

Consultant Reports
MHLS Director's Association
Meeting of Friday, December 7, 2012

Merribeth Advocate, Outreach & Education Coordinator

1. Library Annual Reports:

- a. The 2012 Annual Report is due from each member library to MHLS on February 15.
- b. Hands-on Annual Report Workshops, designed for new Directors but open to all are being held on January 24, 29 and February 6. Register through the MHLS online calendar.
- c. **Meeting Minimum Standards:** A reminder to add to your February or March Board meeting agenda the review and acceptance of the library annual report. Be aware that in your annual reports, among other things, your board is assuring the state of the following and it is important that library boards are legitimately able to say 'yes' to each of these elements:
 - i. your library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner
 - ii. your library complies with the state minimum standards including:
 1. Presents an annual report to the community.
 2. Has board-approved written policies.
 3. Presents an annual written budget to appropriate funding agencies.
 4. Periodically evaluates the effectiveness of the collection and services in meeting community needs.

2. **Tips for Developing a Successful Public Library / School Collaboration:** Thank you to the 19 member libraries who, as part of their involvement with 2012 Summer Reading at New York Libraries mini-grants, participated in developing this list of 56 ideas: http://midhudson.org/program/SRP/School_Library_Collaboration_Tips.pdf
3. **Encyclopedia & Paperback Donations:** If you are weeding encyclopedias (dated 2009 – present) & gently used novels (especially paperbacks), they are of great interest to our correctional facility libraries. These donations can make a difference by helping individuals with low literacy levels enjoy literature. If you bring them to a DA meeting (please do not use the delivery for donations) we will be pleased to pass them on. Thank you in advance for giving your materials a second life and for helping to contribute to the literacy, information seeking and recreational reading of many people.
4. **Job Now Advocacy:** The New York State subscription to the JobNow database is likely to end this spring. If you and your community value this resource, I urge you to contact the NY State Library (Bernard A. Margolis, Assistant Commissioner for Libraries and State Librarian at BMARGOLIS@MAIL.NYSED.GOV and Mary Linda Todd, Library Development Specialist, at mtodd@mail.nysed.gov to request an extension of this service.
5. **NOVEL databases:** The databases selected by the state for the NOVEL NY collection for 2013-14 will be announced in January. Every \$1 the State invests in NOVEL NY results in a minimum of \$35 worth of access at the local level. NOVEL NY is supported in large part with temporary federal funds through a Library Services and Technology Act (LSTA) grant to the New York State Library by the Federal Institute of Museum and Library Services (IMLS).

Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability

1. **Election Results:** While two races were still being decided by re-counts at the time of this report, I've attached a list of our newly elected state representatives to my report this month so everyone can get used to new district numbers, and in some cases, new legislators.
 - a. **As soon as we have contact info for new legislators we will pass that along.** It will be important for all libraries with new legislators to reach out and introduce themselves, invite legislators into their libraries and/or make time to visit them in their local offices.
 - b. **Don't miss out** – NYLA Advocacy Day is on Tuesday, March 5 in Albany.

2. **Reminder about change to Open Meetings Law:** In February there was an amendment to Open Meetings Law, **"Disclosure of Records Scheduled for Discussion at Open Meetings."** From the Committee on Open Government's web site: "The purpose of the legislation is simple: those interested in the work of public bodies should have the ability, within reasonable limitations, to see the records scheduled to be discussed during open meetings prior to the meetings." All types of public libraries fall under Open Meetings Law and must comply with the Disclosure of Records amendment. To learn more, visit: <http://www.dos.ny.gov/coog/QA-2-12.html>

3. **Policy Considerations**
 - a. **Policy on Vulnerable Adults:** It is recommended that public libraries have a policy on dealing with "vulnerable adults," or those adults who, because of physical or mental disability or dependency on institutional services are not completely able to care for themselves just as you do for "unattended children." Here are three examples of this type of policy:
 - i. <http://sachemlibrary.org/pages/policies.aspx#vulnerable>
 - ii. <http://www.lincolncountylibraries.com/policies-procedures/unattended-minor-or-vulnerable-adult/>
 - iii. <http://akronlibrary.org/policy/unattendedchildren.pdf>

 - b. **Excused Absences:** Your bylaws should define excuses for "satisfactory absence" of trustees at board meetings and the notification procedure. This ensures clarity in communicating attendance expectations and creates the documentation that may be needed when someone is excessively absent from board meetings.

4. **Office of General Services (OGS) Procurement Topics / OGS Contracts Webinar:** Wednesday, December 12, 2012, 1:30 PM - 2:30pm. Free to NYLA members, \$35 for all others. Topic Contracts include things such as: Library Supplies; Books, Magazines, Periodicals, Publications; Microfilm Equipment and Supplies; Administrative Services; Technology Contracts; Office Equipment; Miscellaneous Office Supplies (statewide); Maintenance, Repair & Operational Appliances. Register Online via the NYLA Online Membership Center: http://www.nyla.org/max/4DCGI/events/ConferenceList.html?Action=Find_Events

5. **Does your library pay a living wage to employees?** This summer while on vacation we were at a restaurant (White Duck Tacos in Asheville, NC – awesome tacos BTW) that was *"Living Wage Certified"* which got me thinking... how many libraries can say they pay a living wage? Check out the Living Wage Calculator from MIT: <http://livingwage.mit.edu/>

New York State Legislators in the MHLS Region (as of 11.29.12)

New York State Senate

Senator William J. Larkin (R) 39th District
Marlboro, Milton, Plattekill

Senator Greg Ball (R) 40th District
Beekman, Brewster, Carmel, Mahopac, Patterson, Pawling

Gipson (currently has the lead) 41st District
Poughkeepsie, Amenia, Beacon, Clinton, Cold Spring, Dover, East Fishkill, Fishkill, Garrison, Hyde Park, Kent, LaGrange, Millbrook, NEMillerton, Pine Plains, Pleasant Valley, Putnam, Red Hook, Rhinebeck, Rhinecliff, Staatsburg, Stanford, Tivoli, Wappinger

Senator John J. Bonacic (R) 42nd District
New Paltz, Rosendale

Kathy Marchione (R) 43rd District
Canaan, Chatham, Claverack, Germantown, Hillsdale, Hudson, Kinderhook, Livingston, New Lebanon, North Chatham, Philmont, Valatie

Undecided 46th District
Athens, Cairo, Catskill, Clintondale, Coxsackie, Esopus, Greenville, Haines Falls, Highland, Hunter, Hurley, Kingston, Palenville, Saugerties, Stone Ridge, Ulster, West Hurley, Windham, Woodstock

Senator James L. Seward (R) 51st District
Pine Hill, Phoenicia, West Shokan

New York State Assembly

Assemblymember Steve Katz (R) 94th District
Brewster, Carmel, Mahopac, Patterson, Putnam Valley

Assemblymember Sandra Galef (D) 95th District
Cold Spring, Garrison, Kent

Assemblymember Peter Lopez (R) 102nd District
Athens, Cairo, Catskill, Coxsackie, Greenville, Haines Falls, Hunter, Palenville, Saugerties, Windham

Assemblymember Kevin A. Cahill (D) 103rd District
Esopus, Hurley, Kingston, New Paltz, Phoenicia, Pine Hill, Plattekill, Red Hook, Rhinebeck, Rhinecliff, Rosendale, Stone Ridge, Tivoli, Ulster, West Hurley, West Shokan, Woodstock

Assemblymember Frank Skartados (D) 104th District
Adriance, Beacon, Clintondale, Highland, Marlboro, Milton

Assemblymember Kieran Lalor (R) 105th District
Beekman, Dover, East Fishkill, Fishkill, LaGrange, Millbrook, Pawling, Wappinger

Assemblymember Didi Barrett (D) 106th District

Amenia, Arlington, Claverack, Clinton, Germantown, Hudson, Hyde Park, Livingston, NEMillerton, Philmont, Pine Plains, Pleasant Valley, Staatsburg, Stanford

Assemblymember Steven McLaughlin (R) 107th District

Canaan, Chatham, Hillsdale*, Kinderhook**, New Lebanon, North Chatham, Valatie

**Roeliff-Jansen Community Library: Hillsdale is in the 107th; Ancram and Copake are in the 106th*

***Kinderhook Memorial Library: Kinderhook is in the 107th; Stuyvesant is in the 102nd*

Robert Drake, Information Technology Coordinator

- 1. E-Rate Program** - I would like to thank everyone who attended the E-Rate training on November 20th. I apologize again to the libraries that were not able to make the 'snow-date'. If any library has not already received the slides from the presentation and would like to, they can be found at:
http://librarysites.midhudson.org/2012_NYS_E-Rate-General.pdf
- 2. E-Rate Step by Step** - The process of applying for E-Rate funding is not simple (as attendees learned), however it is relatively straightforward for priority 1 services which include telephone and internet service bills. Successful applications generally require only limited modification in future years for these basic services unless you have changed your service. Libraries that go through the effort of applying this year, may well see benefits for years to come.

Over the coming months, I will be attempting to provide step by step directions for this process of applying for Priority 1 Services*. I will also be available to attempt to answer any questions you might have. For questions that I am not able to answer, I would direct you to a variety of other support resources:

- E-Rate Listserv: <http://www.e-ratecentral.com/subscribe.asp>
- E-Rate Central - question@e-ratecentral.com
- USAC Submit a Question - www.slforms.universalservice.org/EMailResponse/EMail_Intro.aspx
- Lisa Areford at the Division of Library Development
- USAC Glossary and Acronyms: <http://www.usac.org/res/documents/sl/pdf/handouts/SL-Glossary-of-Terms.pdf>
- E-Rate Deadlines: <http://www.usac.org/sl/tools/deadlines/default.aspx>
- (2013 is not up yet)
- E-Rate Eligible Services List: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

*I am not a E-Rate Program administrator. I will assist as much as possible; however neither I nor MHLS takes any responsibility for the success or failure of your E-Rate applications. Like everyone else, I hate E-rate too.

For E-Rate libraries (and non e-rate libraries) the first task is to complete Action Memo 13-5.

- 3. Action Memo 13-5** - Regardless of whether or not your library intend to go forward with E-Rate, it is necessary to complete this memo.
 - **For Libraries who are not pursuing E-Rate:** Indicate No and return this sheet by December 14th

- **For libraries who are intending to pursue Priority 1 funding only:** You may indicate no unless you wish to file a technology plan for the future. If you do not wish to do so at this time, indicate no and return this sheet by December 14th.
- **For libraries who are considering requests for Priority 1 & Priority 2 funding:** You must indicate yes and return this sheet by December 14th. You must supply your technology plan to Mid-Hudson by December 28th so that it may be reviewed and sent on to the Division of Library Development.

ALL LIBRARIES MUST RETURN THIS SHEET BY DECEMBER 14TH

For the differences between Priority 1 and Priority 2 funding or for details on the creation of a technology plan, please refer to my previous DA report.

4. E-Rate Current Tasks

At current, libraries who are considering E-Rate for Priority 1 services should be:

- Indicating No on Action Memo 13-5 and returning this to MHLS by December 14th, 2012
- Review the E-Rate Eligible Services list and decide what Priority 1 services you will want to apply for: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>
- Beginning work on Application 470. This can be found at: <http://www.usac.org/sl/tools/forms.aspx>

There are currently no deadlines yet posted for the 2013-2014 funding year (which we are currently applying for), however it is advisable to have this form completed prior to Christmas.

We heavily recommend that you indicate in Item 13 of Form 470 that, any vendors who might wish to bid on this Form 470 must reference this specific Form 470's identification number. This will assist you in distinguishing from general marketing materials and bids which must be considered when deciding on an approved vendor.

Remember that applying for E-Rate for Internet connections does require you to certify that you are CIPA compliant. DLD has pointed member libraries to: http://pld.dpi.wi.gov/pld_cipafaqlite for additional information on CIPA which supplies the following quote:

“The law states that a library must have a technology protection measure [filter] in place with respect to any of its computers with Internet access. This includes staff and patron computers accessed by minors or adults. Even Internet-connected computers located in administrative areas not accessible to the public must still have TPMs.”

Costs associated with becoming CIPA compliant (web filtering software) are generally not themselves E-Rateable. Libraries who do not have or do not wish to have network filtering should consider telephone services only.

Other notes: documentation for E-rate should be kept for at least 5-years however E-Rate Central recommends indefinitely as audits have occasionally been done on monies disbursed earlier than

this five year period. Make a point of saving all paperwork associated with this program in case of an audit.

Other resources:

- i. Further Instructions for form 470 can be at:
<http://www.usac.org/res/documents/sl/pdf/forms/470i.pdf>
- ii. If you do not know your entity number, you can search for it here:
http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp
- iii. If you do not know the SPN numbers of your telephone and internet providers, you can find that at: http://www.sl.universalservice.org/Forms/SPIN_Contact_Search.asp

5. Year-End Technology Tasks - As the year comes to the end, there are a handful of tasks that each library should consider:

i. Update your technology inventory

1. Each library should create/update an inventory of their computers, printers, passwords, and software licenses. A sample inventory can be found at:
<http://librarysites.midhudson.org/inventory.xls>

ii. Check Domain Name Renewal

1. If your library has purchased a domain name for your website, you should check with your registrar if it needs to be renewed in the coming year. A number of domain names have been purchased by MHLS on behalf of member libraries. These are renewed automatically. If you're not sure if the name has been purchased by MHLS, contact us and we can check against our list.

iii. Consider Computer/Equipment Replace for Coming Year

1. Mid-Hudson recommends that all libraries follow a five-year replacement schedule for their staff and public computers. While burdensome, especially for smaller libraries, this time frame allows libraries to best maintain secure, efficient, and maintainable computing with a minimum necessary expense. In contrast, older computers are not only 'slower', but more expensive to maintain and generally less secure. As the price of new computers has come down over the years, these costs quickly overcome the initial expense of a replacement.

Generally any new computer you might purchase would be acceptable, however we currently recommend:

- Windows 7 Professional Operating System
- Intel I Series (i3,i5,i7) Processor or AMD equivalent
- 3gb+ of RAM
- 100gb+ of Hard drive space

Eric McCarthy, Automation Coordinator

Databases

1. **Workshops for eReaders:** On November 17th I worked with the staff at the Hudson Area Library to create a drop-in eReader workshop for the public. I would love to continue to offer this at other interested libraries. The format is that I work with the staff for one hour prior to working with the public and then the public drops in with their device to work one on one to troubleshoot any issues with trained staff. I believe the demand from our patrons after the holidays will increase and interest in how to get connected with library content is only growing. Get in touch if you would like to schedule something.

Millennium

1. **In-House Training:** I will continue to offer in-house Millennium training on all subjects. I expect January and February will be extremely busy with annual reporting and getting ready for the Sierra transition, however if you are interested in having me drop in for specific training on Create Lists, Print Templates, Web Management Reports or any other Millennium function I will have some time dedicated for this over the next few months.
2. **Millennium Initials:** I have heard from some libraries regarding this and those who have sent me initials should be set up with their new logins. I will leave the generic logins for those libraries to get used to new initials but prior to Sierra migration, I will be deleting these. If you haven't gotten in touch with me about this, please do, I really want to have these initials in place prior to the migration.
3. **Millennium Days Closed Table:** If you have adjusted your days closed table yourself, please get in touch with me so I can troubleshoot any problems that might arise related to this table. If you have sent me yours days closed, then the table should be updated and you have nothing further to do. If you haven't gotten in touch with me about this fines will accrue on days you do not expect. If you still plan on adjusting the table yourself (instructions available here: <http://midhudson.org/resource/millennium/circulation/Instructions/daysclosedtable.pdf>) or need me to do it, get in touch either way.

OPAC

1. **Help Screen:** Liz Anastasi continues to work on our help page with new tutorials. Feel free to embed these tutorials on your Web site or use them for in-library reference. You can find the videos on our help page and embed them from here: <http://www.youtube.com/user/MidHudsonLibSystem>.