA libraries register as a group?

- I would recommend that we register each library as an outlet. To do this, choose one library to serve as the name of the group, register that library, then go to the "Library Outlets" tab on your My Impact dashboard and follow the instructions to add an outlet. With this option, you will receive one report and one csv containing the data from all libraries. However, the outlet will be identified in the dataset in case you want to analyze the outlets separately.

- 1. If each library goes individually, they receive a report with only their statistics. You'd have to collate these individually to get any sort of total.
- 2. If each library is an outlet, you'd get a report that would show a total for all participants, but also have the data available to look at each outlet individually.

What dates do we want to use to move on this?

The first two weeks of April.

Do we wish to set up an incentive prize?

You can now add a url to which your survey respondents are directed after they complete the survey. You can use something as simple as a google form to gather email addresses for an incentive prize drawing.

If we decide to use an iPad as a prize, they range in price from $300 (refurbished) to $500.

How long does it take for the survey results to be available from the closing date of the survey?

a. At the end of your survey fielding period, you simply remove the code embedded in the website to take the down the survey links. Once that's done, you will be able to download your library's customized reports which you can use to communicate the value of your public access technology program.
b. The reports available below are generated from your patrons' survey responses.
   i. **Comprehensive report**: A formatted report of all your library's survey data ready to share with library stakeholders.
   ii. **Slide presentation**: This report is formatted as a slide presentation highlighting key results from your library's survey.
   iii. **Two-page highlights report**: This two-page report presents some highlights from your library's Impact Survey, and is designed for you to leave behind brief information about your library's technology services.
   iv. **Education and employment report**: This report summarizes how users of public access technology at your library achieved outcomes in educational advancement and employment opportunities.
   v. **Editorial**: This report is in the form of a letter-to-the-editor, which you can use to contact your local media to publicize some of the key results of your survey.
   vi. **Comments and suggestions for improvement**: This report presents the comments and suggestions for improving library public technology offered by survey respondents, broken down by the location from which the survey was taken.
   vii. **Library dataset**: Complete dataset of survey responses in .CSV file.

INFOPORTAL USAGE December 2012-December 2013

Database	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14
Tumblebooks	216	385	785	457	296	248	125	736	224	642	666	792	533	
Gale-all	2825	3542												
Gale-Testing & Education			1869	153	2132	8642	2855	3588	12587	299	1240	1891		
Mango	908	800	636	569	376	501	635	399	441	540	467	430	294	
Overdrive-new patrons registered	150	169	102	96	88	103	107	129	101	83	71	95	192	
Overdrive-audiobooks checked out	465	484	443	439	458	511	585	606	688	659	543	560	643	
Overdrive-eBooks checked out	1365	1593	1377	1522	1432	1542	2044	2367	2154	1720	1756	1782	2009	
BrainPOP	729	586	1010	1112	994	898	747	864	903	789	662		724	
Tutor.com - total sessions	64	25	33	63	21	17	11	9	3	50	60	61	58	58
Tutor.com - tutoring sessions	53	14	32	60	19	16	9	8	1	44	49	51	56	57
Tutor.com - skillscenter	11	11	1	3	2	1	2	1	2	6	11	10	2	1
Universal Classroom - registered users	10	14	5	14	2	3	6	1	13	33	16	11	11	18
Universal classroom - login sessions	30	70	49	85	69	38	28	44	124	34	188	105	93	129
Universal classroom -courses enrolled	5	20	11	15	6	4	7	24	37	34	22	18	22	29
Universal classroom - lessons completed	16	50	41	47	48	26	18	16	77	166	80	48	50	67
NYT Historical												332	948	
Heritage Quest												172	712	

Library Children' Program Assistant
Library Children' Program Coordinator
CLERK
Librarian I
Librarian II
Librarian Trainee
Library Assistant
Library Clerk
Library Instructional Assistant
Library Director I
Library Coordinator
Library Information Services Manager
Library Manager
Library Technician