

Consultant Reports
MHLS Director's Association
Meeting of Thursday, February 6, 2014

Merribeth Advocate, Assistant Director

1. **MHLS Summer Reading Mini Grant Program 2014:** Family Literacy Library Service Program funds, received from the NYS Library Division of Library Development for "Summer Reading at New York Libraries through Public Library Systems", will be used to expand member library **collaboration with agencies in their community**. Agencies include (but are not limited to):
 - Public school district(s) and/or BOCES
 - Non-public school(s)
 - Childcare center(s)
 - Summer camp(s)
 - Health care providers/agencies
 - Municipality/Municipalities
 - Literacy provider(s)
 - 4-H Boys & Girls Clubs
 - Public Broadcasting
 - NY Council for the Humanities
 - Arts Council

15 mini-grants of \$400 each are available to MHLS member libraries to incentivize **new** collaborations with agencies in their community. *(Please note that libraries who received 2013 MHLS LSTA Summer Reading Mini-Grants were already funded for school/library collaboration projects, and if they would like to apply for this round of funding it must be with a non-school community agency.)* 2014 funds will be mini-granted to libraries for projects **collaboratively-planned** with community agencies that will:

✓ **increase the number of families involved in local summer reading programs**

AND

✓ **foster collaborations with community agencies in support of "Summer Reading at New York Libraries"**

Applications will be available soon. Applications must be received by April 9, 2014. Libraries will be notified by April 18, 2014. Final reports are due July 15, 2014. The grant project period ends June 30, 2014.

2. **OverDrive 3rd Big Library Read:** As we did in May & September, we will be participating in the next worldwide OverDrive Big Library Read, featuring "**Keys to the Kitchen: The Essential Reference for Becoming a More Accomplished, Adventurous Cook**" by Aida Mollenkamp in eBook format from February 17 – March 5. During this period the eBook will be available for every patron that wishes to read it—no holds, no waitlists. By participating in the Big Library Read, we are joining a global movement of passionate readers and library patrons who support the availability of eBooks at libraries.
3. **Directors Association Meeting Packets:** Typically these have been posted to a password-protected part of the MHLS website. We are ready to migrate this to the new website, and want to know from you if this should continue to be a password protected area or not.
4. **NOVELny Databases to Continue:** The current suite of databases you receive through NOVELny has been renewed and will continue until (at least) June 30, 2015.
5. **Benefit, Salary & Leave Survey:** Last time we did this system-wide was spring 2010. Would you like a new survey to be sent out to collect this from all member libraries?
6. **Member Library Annual Report Information:** Remember there is an additional resource for you to use when working on your annual reports - **MHLS Tips for Annual Report Questions** which is linked in the center of midhudson.org. There we have posted tips for answering specific questions to help making the process of completing your 2013 Annual Report easier. New tips are being added there as they are uncovered.
7. **Revised Dates for Uncommon Approaches to Common Core Conference:** It will be in Albany in Albany **August 12 -13, 2014**. Learn about - and practice - incorporating cultural resources in classroom activities to spark student engagement, appeal to different learning styles, and enhance curriculum. Explore inquiry as an essential element of student learning and professional practice. Collaborate across disciplines and network with colleagues from your region of the state. A conference for Classroom Teachers, School Administrators, Librarians and Educators from Museums, Archives, Historic Sites, Performing Arts centers, Zoos, Nature Centers, Parks, Public Media, and other cultural organizations. It will be open to all on a first- come first serve basis. Registration information to follow.

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. **NYS Budget:** We were dismayed to learn the Governor did not include the \$4 million the legislature had added in to the budget last year in his current budget proposal. While we learned that libraries were not targeted – he left out 99% of the legislative add-ons from last year – the fact remains that at this moment in time we have lost the gains we made last year. There is still time to influence his budget so we can hopefully start from where we were last year once we hit Albany for Advocacy Day on Wednesday, February 26th. We have 20 more days to influence the Governor to add the \$4 million in before the house budget bills come out. **Now – during the 30 day amendment period - is a critical time to encourage your staff, trustees, Friends and patrons to write to the Governor through NYLA’s Online Advocacy Center:**
http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=58&MenuKey=advocacy

2. **Library Advocacy Day Details:**
 - Wednesday, February 26th – please register online at <http://calendar.midhudson.org>
 - Buses are confirmed for February 26th, deadline to register for the bus is February 20th through <http://calendar.rcls.org>
 - NYLA “headquarters room” for Advocacy Day is in a new location: LOB 120
 - Appointments are currently being scheduled with all MHLS area legislators, be sure to register on the MHLS web site to receive the appointment schedule

3. **Make the Ask:** While there are no official “member items”/“bullet aid”/special legislative grants from Albany we did see quite a bit of funding disbursed over the past 2 years. I am again recommending that you let legislators know annually how they might be able to help your local library financially. Major capital projects, renovations and technology-related upgrades have been popular with legislators in the past. **Please avoid your “ask” as your first communication with your legislator(s).** If you have not met them or spoken with them in the past year, reintroduce yourself, reorient them to your library and remind them of your value to their constituents before mentioning your financial need.

4. **Tax Cap Update & Reminders:**
 - For libraries with a **July 1, 2014 – June 30, 2015 fiscal year:**
 - i. The Allowable Tax Levy Growth Factor is BELOW 2% for the July 1, 2014 – June 30, 2015 fiscal year – The Office of the State Comptroller has published **1.46% as the Inflation and Allowable Levy Growth Factors.** [Source: <http://www.osc.state.ny.us/localgov/realprop/pdf/growthfactors.pdf>] If you are a school district public library, with your own board of trustees and a separate vote on the library budget, that uses a school fiscal year (July-June) this applies to you.
 - ii. If your board needs to override the tax cap here’s a reminder about how to do that: **Prior to the board’s approval of the budget that you will put forth for the public to vote on the board would need to pass an override resolution. The resolution must pass by 60% at the board level (public budget vote needs to pass by a simple majority).** This can happen in the same meeting as the approval of the budget but procedurally must happen first. Sample override resolution language: *Whereas, adoption of this [YEAR] budget for the [LIBRARY NAME] requires a tax levy increase that exceeds the statutory tax levy limit for our fiscal year ; and Whereas, this budget therefore exceeds the state tax cap; and Whereas, this budget therefore must be approved by at least sixty percent of the qualified voters on the governing board of the library; now therefore be it Resolved, that the Board of Trustees of the [LIBRARY NAME] voted and approved the [YEAR] budget by at least sixty percent of the board of trustees on [MEETING DATE].*
 - iii. **Libraries with July 1-June 30 fiscal years that have a public vote on their budget, and a separate board of trustees, should file their tax cap form with the NYS Office of the State Comptroller by March 1:**
<https://www.osc.state.ny.us/localgov/realprop/index.htm> If you can’t find your log-in information call: 518.473.0006

- For libraries with a **calendar fiscal year** that hold their vote **prior to September**: Because the inflation and allowable tax levy growth factors for your 2015 fiscal year are not published until September, just a reminder to use the following override resolution to “cover” yourself since you would not have the necessary information to know whether or not you absolutely would need the override resolution: *“Whereas, the adoption of this (Year) budget for the (Library Name) may require a tax levy increase that exceeds the cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the (Library Name) voted and approved to exceed the tax levy limit for (Year) by at least the sixty percent of the board of trustees as required by state law on (meeting date).”*
5. **Planning a 414 Vote for 2014?** For Association and Municipal public libraries **now is the time** for your board to be seriously discussing whether or not they plan to pursue a 414 vote in November of 2014 or if they would like to explore taking the next step – conversion from a 414 library to a special district library as the Grinnell and Reed libraries did last year.
- If you have new trustees unfamiliar with 414 votes please feel free to share the publication: *“Inch by Inch, Row by Row: Implementing Chapter 414 of New York State’s 1995 laws, the “local votes law” for public libraries”* available online at <http://midhudson.org/trustee/414mhls.pdf> If you would like, you may also invite me to come speak with your board about the process and running a campaign.
 - If you would like to introduce the model of a special legislative district library to your board I am happy to come and speak with them. See also: the NYS Division of Library Develop offers a “how-to” guide for New York libraries looking to convert to the recommended district model: <http://www.nysl.nysed.gov/libdev/libs/pldtools/index.html>
6. **Construction Grant Application Cycle:** In March I’ll be sending out the “intent to apply” memo for the next round of Construction Grants. If your board has not recently updated the facility plan for your library, now would be a good time to do so to see if your timing and cash flow projections will match up with the next State Aid for Public Library Construction application cycle. If you do not have a prioritized facility plan let me know, I have a simple outline you can use to get one started.
- **Reminder - Input on the Construction Grant Process at MHLS:** The committee of the MHLS Board that makes grant award recommendations for the State Aid for Public Library Construction program (the Incentives Committee) will be reviewing its funding priorities and the process by which it makes decisions about awardees and award amounts in February. The Committee will be soliciting input from directors on the process in the coming weeks. I encourage those who have applied in recent years to take the upcoming opportunity to provide the Committee with your insight on what works and what doesn’t about the current process we use.
 - **Current Funding Priorities:**
 - a. **Project is part of an overall facility plan**
 - b. **Project achieves at least one, hopefully more, of the following:**
 - An increase in services, through an increase in usable space
 - An increase in handicapped accessibility
 - Energy conservation in the context of a professional’s recommendations
 - **Current Process:**
 - Library declares intent to apply through MHLS Construction Needs Update Action Memo (March)
 - If first time applying, library representative attends a technical assistance workshop held by MHLS (June). Topics covered include MHLS Board Priorities, eligible projects in that context, technical assistance with the application and its attachments.
 - Library fills out online application through NYS by System deadline (usually in August); technical assistance is provided by MHLS Staff during this stage.
 - MHLS Incentive Committee receives a “blind” summary of each applicant’s project. Identifying information about the library is removed; a summary of the project, what category of eligibility it falls under and whether or not it meets the board stated priorities (see above) is noted.

- Committee eliminates applicants they feel have not met the standard of the priorities and rank the remaining applications as a “1,” “2,” or “3.” The rankings are used to generate a formula for funding projects.
 - MHLS Board must approve the Committees recommendations
 - Initial awardees are notified of the board’s recommended award recommendations and offered the opportunity to move forward or pull their application.
7. Reminder: As of December 31, 2013, New York State's **minimum wage has increased to \$8 per hour**. New York State's minimum wage will increase in a series of three annual changes as follows:
- ➡ \$8.00 on December 31, 2013
 - ➡ \$8.75 on December 31, 2014
 - ➡ \$9.00 on December 31, 2015

8. **Upcoming Events:**

- **Trustee Essentials Workshops:**
 - i. Saturday, February 8th from 10:15-12:30 @Kingston Library
 - ii. Friday, February 21st 9:30a-12:30p @MHLS Auditorium (also includes a Tour of System headquarters)

- **Advocacy Boot Camp**
 - i. Wednesday, February 5th from 10a-12p @MHLS
 - ii. Tuesday, February 11th from 6-8p @Philmont
 - iii. Thursday, February 13th from 6-8p @Patterson
 - iv. Wednesday, February 19th from 10a-12p @Saugerties

- **New NEW Date for Legal Resources: Risk Management workshop** with Robert Schofield & Ellen Bach: This workshop had been rescheduled to March to accommodate the speaker’s schedules. The initial date provided has been changed – the new date of the workshop is TUESDAY, MARCH 18th from 6:00 – 8:00pm. A new workshop notice has been issued. This workshop is appropriate for both directors and trustees so please help spread the work to your board.

9. **I will not be at the February DA meeting** as I will be in Albany for a NYLA Council meeting. *As always*, if you have any questions about my report (or anything else!) please feel free to contact me at rsmith@midhudson.org or 845.471.6060 x239. I am on the road helping member libraries quite a bit (I made over 130 visits to member libraries in 2013) so if you leave a voice mail message please also note the days/times that would be best for a call back. Thanks!

Robert Drake, Information Technology Coordinator

1. **Wireless Access & Captive Portal Devices:** I’ll be contacting the libraries that indicated yes on their action memo shortly to begin the process of getting quotes from Aerohive/Cisco Meraki. As part of this process, the vendors will need to know the square footage of your library. When available, they also like to see digital copies of the building blueprint in order to best locate the wireless devices.

2. **Final Reminder on Windows XP machines:** Microsoft for Windows XP machines is ending April 2014. If you haven’t replaced your staff or public machines with a later operating system, you want to begin this process as soon as possible.

3. **E-Rate:** You have until February 26th to fill out your Form 470. If you have already filled out Form 470, you must wait 28 days until filling Form 471. Directions for form 470 can be found in my December 2013 DA report. I've also had appointments with a number of directors and walked them through the form 470, which I'm happy to make myself available for. On average we have been able to get through the form 470 in about 20 minutes. Directions for form 471 can be found here: <http://www.usac.org/res/documents/sl/pdf/forms/471i.pdf>
4. **Broadband Adoption Task Force:** I will be attending the NYS Broadband Adoption Task Force meeting January 30th. Any data collected from our recently run ISP Connectivity Study we be helpful in our efforts to keep libraries on the table for any agreements reached between the state and broadband providers.

Eric McCarthy, Automation Coordinator

1. **Annual Reports Holdings:** We have had several questions regarding annual report holdings. Your total holdings are a combination of two fields, holdings (2.1 for books) that are what the library had on Jan. 1 2013 (July 1, 2012) and then additions to holdings (2.27 for books) for the 2013 fiscal year. Registered borrowers are as of Jan. 1, 2014 when those statistics are pulled.
2. **New OPAC email link:** To assist us in making our catalog as accurate as possible, we have added an email hyperlink to the bottom of each bibliographic page: If you see any problems with this record please report to OPAC@midhudson.org. Staff should continue to use the cataloging@midhudson.org address.
3. **NextReads Newsletters:** NextReads migrated to LibraryAware on January 7. Because of the migration, all the links in the newsletters that had redirected to the bibliographic records in the OPAC broke. Ebsco is aware of the situation and is working on a solution. We apologize for the inconvenience and I will make an announcement on the director's listserv as soon as the problem is resolved.
4. **Encore Implementation Update:** I have spoken with Innovative about our planned migration to an Encore OPAC interface. We are currently in the queue and our thought is to make the service available by April, when the Overdrive API is set to be implemented at all Encore sites. For Encore to be a success, it will be important for frontline staff members to understand why we ultimately decided to make this change and how it will improve the patrons and staff experience with the OPAC. We will be offering trainings prior to our "go live" date so the interface does not come as a surprise. As we get closer to the date of implementation, I will continue to update you on our progress.
5. **Java 51 update and Web Management Reports:** Libraries that have recently updated their Java software and attempted to access Web Management Reports at midhudsonlibraries.org/manage have been getting an error message due to Java's new security requirements. You will need to add the URL and specify the port (4448) to access this site on any browser. IF you would like assistance with this, please contact techsupport@midhudson.org or at x240. Please keep in mind that the version of Web Management Reports (that does **not** use Java) is available at midhudsonlibraries.org/iii/webrpt.
6. **New Cataloging Staff Member:** Please welcome the newest member of the cataloging department, Chris Morgan. He is currently splitting his time between MHLS and PPLD. He recently graduated with an MLS from SUNY Buffalo and he can be reached at x252. Give him a call to say hello. All cataloging problems should still be sent to cataloging@midhudson.org.