Consultant Reports
MHLS Director's Association
Meeting of Thursday, May 2, 2013

Merribeth Advocate, Assistant Director

1. **2013 NYS LSTA Summer Reading Program Mini Grants:** The applications this year hit a new high both in the number of applications and in the terrific Summer Reading ideas people are collaboratively planning with their schools to increase the number of children and families involved in local summer reading programs. All grant award notices have been sent out - congratulations to those receiving funds. We'll be sharing these good projects with all MHLS libraries in **a 'School/Library Collaborations that Work' workshop this fall**.

2. **Tracking Summer Reading**: Typically this is measured in 'minutes read' and 'books read' – now it can be tracked by the number of **days spent reading**! What a great way for people to think about themselves – that they read every day. Wondering how to measure this? It is a local decision but you may want to go with the standard used by National Drop Everything and Read (D.E.A.R.) Day – 30 minutes is the goal.

3. **Library Visits:** One of the things we would like to be able to show legislators, funders, the state and other stakeholders is the **increase in use of your library over the summer**. In your annual report to the state you are asked to report on library visits (total annual attendance). Some people do this through counting library visits during a typical week and multiplying it to get an annual estimate, and some through a mechanical 'people counter'. There has been interesting discussion lately on the listserv about affordable people counters. I encourage you to consider it as having a real count of your library use all year round as the high use during the busy summer compared to "off season" could be very persuasive – it is a number we would like to be able to use on your behalf as well.

4. **The Cube – Beginning this Fall:** The Sound & Story Project of the Hudson Valley (Director/Producer is Eileen McAdam, former member library director) will have its own soundproof mobile recording booth which will start collecting and recording stories from individuals in multiple locations around the region this fall. As time goes on this may be something you want to consider hosting at a library event! http://www.soundandstory.org/

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. **Workplace Safety Policies:** In light of the recent tragedies in Newtown, CT and Boston I thought it might be time to encourage everyone to take a look at their workplace safety policies and make sure they are up-to-date and that staff are trained in procedures related to incidents at the library.
    a. For everyday issues an **incident report form** is critical.
    b. Have a **fire drill** at your library. Helping staff know how to **evaluate, evacuate and communicate** during a fire-related incident is important. Your **insurance company** should review your practices to make sure you know how to position the library to make the most of your coverage. Doing things out of order or not communicating in a timely way with your insurance carrier can invalidate portions of your policy.
    c. **Bomb Threat Reponses Procedure:** it would be good to review with staff what to do if a bomb threat is called into the library, while most are false alarms it is always **better assume it is valid until proven otherwise**. [good sample procedure in the Safe Harbor policy sample referenced below]

d. I'm recommending that all libraries institute an **"Active Shooter" procedure.** While most common for colleges and schools it is not a stretch to think libraries could be a target of such a crime**.** Here's a great resource and a sample response outline:
   i. Active Shooter: How to Respond, Department of Homeland Security:
      http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf
   ii. Active Shooter Response, Wagner College (*Compiled from excerpts of the U.S. Department of Homeland Security's "Active Shooter: How to Respond."*):
      http://wagner.edu/public-safety/crime_prevention/active-shooter-response/
e. There are models of many policies available through the MHLS Sample Policies page as well as the Alliance Library System's Safe Harbor Taskforce: http://bit.ly/12n4D8L

2. **Construction Grants**
   a. No word yet on 2012-2013 cycle.
   b. Get ready for 2013-204 cycle! Construction Needs Memo should have been submitted by now. Next step: watch for information about the technical assistance workshop in June and the availability of the online application from the State.
   c. Not ready for a grant yet? Great time to be working on your facility plan this year!

3. **LibraryAware – up and running**
   a. We are adding another LibraryAware administrator workshop in May @MHLS
   b. Two webinars will also be offered in late May
   c. We are planning workshops for Editors/Publishers specifically where the full time will be spent on creating items and promotions, so if you want more hands-on experience in that area of the program watch for those.
   d. Can't wait for the Editor/Publisher workshops? You can also book one-on-one time with Kerstin Cruger at your library

4. **Submit questions for the Civil Service workshop:** On Thursday, May 23rd we have a great opportunity to learn more about operating a library in a civil service environment. To help streamline the presentation content for everyone I am asking that you submit your questions ahead of time. Please send me your questions [rsmith@midhudson.org] by May 20th so the presenter has time to ensure we can cover everything. Thanks!

5. **Trustee Essentials Workshops Coming in June:** Trustees report that the #1 way they learn about trustee education opportunities is from their director. Please help your new and "newish" trustees connect with a good opportunity to get off to a good start with four upcoming Trustee Essentials workshops being held in multiple locations around the System:
   a. Saturday, June 15th @Kingston Library (AM)
   b. Tuesday, June 18th @Beekman (PM)
   c. Wednesday, June 19th @Hillsdale (PM)
   d. Friday, June 21 @MHLS (AM)

Robert Drake, Information Technology Coordinator

1. **Microsoft Discontinuing Windows XP Support April 2014:** Microsoft has announced that in April 2014 they will officially cease support for their Windows XP operating system. If you still have Windows XP computers in service it would be advisable to deprecate them from your network as soon as possible. After April 2014, system updates will no longer be available and user software (including existing software updates) will increasingly stop supporting this operating system. If your library needs assistance, MHLS is

available to help you in choosing new computers. We currently advise Windows 7 Professional for both staff and public machines.

2. **E-Rate:** The Project Integrity Assurance reviews are ongoing. This is USAC's process of reviewing applications and making sure they meet their program requirements and expectations. A full summary of this process can be found: http://www.usac.org/sl/tools/news-briefs/preview.aspx?id=481

   Key Information from the summary:
   a. If you receive a request for more information from USAC, you have 15 days to respond. After 15 days, USAC will continue to process your application with the information on hand, which may lead to a modification or denial of funding.
   b. Answer questions clearly. Don't provide more information than requested.
   c. You can use the following tool to check on the status of your application: http://www.sl.universalservice.org/FY3_form471/471StatusCheck.asp

3. **Sierra Console – the black window that did stuff in the background of Millennium:** If you want to watch the load up lines in the background this can be done with the following change:

   1) Find your Sierra Desktop App folder under the C drive and look for a file called iiirunner.lax

   2) You will need to open this file with notepad or another text editor

   3) Look for the line that says "redirect" and add "console" after the equal sign if it's not already there:

      lax.stderr.redirect=console
      lax.stdin.redirect=console
      lax.stdout.redirect=console

4. **Offline Circulation Process:** The Offline circulation process used during the transition proved to be more reliable and easier to manage than uploading using the offline program. Please continue to use this same procedure going forward (Summary: email us the circ.dat file).

   Full directions can be found at:
   http://midhudson.org/resource/general/OfflineCirculationProcedure.pdf

   These directions currently remain exactly the same even though we've transitioned to Sierra.

Eric McCarthy, Automation Coordinator

Sierra

1. **TNS:** TNS has been tested and works however the ability to check successful and unsuccessful notifications on the patron level, in Millennium a button in the patron record, did not carry over. We have a ticket in with Innovative and our hope is this is resolved soon.

2. **All Ports in Use:** After some testing we have found that the message received when all ports are in use is "No response from server. Please contact Innovative." This is a terrible and inaccurate message that we

are working with Innovative to change. Additionally, when we attempt to restart a terminal, we have to restart an entire IP address range of terminals. In Millennium we were able to restart one specific terminal when given a port id, in Sierra we need to restart all terminals being used at the library's IP. Again, this is something we are unhappy with and working with Innovative to change.

3. **Receiving Orders:** We have reported issues with receiving orders in Sierra. If you are experiencing issues, please contact myself or techsupport@midhudson.org.

4. **Material Type Icons in Sierra Interface:** The icons currently in display in the Sierra to help identify material type icons have been adjusted and now more accurately reflect the material type.

5. **Uninstall Millennium:** Go ahead and uninstall Millennium. Please contact techsupport@midhudson.org for assistance.

6. **Early Adopter Bonus:** Because we were an early adopter to Sierra, we were rewarded with additional ILS enhancements:

    a. Online Patron Registration: This enhancement will allow patrons to create accounts online. Libraries will receive a notification and a brief patron account will be created. The parameters of what will allowable need to be discussed but at the very least this will help patrons begin to use online resources requiring a library card prior to coming into the library.

    b. Quick Click: This enhancement allows libraries to immediately create a bibliographic record in the catalog at the time of ordering.

    c. OCLC via Network: An automation tool used by cataloging staff to assist connection with OCLC client.