

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, August 19, 2020
ZOOM Meeting, 6:30 pm

AGENDA

I. Call to Order

II. Adoption of Minutes

- Regular Meeting, July 15, 2020*
- Special Meeting, July 22, 2020*
- Special Meeting July 26, 2020 *
- Special Meeting August 10, 2020 *

III. Public Comments

IV. Finance –

- a. Narrative Report (Director)
- c. Approval of Disbursements. Month ending July 31, 2020 *
- d. Financial Reports for July 2020 *

V. Reports

- a. **Director's Report**, July - Aug 13, 2020
- b. **Board Committees**
 - Marketing & Fundraising -
 - Facilities and Capital Projects
 - Finance & Budget –
 - Policy -
 - Technology:
 - Long Range Planning – Amanda Pagan-Glass - Plan

VI Old Business

- a. Progress on sale of 61 East Main St Property
- b.

VII New Business:

VIII. Executive Session *

IX Announcements

X. Adjournment*

*Next Scheduled Meeting September 16, 2020 at 6:30 pm**

ROSE MEMORIAL LIBRARY
79 East Main Street
STONY POINT, NEW YORK
BOARD OF TRUSTEES MINUTES
Special Meeting July 1, 2020 (Zoom Meeting)

Agenda:

Opening
Discussion

The subject of the meeting is to discuss the offer received through Rand Realty for the purchase of our property at 61 East Main Street, Stony Point.

Present (5/6): F. Hollis Griffin, Jr., Terry Marsico, Ted Needleman, Amanda Pagan-Glass, Rebecca Sanders. **James Mahoney** (Library Director). **Absent:** James Brooks

The meeting was opened at 7:40 pm, by Amanda Pagan-Glass, (Vice President)

Ted Needleman asked the board to approve the cost as necessary for Robert Manea of Frontline (IT) to consult with the Director for problems on his home computer as he needs this to be in working order to work from home. Unanimously approved.

The property was recently listed by Susan Bova, broker, of Rand Realty (Stony Point) at \$399,000. A client of an agent from the Nyack Office presented an offer from Joe Sahadi and Tina DeLuca, for \$300,000 cash. Discussion followed, the consensus being that the Board would like bottom line to be \$325,000. Under the guiding rule that the Board had a fiduciary responsibility to receive as much as possible, Rebecca made a motion to make a counteroffer of \$349,900, which was 2d by Hollis Griffin, unanimously approved.

The Director will convey this to agent Susan Bova.

The meeting adjourned at 7:49 pm

Submitted by,
James Mahoney

ROSE MEMORIAL LIBRARY
79 East Main Street, Stony Point, New York 10980
Kennedy Room

Regular Meeting of the Board of Trustees

ZOOM Meeting Minutes for Wednesday July 15, 2020

**Attendees (4/5) James Brooks, Ted Needleman, Amanda. Pagan-Glass, Rebecca Sanders,
(F Hollis Griffin, Jr absent) James Mahoney (Director)**

I. Call to Order at 6:34 pm, All

II. Motion to Adopt Minutes: Regular Meeting, June 18, 2020 (T Needleman/R. Sanders)
Motion to Accept Minutes of July 1st Special Meeting; (T. Needleman / R. Sanders), All

III. Public Comment - None

IV. Friends of the Library – None

V. Finance -

a. Motion to approve Disbursements. Month ending June 30, 2020
(J. Brooks / R. Sanders) all

b. Motion to approve Financial Reports for June 2019 (J. Brooks / T. Needleman)

VI. Reports

A. Director's Report: submitted: June 18 - July 14, 2020

B. Board Committees

1. Planning -

Amanda made a report on her progress with a Long Range Plan, which is needed asap to correct a violation of our meeting the state Minimum Standards. She is planning mini-surveys of the staff and trustees, as well as a mailing to the public. The object is (e.g.) to ascertain what the public really wants, & what we can do to support families with kids at home.

2. Facilities & Capital Projects

3. Finance and Budget -

4. Policy -

5. Technology -

6. Marketing & Fundraising -

VII. Old Business

a. Motion to accept bid by Johnny FixIt for \$2,950 to make repairs, change 50+ ceiling bulbs, alterations to Directors office (Local History Room) and other small projects. (J. Brooks/T. Needleman) all

b. Agreement to approve work by Robert Manea (and Frontline Co.) to remotely work on the Director's home computer to solve access to the library office computer and access to cloud data.

VIII. New Business

a. Due to a problem that has arisen over the ability of a potential buyer for the 61 East Main St property requiring the building of a cul-de-sac with curbing, the Director was asked to bring the matter to the attention of Randall Beach, our attorney for real estate matter

b. The Director brought to the attention of the Board a new Executive Order by Governor Cuomo that revises the requirements of a Chapter 414. The number of signatures required are now 33.3% of the 2019 voters in the town (208); the petitions have until 30 days before Election Day to be submitted. The trustees are thinking of asking for \$60,000, costing the average homeowner about \$14.50 per year.

IX. Executive Session None

X. Announcements - None

XI. Adjournment 8:05 PM

Next meeting scheduled for August 19, 2019 at 6:30 pm

ROSE MEMORIAL LIBRARY

79 East Main Street, Stony Point, New York 10980

Special Meeting of the Board of Trustees

ZOOM Special Meeting Minutes for Wednesday July 22, 2020

**Attendees (4/5) James Brooks, Ted Needleman, Amanda. Pagan-Glass, Rebecca Sanders,
(F Hollis Griffin, Jr - partial) James Mahoney (Director)**

1. Call to Order at 6:49 pm,
2. Sale of 61 East Main St: Town Building Inspector has said that in order to build two separate houses on the property it will require a cul-de-sac build to town road specs, and curbing. Two excavators have estimated that this would cost \$175K-\$215K, thus making the sale price untenable. The buyers have reduced their offer to \$200,000 There is talk of seeking the cooperation of the town Supervisor to reach a compromise. Motion by James Brooks to reject the offer of \$200,000 and ask agent to try to keep the interest alive. 2nd by Amanda Pagan-Glass. Seek a higher offer. Unanimously approved (4).
3. Discussion on the progress of Chapter 414. We should attempt to publicize the referendum. Use the Ambulance Corps parking lot; yard signs. Motion by Ted Needleman / 2nd by Amanda Pagan-Glass to go forward with 414, asking \$21,384 (our tax cap) raising taxes \$5.03 annually for average homeowner. Unanimously approved (4).
4. Adjournment 7:31 PM

Next regular meeting scheduled for August 19, 2019 at 6:30 pm

Submitted by

James Mahoney
Library Director

ROSE MEMORIAL LIBRARY
79 East Main Street, Stony Point, New York 10980
Special Meeting of the Board of Trustees

ZOOM Special Meeting Minutes for Sunday July 26, 2020

**Attendees (5/5) James Brooks, F Hollis Griffin, Jr, Ted Needleman,
Amanda Pagan-Glass, Rebecca Sanders,
- James Mahoney (Director)**

The subject of this meeting was to consider a bid by Joe Sahadi and Lisa DeLuca on the sale of the 61 East Main St property, and the progress of a Chapter 414 referendum for the General election.

1. Call to Order at 4:36 pm,
2. Concerning an offer from Sahadi/DeLuca to purchase 61 East Main St: James Brooks motioned to counter at \$359,000, 2nd by Ted Needleman, 45 yes votes It is expected that there would be three units, a legal 2-family and a barn (grandfathered in) using the existing road. Mr Griffin told board that the need for a cul-de-sac with curbing would cost between \$185K and \$215K, hence the reduced value of the land. There is a second bidder (Bruce Smith, contractor)
3. Discussion on the progress of Chapter 414. Due we have time to obtain the sufficient number of signatures. What is the deadline?
4. Adjournment 4:49 PM

Next regular meeting scheduled for Wednesday, August 19, 2019 at 6:30 pm

Submitted by

James Mahoney
Library Director

ROSE MEMORIAL LIBRARY

79 East Main Street, Stony Point, New York 10980
Kennedy Room

Special Meeting of the Board of Trustees

ZOOM Meeting Minutes for Monday August 10, 2020

Attendees (5/5) James Brooks, Ted Needleman, Amanda. Pagan-Glass, Rebecca Sanders,
F Hollis Griffin, Jr James Mahoney (Director)

Agenda:

1. Consideration of offers received on sale of 61 East Main St
2. Status of the deadline for signatures on a Chapter 414 on Nov 3rd
3. Progress on the Long Range Plan to be submitted for validating Minimum Standards.

Open at 6:31 pm

1. The Board considered the two offers now on the table for purchasing 61 East Main St, asked the Director to contact Ms. Bova to propose a 24-hour offer to the original purchaser to meet or exceed the competing offer. (J Brooks/T. Needleman) u.a.
2. Attorney Ellen Bach has spoken with Brian Quayle of the NYS Board of Elections and is under the impression that the Rockland County Board of Elections has agreed to modify the timeframe for receiving the petitions from the Town Clerk of the Town of Stony Point to September 8, 2020.
3. The Ramapo Catskill Library System on behalf of the NYS Department of Library Development (DLD) is insisting that we must comply with our promise submitted with our Annual Report in January that we would have our **Long Range Plan** to them by June 30th. We could potentially lose our charter if this is not done. Amanda is coordinating a small team to help finish this.

Adjourn at 6:55 pm

Submitted
James Mahoney
Director

FINANCIAL NARRATIVE

For Board Meeting August 19, 2020

The financial reports for this month reflect income and expenses as of July 31, 2020. As of that date we had \$ **92,405** on deposit in our TD Bank operating account.

We had income of \$ 1,921 in June and expenses of \$48,423

The **Merrill** investment accounts had a net portfolio value of \$ 460,327 as of July 31, 2020

There were two payrolls in June (transfers of \$ 28,583, salaries and benefits)

The largest expenditures were for:

Keybank (credit card payments) \$2,182; Vanguard Cleaning (expanded) \$2,242; Oxford Health Plans \$1,759; Vanguard Cleaning : \$2,242; Amazon.com \$1,514; Johnny FixIt (repairs & Maint.Deposit) \$1.770; RCLS 3d quarter ANSER & Telecommunication \$3.243;

The Operating Account balance as of August 9th is actually \$117,447, which will give us \$39,149 per month for mid-July thru mid-Oct.;

08/12/20

James Mahoney
Library Director

Rose Memorial Library Association
Profit & Loss
July 2020

	<u>Jul 20</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	31
4015 · Investment Income	603
4016 · Gifts and Donations	28
4031 · Library Charges	6
4032 · Other Income	28
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>1,921</u>
Gross Profit	1,921
Expense	
6001 · Salaries	26,427
6002 · Benefits	2,156
6007 · Office Postage	125
6009 · Legal	500
6010 · Repairs and Maintenance	5,369
6011 · Health Insurance Premiums Paid	1,680
6017 · Utilities	632
6019 · Dues/Fees	260
6032 · Ansernet Service Fee	3,243
6043 · Retirement 403B	0
6051 · Computer Technical Support	428
6101 · Capital Expenditures	
6150 · AV	2,793
Total 6101 · Capital Expenditures	<u>2,793</u>
6125 · Serials	1,468
6200 · Programs	750
6300 · Supplies	716
6819 · Covid 19 Expenses	1,876
Total Expense	<u>48,423</u>
Net Ordinary Income	(46,502)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u><u>(46,502)</u></u>

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through July 2020

	<u>Jan - Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	0	4,400	(4,400)	0%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	2,059	9,250	(7,191)	22%
4015 · Investment Income	10,778	20,000	(9,222)	54%
4016 · Gifts and Donations	130	0	130	100%
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	646	4,000	(3,354)	16%
4032 · Other Income	1,124	3,900	(2,776)	29%
4038 · Rental Income - 61 E. Main	8,575	0	8,575	100%
Total Income	<u>318,312</u>	<u>537,750</u>	<u>(219,438)</u>	<u>59%</u>
Gross Profit	318,312	537,750	(219,438)	59%
Expense				
6001 · Salaries	206,721	351,833	(145,112)	59%
6002 · Benefits	19,853	34,809	(14,956)	57%
6007 · Office Postage	1,185	2,000	(815)	59%
6008 · Accounting & Other Prof Fees	5,519	1,350	4,169	409%
6009 · Legal	1,770	6,100	(4,330)	29%
6010 · Repairs and Maintenance	18,709	20,069	(1,360)	93%
6011 · Health Insurance Premiums Paid	12,377	23,342	(10,965)	53%
6015 · Telecommunications	784	3,044	(2,260)	26%
6017 · Utilities	4,411	8,650	(4,239)	51%
6018 · Insurance	3,084	6,174	(3,090)	50%
6019 · Dues/Fees	2,043	1,815	228	113%
6028 · Sewer Taxes	1,456	700	756	208%
6031 · Internet Access	1,005	1,618	(613)	62%
6032 · Ansernet Service Fee	10,398	12,039	(1,641)	86%
6034 · Software Licensing Fees	0	1,760	(1,760)	0%
6035 · Newsletters	1,512	7,375	(5,863)	21%
6036 · Fundraising	538	2,950	(2,412)	18%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	0	4,300	(4,300)	0%
6046 · Movie Licensing Contract	387	565	(178)	68%
6050 · RCLS Service Fee	2,195	2,195	0	100%
6051 · Computer Technical Support	3,728	3,000	728	124%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	420	600	(180)	70%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchase	413	2,700	(2,287)	15%
6100 · Books	6,723	27,050	(20,327)	25%
6150 · AV	12,095	14,301	(2,206)	85%
Total 6101 · Capital Expenditures	<u>19,231</u>	<u>44,051</u>	<u>(24,820)</u>	<u>44%</u>
6125 · Serials	1,935	4,234	(2,299)	46%
6200 · Programs	2,590	10,500	(7,910)	25%
6300 · Supplies	6,304	11,275	(4,971)	56%
6819 · Covid 19 Expenses	3,707			
Total Expense	<u>331,862</u>	<u>566,848</u>	<u>(234,986)</u>	
Net Ordinary Income	(13,550)	(29,098)	15,548	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	<u>0</u>			
Net Other Income	<u>0</u>			
Net Income	<u>(13,550)</u>	<u>(29,098)</u>	<u>15,548</u>	
Cash Balances:	1/1/2020	7/31/2020		
Operating Acct - TD Bank	108,931.84	92,405.22		
Payroll Acct -TD Bank	45.32	7.76		
Savings Acct - TD Bank	7,497.25	7,499.43		
Bank CDs - Future Fund	0.00	0.00		
Bank CDs - Other	0.00	0.00		
Petty Cash	97.01	150.00		
Merrill Lynch	468,760.24	471,719.33		
Total	585,331.66	571,781.74		

Rose Memorial Library Association

Balance Sheet

As of July 31, 2020

Jul 31, 20

ASSETS

Current Assets

Checking/Savings

1000 · Operating Account - TD Bank	92,405.22
1005 · Payroll Acct - TD Bank	7.76
1006 · Savings - Special Funds	7,499.43
1040 · Petty Cash	150.00

Total Checking/Savings 100,062.41

Accounts Receivable

1110 · Accounts Receivable	1,089.63
----------------------------	----------

Total Accounts Receivable 1,089.63

Other Current Assets

1033 · Merrill Lynch Cash Acct	82,962.13
1036 · Merrill Lynch Cash - Future Fund	2,480.09

1201 · Merrill Lynch Investment Acct

1202 · Municipal Bonds

1206 · Discount/Premiums Paid	93.56
-------------------------------	-------

1202 · Municipal Bonds - Other	251,009.93
--------------------------------	------------

Total 1202 · Municipal Bonds 251,103.49

1208 · Municipal Bonds - Future Fund

1209 · Discounts/Premiums-Future Fund	785.20
---------------------------------------	--------

1208 · Municipal Bonds - Future Fund - Other	165,669.20
--	------------

Total 1208 · Municipal Bonds - Future Fund 166,454.40

1201 · Merrill Lynch Investment Acct - Other	-31,280.78
--	------------

Total 1201 · Merrill Lynch Investment Acct 386,277.11

1450 · Prepaid expenses	4,036.25
-------------------------	----------

Total Other Current Assets 475,755.58

Total Current Assets

576,907.62

Fixed Assets

1802 · Land - 61 East Main Street	472,263.00
-----------------------------------	------------

1803 · Land Improvements-61 E. Main	5,655.00
-------------------------------------	----------

1804 · Land Improve - 61 E. - Acc Depr	-4,895.00
--	-----------

1807 · Future Bldg Constr Exps - 2005	48,215.25
---------------------------------------	-----------

1808 · Land Improve - 79 E - Acc Depr	-93,249.00
---------------------------------------	------------

1810 · Buildings

1811 · Acc Depr - Bldg	-114,933.00
------------------------	-------------

1810 · Buildings - Other	137,574.00
--------------------------	------------

Total 1810 · Buildings 22,641.00

1814 · Bldg Improvements-Sewer	186,556.00
--------------------------------	------------

1820 · Furniture & Fixtures

1821 · Acc Depr -F & F	-11,558.00
------------------------	------------

1820 · Furniture & Fixtures - Other	18,885.13
-------------------------------------	-----------

Total 1820 · Furniture & Fixtures 7,327.13

1830 · Books/Videos

1831 · Acc Depr - B/V/S	-182,655.00
-------------------------	-------------

1830 · Books/Videos - Other	337,578.58
-----------------------------	------------

Total 1830 · Books/Videos 154,923.58

1835 · Equipment

1836 · Acc Depr - Equipmnt	-16,017.00
----------------------------	------------

1835 · Equipment - Other	17,140.20
--------------------------	-----------

Total 1835 · Equipment 1,123.20

1840 · Building-61 East Main Street

1841 · Acc Depr-Building-61 East Main	-26,535.00
---------------------------------------	------------

1840 · Building-61 East Main Street - Other	95,150.26
---	-----------

Total 1840 · Building-61 East Main Street 68,615.26

Rose Memorial Library Association

Balance Sheet

As of July 31, 2020

Jul 31, 20

Total Fixed Assets	<u>869,175.42</u>
TOTAL ASSETS	<u>1,446,083.04</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2150 · Accrued expenses - other	17,219.98
2620 · Escrow Payable-61 East Main	<u>2,400.00</u>
Total Other Current Liabilities	<u>19,619.98</u>
Total Current Liabilities	<u>19,619.98</u>
Total Liabilities	19,619.98
Equity	
3010 · Unrestrict (retained earnings)	-239,388.82
3998 · Fund Balance	1,679,401.80
Net Income	<u>-13,549.92</u>
Total Equity	<u>1,426,463.06</u>
TOTAL LIABILITIES & EQUITY	<u>1,446,083.04</u>

Library Director's Report
July 9th to August 18, 2020
For Board Meeting August 19, 2020



General Overview -

We have now been hosting Curbside Service for two months and now since August 11th we have been open limited hours for browsing by the public. We continue offering curbside for the “business hours” although in the final weeks of August we are, as usual, in some of the slowest weeks of the year.

	Business Hours (Curbside continues)	Public Hours
Mondays	9:30 – 8:00	1:00 – 8:00
Tuesdays	9:30 – 5:00	10:00 – 3:00
Wednesdays	9:30 – 8:00	1:00 – 8:00
Thursday	9:30 – 5:00	10:00 – 3:00
Fridays	9:30 – 5:00	1:00 – 5:00
Saturdays	10:00 – 4:00	12:00 – 4:00

(Closed Sundays for the summer)

Looking at the future, the Ramapo Catskill Library System libraries have re-opened the interlibrary loan system for about 12 libraries on our regional delivery run. The next and final step would be reopening the ILL system for all the libraries. There is no word yet on when that will be. On the opposite side of the curve, we received word from RCLS today to increase the quarantine time for all returned materials from 3 days to 4 days. A study by Reopening Archives, Libraries, and Museums ([REALM](#)) Information Hub: (A COVID-19 Research Project) has made this determination after further study, and we are following their advice.

Personnel: I received a call last week from Marie-Elena Ortiz, a front desk clerk who has worked for us since 2013 mainly on weekends and fill in. Marie-Elena has been appointed the Director of the Highland Falls Public Library, we wish her success in her new adventure and she continues her library courses.

Building: The interior building work approved at the last regular meeting will be started next week.

Technology

RCLS: This past January when we were presented with the process for the 2019 Annual Report to New York State Library Development, we learned that this was the last year we would be operating under the Minimum Standards now in effect. In 2021, three new regulations are being added, and modifications added to the 11 existing standards.

New standards are the following:

9. Provides programming to address community needs, as outlined in the library's long-range plan of service

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. established and maintains partnerships with 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.

Modifications to standards:

2. (was has a board approved, written long-range plan of service)

2. **NOW:** has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff.

In addition 4 of the other standards make specific reference to "as outlined in the library's long-range plan of service"

This is a sea change for the Minimum Standards meant to bring public libraries out of their decades of just taking care of business. Addressing this no longer means using boilerplate answers. It is a far-reaching effort to make whatever we are doing connected both to the needs of the community and to the overall plan that the library has developed for the direction of its service.

I look forward to working with a small committee of the board, over many months ahead, as we carve out the future of the library.

Director's Appointments/Meetings:

Wednesday, July 8, 2020 RCLS Director's Association, Zoom Meeting

Thursday, July 9, 2020 Rockland Directors Meeting, Zoom

Wednesday, July 15 2020 Regular Meeting, Rose Memorial Library BOT Zoom

Monday July 20, 2020 Calls with Commissioner Kristen Stavisky, Rockland Bd of Election
Discussion with Ellen Bach, attorney

Discussion with Susan Bova (Rand) on property showings

Tuesday, July 21: Call to John Culhane – Air conditioning

Report from Kristen Stavisky – BOE

Susan Bova

Wed. July 22: Special Board Meeting, RML - Zoom
Thursday, July 23: Sick Day
Friday, July 24 Susan Bova – offer from Power Agents
Sunday, July 26 Special Board Meeting –Zoom RML
Monday, July 27 Susan Bova Counter offer
Megan Carey, Town Clerk, 414 referendum
Tuesday July 28 2020 Doctor’s appointments
Wednesday, July 29 Susan Bova
Thursday, July 30: Call with Megan Carey, Town Clerk
Discussion with Ellen Bach attorney
Friday, July 31 2020 LARC Annual Meeting (Zoom)
Discussion with Ellen Bach, re: BOE Commissioners
Tuesday, August 4: Discussion with Grace Riario - update
Wed., August 5: Ellen Bach, discussion
Mon AUGUST 10 Special Board Meeting RML Zoom
Susan Bova
Grace Riario, RCLS
Tuesday, Aug 11 Ellen Bach; 1st day of public browsing
Wed August 12: Susan Bova
Ellen Bach
Thursday August 13 :Ellen Bach
Monday, August 17: Susan Bova

James Mahoney
Library Director

Adult Services Report
August 2020
Oscar Chrin, Adult Services Librarian

There have so far been two meetings of our Zoom Chair Yoga class so far (with two more coming to finish out the month of August). After some initial technical difficulties (the first class took place shortly after Hurricane Isaias and our instructor was having difficulty connecting via her cellphone), we had a very successful class that got good feedback from the participants (one of whom sent me an e-mail afterwards stating: "After taking Rochelle’s class, I immediately sent this out to some of my friends. It was [a] wonderful class. Thank you!"). The first session had 5 in attendance and the second had 8.

We had offered a Medicare 101 via Zoom as well but did not have any patrons register despite widespread sharing on social media. I might try again closer to the open enrollment period.

I attended a Zoom meeting of the Southeastern New York Library Resources Council's Reference Special Interest Group (which I was attending regularly before the pandemic) and heard from other public librarians in both the RCLS and Midhudson systems (and

from several academic librarians) what difficulties their libraries are experiencing during the reopening process and how they are being handled.

Youth Services Report
August 2020
Susan Babcock, Head of Youth Services

Virtual summer reading is continuing through the end of next week . Views for the various programs etc has fallen off a bit . Many still picking up books , craft materials though . Next week is the final week of our 10 week summer reading virtual program and then we will be giving all participants a book as a final prize .

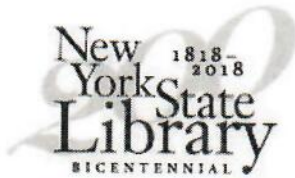
Our virtual Teen Cooking in July was super successful with over 1300 views . Hoping to start having some curbside crafts for this age group soon as well.

Since opening to patrons we have had a few people come in to browse and check out materials . I think this will increase as more people realize we are open.

Library Operations Manager
August 2020
Gretchen Pollack

We have been adapting to our constantly changing version of “normal.” We opened for curbside pickup only and then more recently have added browsing hours to our schedule. We have also added evenings and Saturdays. We have developed a schedule for assuring that all Covid safety practices are being followed and have a staff member assigned to that task during browsing hours.

The amount of materials circulating is increasing every day. As people learn that we are open, we are getting many more requests for holds, more people visiting the library and more curbside pickups. Patrons are appreciative of each new bit of availability we offer. Patrons also seem to be pleased with our Covid related “rules” and appreciative of all we do to keep them safe. Patrons seem happy to comply.



New York Public and Association Libraries Minimum Standards Comparison Chart

Current Minimum Standards through December 31, 2020	New Minimum Standards as of January 1, 2021
A public, free association or Indian library registered on or before December 31, 2020 shall meet the following registration standards:	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 outline the responsibilities and procedures of the library board of trustees;	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 board-approved, written long-range plan of service;	2. has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;
3. presents an annual report to the community on the library's progress in meeting its goals and objectives;	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;	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. 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;	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 long-range plan of service;
6. periodically evaluates the effectiveness of the library's collections and services in meeting community needs;	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: see below	7. is open the following scheduled hours: (see below)
8. maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;	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;
9. provides equipment and connections to meet community needs including, but not limited to a	10. provides a circulation system that facilitates access to the local library collection and other

telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer, to provide access to other library catalogs and other electronic information;	library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;
10. distributes printed information listing the library's hours open, borrowing rules, services, location and phone number; and	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;
11. employs a paid director in accordance with the provisions of section 90.8 of this Part.	12. employs a paid director in accordance with the provisions of section 90.8 of this Part; (see below)
	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.

Population	Minimum Weekly Hours Open
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

Minimum Education Requirements for Library Directors		
Population	<i>Member of a Public Library System</i>	<i>Not a Member of a Public Library System</i>
Below 2,500	No requirement.	No requirement.
2,500 to 4,999	2 academic years of study at an approved college or university.	A bachelor's degree from an approved college or university.
5,000 to 7,499	A bachelor's degree from an approved college or university.	A public librarian's professional certificate.
7,500 or more	A public librarian's professional certificate.	A public librarian's professional certificate.

For more information on Minimum Standards for New York's public libraries, contact your public library system, visit the New York State Library web site or contact the Division of Library Development.



The University of the State of New York • The State Education Department
 New York State Library • Division of Library Development
 Cultural Education Center, Room 10B41, Albany, NY 12230-0001
 Telephone: (518) 474-7890; <http://www.nysl.nysed.gov/libdev/>

Revised 7/25/2019

PLANNING AND EVALUATION

Every public and association library in New York is required to have a written long-range plan of service and to make it easily accessible by the public; including on the library website. (Education Department Regulations (8 NYCRR) § 90.2) There are many excellent publications on planning. Some, such as the Public Library Association's *Planning for Results* series, are specifically library oriented (<http://www.alastore.ala.org/detail.aspx?ID=61>).

The conscious decision to engage in planning is far more important than the planning tool used. Though planning may be required, it is simply a smart way to inform decisions about budgeting, personnel, capital improvements, library services and community involvement.

Every trustee must be prepared to ask difficult, searching questions about the library's goals and objectives, programs and services and about the board itself. What are the objectives of this library? Have they been accomplished? Are they appropriate? Is the community well served? Is the library contributing to creating a more sustainable, resilient community? How do we define good service? Does the director manage the library properly? Is the board functioning effectively? What do we want our library to look like in the future?

Long range planning prepares for the future. **Strategic** planning is based on the premise that change is necessary to survive and thrive in the future. Strategic planning answers the question, "What do we have to do now in order to improve our ability to operate five years in the future?" If the planning time frame is shorter it involves **operational** planning. Operational planning focuses on the improvement of things the library already does and is primarily concerned with the allocation of resources.

Creating a plan involves answering questions:

- What does the community need?
- What is to be done?
- Who is responsible and who should be involved?

- How will it be done?
- What is the timetable?
- What resources (people, money, materials, etc.) are available?
- Who are the stakeholders in the process?
- What is to be reported to whom, and when?
- What options are available?
- How is success measured?

A practical planning process is outlined in the Appendices.

Every plan has the same general components. The *mission* is a short, carefully crafted statement that tells the world why the library exists. Many libraries capture their mission in a single sentence. *Goals* are broad statements of program intent that support the mission statement and respond to your community's aspirations as discovered through the community input phase of your planning process. They are measurable only to the extent that they provide targets toward which to strive. There is always more to do to reach a goal! *Objectives* are specific, measurable, tasks or projects in support of a goal, usually stated in terms of outcomes. *Action steps* or *activities* are the specific assignments that must be completed in order to reach an objective. Finally, every good plan should come full circle with an *evaluation* process.

Evaluation looks at the past in order to plan for the future. It is an assessment and a measurement of activities that have already occurred and it provides a foundation for moving forward. Objective measurement, supplemented by subjective, anecdotal information, can help the board decide if its objectives have been met. However, it is important to determine the appropriate measurements upfront and to measure the right things. Conversely, it is a waste of time to measure things that don't matter.

For example, library circulation is a traditional measure of library use, but it is only a small part of the activity in a library and is often misleading if not presented as trend data over the past few years. What other measurements can be used to get an accurate picture of how the public uses and benefits from the library? This might include a combination of metrics and outcomes.

Examples of metrics could include: in-house use of materials; Internet use; database searches; program attendance; engagement on the library's Facebook Page and so on. Outcomes are the changes, benefits, learning or other effects that happen as a result of your library's efforts - how you are improving your community. Project Outcome from the Public Library Association (<https://www.projectoutcome.org>) provides easy to administer tools for outcome-based evaluation. Your evaluation should be appropriate for the service package your library offers to the community. Significant projects, like planning, may exceed the board's collective skill and experience, making it advisable to call on the library system or outside consultants for assistance.

As a steward of the library your planning process should work to create a library for your community that will not just survive, but thrive. Public library services are too important to leave to chance. Planning for the future should incorporate the core value of sustainability. Choices the board makes should be made with an eye towards creating an enduring, sustainable institution and facility that will be viable, vital and visible for generations to come.

Resources:

- Libraries Transforming Communities [American Library Association]
<http://www.ala.org/transforminglibraries/libraries-transforming-communities>
- Outcome-Based Evaluation [New York State Library]
<http://www.nysl.nysed.gov/libdev/obe/bestprac/examples.htm>
- Public Library Statistics [New York State Library]
<http://www.nysl.nysed.gov/libdev/libs/index.html#Statistics>
- Planning and Evaluation [Mid-Hudson Library System] (2015)
<http://midhudson.org/topics/trustees/#Planning>
- *Webinar: The Role of Trustees in Planning* [New York State Library]
<http://www.nysl.nysed.gov/libdev/trustees/webinars.htm#151118>
- *Webinar: Strategic Planning (Helping All Trustees Succeed Mini-Webinar)*
<http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>
- *Webinar: Sustainable Thinking for the Future of Libraries* [New York State Library]
<http://www.nysl.nysed.gov/libdev/trustees/webinars.htm#160908>