

Director's Report
Livingston Free Library Board Meeting
January 21, 2022

1. **Review *Annual Report to the Community*.**
2. **I applied for the *Stewart's Holiday Match Grant***
 - ❖ This grant is to be use for children
 - ❖ I asked for \$500 for *Summer Reading Program* to be used for programs, buying crafts and books.
3. **Columbia County Bd. Of Supervisors did not give CCLA an increase.**
 - ❖ We were expecting \$72,904.00 but received the same amt. at 2022 \$70,781.00.
 - ❖ To make up the difference, we voted to have \$200 less from county funds instead of \$3000.00 for all eleven libraries, we will all receive \$2800.00 from 2nd payment from the county, usually June or July
 - ❖ If, at the end of 2023 there is enough \$ in the checking account, everyone will receive \$200.
 - ❖ There are committed 3 yr. contracts, *Newsbank, ReCite Me, Tixkeeper*
4. **Recommendation for 2023 Collection Budget, \$4000.00**
 - ❖ \$700.00 for *Overdrive* ---based on patron usage, recommended \$670/yr.
 - ❖ \$1000.00 for *Hoopla*
 - ❖ \$2300.00 for Books/ DVD's
5. **Yearly Sexual Harassment Training and signed forms are due.**
6. ***Trustee On Demand Training.***
 - ❖ Mandatory 2-hour trustee training is required starting in 2023 by NYS
 - ❖ MHLS routinely provides continuing education and professional development opportunities for member library directors, staff, trustees, and Friends Groups. Increasingly, online delivery of these events has been well received and is a growing area of our work.
 - ❖ MHLS has created a learning management system (LMS), using Niche Academy as the platform, called "MHLS Training on Demand." This online interface will enable member library stakeholders to access training/education on demand and receive certificates of attendance upon completion of online sessions

7. Online Tech labs for all eleven libraries.

- ❖ Jan 30 - Photo sharing and archive management
- ❖ Feb 13 - Pam's Secret Tips & Trick for iPhone
- ❖ Feb 27 - Manage your cell phone storage - all phones
- ❖ Mar 13 - Taking control of your gmail - managing and organizing
- ❖ Mar 27 - Traveling apps - navigation, translation, transportation, maps
- ❖ Apr 17 - Library apps - Libby, e-books, audio books

These were very popular in 2021 when Roejan, Claverack, Philmont and Hudson Libraries offered them. A benefit to all libraries who may not have staff available to hold computer classes. The cost will be split between Roejan Library and CCLA, \$200 for each organization.

8. Sample of Trustee Education Policy (see attached)

- 9. Reminder at Nov. DA Meeting that NYS can take a look at our website to see if we are compliant
With NYS Minimum Standards**

8 CRR-NY 90.2NY-CRR
OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE
OF NEW YORK
TITLE 8. EDUCATION DEPARTMENT
CHAPTER II. REGULATIONS OF THE COMMISSIONER
SUBCHAPTER D. LIBRARIES
PART 90. PUBLIC AND FREE ASSOCIATION LIBRARIES

8 CRR-NY 90.2

8 CRR-NY 90.2

90.2 Standards for registration of public, free association and Indian libraries.

(a) Registration standards through December 31, 2020.

A public, free association or Indian library registered on or before December 31, 2020 shall meet the following registration standards:

- (1) is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;
- (2) has a board-approved, written long-range plan of service;**
- (3) presents an annual report to the community on the library's progress in meeting its goals and objectives;**

- (4) has board-approved written policies for the operation of the library;**
- (5) presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-term plan of service;**
- (6) periodically evaluates the effectiveness of the library's collections and services in meeting community needs;**
- (7) is open the following scheduled hours:**

<i>Population</i>	<i>Minimum weekly hours open</i>
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

- (8) maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;**
- (9) provides equipment and connections to meet community needs including, but not limited to a telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer, to provide access to other library catalogs and other electronic information;**
- (10) distributes printed information listing the library's hours open, borrowing rules, services, location and phone number; and**
- (11) employs a paid director in accordance with the provisions of section 90.8 of this Part.**

(b) Registration standards on or after January 1, 2021.

A public, free association or Indian library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the registration standards set forth in this subdivision in a manner satisfactory to the commissioner. Any public, free association or Indian library that was registered by the department on or before December 31, 2020, shall meet the following registration requirements by January 1, 2021 to continue to be registered by the department:

- (1) is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;**
- (2) has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;**

(3) provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;

(4) **has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;**

(5) **annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's longrange plan of service;**

(6) periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;

(7) is open the following scheduled hours:

<i>Population</i>	<i>Minimum weekly hours open</i>
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

(8) maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;

(9) provides programming to address community needs, as outlined in the library's long-range plan of service;

(10) provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;

(11) provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in paragraphs (1) through (5) of this subdivision;

(12) employs a paid director in accordance with the provisions of section 90.8 of this Part;

(13) provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and

(14) establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

(c) Variances.

If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) or (b) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of Federal or State law.

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Current through April 30, 2021

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