

**Consultant Reports**  
**MHLS Director's Association**  
**Meeting of Friday, April 5, 2013**

**Merribeth Advocate, Assistant Director**

1. **Summer Reader Online Record Software:** This is a web-based online summer reading registration system that allows children, teens and adults to track their reading, log books read, monitor the prizes they've won, write reviews, and more. We have confirmation that this will continue to be funded by the state and will be available to all MHLS libraries through summer 2017. More information at <http://mhlsbooks.wordpress.com/summer-reader-online-record-software/> If your library would like to use it but does not have the login information, contact me.
  
2. **MHLS Workforce Survey:** I will have an update on the results at the DA meeting. These survey questions were based on questions used in a national study by the Information Policy & Access Center (iPAC) at <http://plinternetsurvey.org>. With more outside focus on workforce development than ever before, and more funding accompanying it, this data will help us work towards outreach services, assistance and partnerships that can ease and enhance your work supporting workforce development in your community.
  
3. **3-2-1 EveryoneOn: A National Campaign for Digital Literacy:**
  - i. In the 21st century workforce, it has never been more important to possess digital skills. Yet, more than 100 million Americans do not have a broadband connection at home, and 62 million do not use the Internet at all. Closing the digital divide is a critical issue for the country.
  - ii. March 21 marks the launch of "[EveryoneOn](#)," a nationwide public education campaign to help all Americans access technology through free digital literacy training, discounted high-speed Internet, and low-cost computers. The "EveryoneOn" campaign will run for three years and includes television, radio, and digital (mobile and Web) advertisements, as well as a social media campaign designed to recruit volunteers and drive people to learn more at [EveryoneOn.org](#)
  - iii. The federal Institute of Museum and Library Services (IMLS) and the State Library is asking all public libraries to update a Training Locator database with details about the services and resources the library makes available to help people learn digital literacy skills or access the Internet. Including your library's information is important, even if your library is not yet offering scheduled digital literacy classes for the public. One-on-one assistance in using your library's public access computers is a digital literacy service. Offering print or online resources that help people learn how to use a computer are also considered digital literacy services. Instructions and a link for updating the Training Locator database are at <http://www.connect2compete.org/content/everyoneon-library-materials>). Reviewing and updating a library's record should take about 5 minutes to complete per location, and your help is greatly appreciated.
  
4. **2013 NYS LSTA Summer Reading Program Mini Grants:** A reminder that mini-grant applications are available at <http://mhlsbooks.wordpress.com/mhls-2013-mini-grants/> and **must be received by April 11.**

5. **NOVELNY:** Bernie Margolis, State Librarian, reports that the State Library staff is close to concluding the process of selecting and procuring the databases and data resources which will be part of the NOVELNY offerings for MHLS libraries (and over 5,500 others statewide) beginning July 1<sup>st</sup>. After receiving over 1,400 surveys from the library community, State Library staff reviewed survey responses, current database usage and developed a menu of desired resources. Working with State Education Department procurement staff, they compiled the lists of possible resources and are very close to the final assessment of the “best and final” offers from the various vendors. They expect to make the announcements in April. We do know that Gale’s Business Insights: Essentials (includes Business and Company ASAP and Business Index ASAP) previously funded by NOVEL will not be included - access ended 3/31/13.

## Rebekkah Smith Aldrich, Coordinator for Library Sustainability

### 1. Albany Update:

- **Thank you for your efforts during the NYS budget negotiations.** Our end result looks to be a \$4 million legislative restoration bringing library aid up from the Governor’s proposed flat funding of \$81.6 million to \$85.6 million. Also included in the final budget bill is another \$1.3 million for MTA rebates and the \$14 million for library construction. We are still \$16 million away from full formula funding so there is still work to be done...
- **Next on the agenda:** NYLA will now work on advancing their legislative agenda which includes two bills I think we can all get behind:
  - i. **Library Card Info Distributed to Students**  
Require school districts to disseminate informational materials about applications for public library cards to students, when such materials are provided by the public library.  
*Status: [S.2018 Farley](#) / [A.3560 Nolan](#); referred to Senate Education Committee 1/9/13, referred to Assembly Libraries Committee 1/28/13*
  - ii. **Taxpayer Access to Publicly-Funded Research**  
Require publicly-funded research that has been submitted for publication in peer-reviewed journals to be made available online by the state agencies that underwrite such research.  
*Status: [A.180 Hevesi](#) / Seeking Senate Sponsor; referred to Assembly Governmental Operations Committee 1/9/13*

### 2. Construction Grants:

- **Construction Needs Action Memo** is due to me on **April 26<sup>th</sup>**. This memo is mandatory for anyone planning to apply for a State Aid for Library Construction grant in the coming cycle.
- The MHLS Board has confirmed their **priorities for funding and their definition of an economically disadvantaged community**, they are unchanged from 2012. *See attached document for details.*
- **Application Timeline** (subject to change):
  - i. Memo due to MHLS April 26
  - ii. Application goes live: May/June
  - iii. Technical Assistance workshop @MHLS: June
  - iv. System deadline for member libraries: mid-August
  - v. Award recommendations made to DLD: October
  - vi. Review by DLD completed: November

- vii. Review by DASNY completed: February
- viii. Award notification to libraries: April/May 2014

3. **LibraryAware Launching This Month!** Hopefully you've all seen the information via the Directors' List about the new service, LibraryAware, that all member libraries now have access to. This product provides access to **templates** for program flyers, bookmarks, buttons for your web site, email blasts and social media post scheduling and measurement. **Hands-on workshops** are scheduled in each county for those that would like an introduction. **To obtain your log-in information please follow the instructions in the message from March 26<sup>th</sup>. Kerstin Cruger, MHLS Marketing & Programs Assistant will be taking the lead on this service so any questions you may have can be addressed to her: [kcruiger@midhudson.org](mailto:kcruiger@midhudson.org), x250.**
4. **Civil Service 101 workshop:** I have scheduled a workshop to offer an introduction to Civil Service in NYS, this workshop is designed for directors, HR people and managers at your library that are involved with hiring / firing. The workshop will be on **Thursday, May 23<sup>rd</sup> from 10am-12p in the MHLS Auditorium**. Geoff Kirkpatrick, director of the Bethlehem Public Library and long-time chair of the New York Library Association's Civil Service Taskforce will be our presenter. Please register online at <http://calendar.midhudson.org/>
5. **990 Due Date:** For those libraries and Friends Groups with 501(c)3 (federal) tax exempt status, just a reminder that form 990 is due on the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of the organization's taxable year. For organizations on a calendar year, the Form 990 is due on May 15<sup>th</sup> of the following year.
6. **Trend Spotting Report:** Thanks to Steve Cook's post about using **Square for credit card transactions** [<https://squareup.com/>] at the Starr Library I thought I'd share five of the trends I've been watching. Not all of these are "hot off the press" but they are evolving and creating new opportunities and new connections for the libraries in the communities where they are being deployed:
  - **Makerspace / Hackerspace in libraries:** Places to "create, build, and craft" - this is not just about 3-D printing but all sorts of opportunities for people to learn and create "hands-on" at the library. Everyday there seems to be a new example of how libraries are doing this – 3-D printing, yes, but also Lego clubs, bike repair clinics, digital media labs... There is a great summary of this trend in a recent issue of *American Libraries*: <http://americanlibrariesmagazine.org/features/02062013/manufacturing-makerspaces> A New York Library was the first in the country to create a makerspace, Fayetteville: <http://fflib.org/learn/make>. They are building on the allure of their MakerBot replicator, using their makerspace to generate interest in STEM (science, technology, engineering, and math) learning.
  - **"Special" Special Collections:** Here and there in the system and throughout the country libraries are lending unexpected items: Dozens of libraries offer museum passes, **Cold Spring** just started lending cake pans, **Phoenicia** just started lending ukuleles in addition to their long-time tradition of lending fishing poles, **LaGrange** lends Kill-a-Watt detectors and **Patterson** is planning a tool library. Other items being lent in libraries across the country: hula hoops, musical instruments, art prints, telescopes, santa suits... There is even a "LibraryFarm" at the Northern Onondaga Public Library (NY) where patrons can "borrow" a plot of land to garden on. **Seed Libraries:** "Here's how it works: A library card gets you a packet of seeds. You then grow the fruits and vegetables, harvest the new seeds from the biggest and best, and return those seeds so the library can lend them out to others." – NPR.org, "How to Save a Public Library: Make It A Seed Bank" Examples: Pima County Public Library (AZ), Richmond Public Library (CA), Fairfield Woods branch of the Fairfield Public Library (CT), and coming soon – **Pine Plains Free Library** (NY)!
  - **Pop-Up Libraries:** Our own **Clinton Community Library** was a forerunner with this trend when they opened up their "Book Booth," a repurposed British phone booth used as a book exchange. "Little Free Libraries"

<http://www.littlefreelibrary.org/> are popping up all over the world, literally – 2,500 are being installed in Africa. Urban Libraries Unite launched “**The Mini Library**” project as an outreach project after Hurricane Sandy: <http://urbanlibrariansunite.org/2013/02/08/the-mini-libraries/> In Chicago there were true “**pop-up**” libraries where for one weekend or one week an available storefront or loft space would become a lending library. What is interesting about this trend is that it is about 50/50 when it comes to who is getting these off the ground: 50% are library-driven, 50% are citizen-driven...

- **Self-Publishing at the Library:** A number of libraries are offering self-publishing support, and even production, as a service: many libraries offer programs for authors interested in self-publishing, an increasing number of libraries are specializing in readers advisory of self-published titles, the Sacramento Public Library (CA) has an Espresso Book Machine and the Provincetown Library (MA) has just launched Provincetown Public Press, their own digital publishing imprint.
  
- **Harnessing “Mini-Tech” for Library Service Delivery:** Libraries around the country are using iPads and other tablets to provide reference service, during story time, for exhibits, as reservation stations and more. The White Plains Public Library in Westchester County has replaced the library’s aging online public access catalog (OPAC) stations with new terminals built using \$49 Android-based APC or \$35 Raspberry Pi computers. **LibraryBox:** Recently spotted at NYLA Advocacy Day and the SXSW conference in Austin, TX: “LibraryBox is an open source, portable digital file distribution tool based on inexpensive hardware that enables delivery of educational, healthcare, and other vital information to individuals off the grid.” – Jason Griffey, <http://jasongriffey.net/librarybox/>. Bring the library to the people with this device, you can load info about the library, access to Gutenberg titles and other free ebooks, links to all mobile apps available through the library: OverDrive, Mango, Gale, Tumblebooks... **I’ll be personally giving this a try so if anyone would like to learn how to build one along with me let me know and we can fumble through it together!**

## Robert Drake, Information Technology Coordinator

1. **Google Reader being discontinued:** Google Reader is being discontinued July 1, 2013. An alternative list of RSS readers can be found at: <http://lifesacker.com/5990881/five-best-google-reader-alternatives>. Feedly seems to be the most frequently recommended choice. <http://www.feedly.com/>
  
2. **E-Rate:** Congratulations to those of you who have completed your E-Rate applications for the first time. Those of you keen to read yet more about this wondrous program may be interested in some recent federal discussions: [http://www.nytimes.com/2013/03/13/technology/fund-that-subsidizes-internet-for-schools-should-expand-a-senator-says.html?\\_r=2](http://www.nytimes.com/2013/03/13/technology/fund-that-subsidizes-internet-for-schools-should-expand-a-senator-says.html?_r=2)
  
3. **Overdrive:** Our MHLS digital download website has been migrated to OverDrive's new "Next Generation" website. This Next Generation Overdrive makes use of web technologies such as HTML 5 and CSS 3, which are not supported by some versions of Internet Explorer. Patrons may bring to your attention that if they have IE 7 installed, Overdrive will be immediately prompt them to complete a one-time install of the Google Chrome Frame plug-in. The plug-in is free and only takes a few seconds to install. Users of IE 8 & 9 will also be prompted to install the plug-in for use of OverDrive Read. Users may switch to another browser such as Firefox, Chrome, or Safari.
  
4. **Sierra Transition:**
  - a. Prior to transitioning, you’ll want to review your printer and current template settings. Guides are being created, but if you have any difficulty identifying your current settings tech support can assist you with this. We can also assist you in installing the “Sierra” Offline Circulation Client. See Eric’s report for all other details associated with the transition.

- b. The Tech Support email will be closely monitored both after hours the week of the transition and on Sunday, April 28<sup>th</sup> from 9AM to 4:30PM. Staff will have access to remote access software will contact libraries as necessary to facilitate the support process.
- c. For SAM Command PC libraries, SAM can work without database authentication for users who have previously logged in at your location (visitor cards will work for anyone else). If your computers are scheduled to be available on April 23<sup>rd</sup>, let me know and I will arrange Comprise to remove authentication on your server for the 23<sup>rd</sup> and then add it back at the end of the day. If they are unable to perform the necessary changes, you will have to contact Comprise on the 23<sup>rd</sup> to complete the process and again on the 24<sup>th</sup> to remove the change.
- d. For other SAM users (No command PC install), I will be having the tweak indicated above performed on April 23<sup>rd</sup>.and removed afterwards. No action by your library is necessary.

## Eric McCarthy, Automation Coordinator

### Sierra

Migration will happen on April 23<sup>rd</sup> and by this point all libraries should have had some in-house training. Please review all the documentation and forward questions along to me. Initials are being built right now and I will likely still be building them after we go live. Currently we are all using test initials and as we have libraries configured, I will be getting in touch for testing.

1. **Initials and front desk workflow:** Users will not be able to switch between initials in the same way that the system is currently configured in Millennium. **To switch between users Sierra will need to be brought down entirely and then restarted with a new set of initials.** I am working on some possible solutions to help us mitigate any problems this may cause and as a veteran of frontline circ service; I know the problems that this causes. Circulation data is tied to initials so if you work in more than one branch or library it is crucial that you log into the initials assigned to the location you are working.
2. **Sierra Preview App:** The Sierra preview application will be the **same application as the live application.** All necessary functionality will be added. When we are ready to “go live” on the 24<sup>th</sup>, you will not need to reinstall a live Sierra client. At that point you will only need to uninstall the Millennium application.
3. **Mat Type Icons:** Currently in Sierra the material type icons do not match the bibliographic record. When we go live, the icons will be identical to those currently in place in the OPAC.
4. **TNS Icon:** In the preview module the TNS icon to inspect a patron level telephone notification is missing. It will be active in Sierra when we launch.
5. **Patron Fields:** When hovering over the circle i in the full patron display it does not include gender or stat class and there is some concern that those fields will not migrate. They will migrate however you will need to launch edit patron to view.

6. **Brief Patron Display:** Unfortunately we will be unable to modify the data that currently displays in either the brief patron display or the full patron display when hovering over the circle i. This is an issue, especially, with the brief patron display. Currently this is hard-coded into the software.
7. **Limit Search:** In Millennium users are allowed the option to make a limited search apply to all searches or only the current search. In Sierra it is set to apply to all searches. Launch the limit and make sure to “clear” limits after performing your limited search.
8. **“Available” in the brief bibliographic display:** This means that it is available somewhere within the system. If all items attached to a bibliographic record are checked out, the display reads Not Available. It would be nice if “Available” could be scoped to login but that isn’t how the software works.
9. **Sierra Printing:** Printing receipts in Sierra is structured the same way as in Millennium with one major difference: before, receipts were set by module login now; they are set by individual initials. Please see the document: [http://midhudson.org/resource/general/Sierra\\_User\\_Configuration.pdf](http://midhudson.org/resource/general/Sierra_User_Configuration.pdf) to configure initials so that templates and receipts will behave in the same manner as in Millennium.
10. **Documentation:** All documentation will be posted to the Resource Sharing page on midhudson.org. I am also sending notification on the listservs. Please be prepared prior to migration by reading the documentation and taking any steps necessary to ensure a smooth migration.
11. **Functions:** I’ve configured these so the default screen for all users when logging into Sierra will be the Circulation Desk function.

## OPAC

12. **Novelist Select Implementation:** Novelist Select has now been implemented in the OPAC. If you notice any data (series, awards) that is incorrect, please let me know. Also, Hudson Valley Reads can now be subscribed to on any relevant bibliographic record.

## Offline Circulation:

Please review the how-to document on the Resource Sharing page. If you have any questions about off-line circulation, please contact me one week prior to the migration.