

**Consultant Reports**  
**MHLS Director's Association**  
**Meeting of Friday October 4, 2013**

**Merribeth Advocate, Assistant Director**

1. **Participation in Summer Reading Programs on the Rise in MHLS Libraries:** The total attendance at summer reading program events, comparing 2013 to last year, was up 9%. The following areas have also shown an increase:
  - a. Number of children recording summer reading: up 46%
  - b. Number of minutes read by children: up 38%
  - c. Number of YA recording summer reading: up 36%
  - d. Number of minutes read by YA: 15%
  
2. **Strategic Planning for Ulster Literacy:** Along with nearly 20 people (including Margie Menard, Director at Kingston Library) I attended a strategic planning session for Ulster Literacy. Their mission statement is *“to provide adults with effective programs in reading, writing and communication skills necessary for them to achieve their personal and professional goals.”*
  
3. **NYLA Library Assistants Training Program Coming to MHLS Auditorium:** At the March DA meeting we had a discussion about the NYLA Library Assistants Training Program and gave Jeremy some feedback including that it would be good to hold it at a public library system. The dates are not official yet, but I wanted you to have a heads up that the newly revised, freshly tweaked NYLA Library Assistants Training Program will be coming to the MHLS Auditorium. This program will meet on three consecutive Tuesdays (potentially Nov. 5, 12 & 19) and is focused on participants who ALREADY HAVE library jobs...particularly those with five or fewer years of experience. I wanted you to have the chance to starting thinking about who from your staff would benefit from this training. When I have more details I will send them out.
  
4. **Visually Impaired Patrons Now Have More Access to Books:** Help your patrons who cannot read regular print as a result of a visual or physical disability to explore the options. Full information at <http://midhudson.org/outreach/main.htm#pd>
  - a. OverDrive LEAP Program (accessed from the MHLS Digital Download page at <http://mhls.lib.overdrive.com> where it says "Accessible eBooks - Click here") directs patrons to accessible books provided by Bookshare to patrons enrolled in LEAP.
  - b. NYS Talking Book & Braille Library (TBBL) has the traditional audio tapes you may be familiar with, but also provide access to digital materials through the BARD program. The BARD collection contains nearly 50,000 books, magazines, and music scores in audio and braille formats, with new selections added daily.
  - c. A new BARD Mobile App has just been released: <http://tinyurl.com/p8azqu3>, but patrons must be registered first with the NYS TBBL.

**Rebekkah Smith Aldrich, Coordinator for Library Sustainability**

1. **Tax Cap Reminder: All libraries that have ever had a vote on their budget – yes, even 414 libraries that have not gone back out in the last few years - should be filing the Tax Cap Online Form.** If you cannot find your log-in information please call 518.473.0006. Reminder: the Allowable Levy Growth Factor for the 2014

calendar fiscal year is 1.66% (not 2%). To access the form: <http://osc.state.ny.us/localgov/realprop/>

- **Why the fight for librarians in NYC schools matters to us:** Schools in New York State are required to employ either part or full-time librarians, depending on student enrollment numbers. Many New York City schools are in violation of these regulations. The NYC Department of Education (NYC-DOE) is seeking a variance from the NYS Education Department (NYS-SED) so that it does not have to staff its schools with librarians. If granted, this sets a dangerous precedent; schools across NY looking for ways to save funds would have an invitation to cut school librarians as well. School librarians are our partners in promoting literacy and supporting our students to be the best that they can be. Multiple studies have shown that students in schools with librarians score better on standardized achievement tests. Please take a moment to speak up in favor of denying the NYC-DOE's variance request through this petition begun by Urban Librarians Unite: <http://bit.ly/19jcGWD>
2. The recording of the "**Freedom of Information and Open Meetings Laws for Libraries**" webinar is now available on the State Library's website at <http://www.nysl.nysed.gov/libdev/webinars/index.html>. Bob Freeman, Executive Director of the NYS Committee on Open Government, provides an overview of the Freedom of Information and Open Meetings Laws and responds to questions.
  3. **Train-the-Trainer Workshops for Downloading Media from OverDrive:** I've invited JoAnn Benedetti to come back and do another two sessions of "*iPads and Kindles and Nooks, Oh my!*" This workshop provides step-by-step instruction for all of those at your library who may be called upon to help a patron download ebooks or audiobooks from the MHLS Digital Download Center (OverDrive). It could also be good for trustees and Friends who can be ambassadors in your community to get the word out about downloadable media available from your library's web site. At this workshop we will cover:
    - The various formats in our digital download collection through OverDrive.
    - The various devices patrons are currently using to download content from our digital download collection.
    - How to browse, check out, and download content from OverDrive.At the end of the workshop we'll have a "**Technology Petting Zoo**" where you will be able to check out or "fondle" devices such as an iPad, Kindle, Nook, and Sony eReader. Feel free to bring your own devices with you as well! Two sessions will be held in November:
    - Wednesday, November 13 @MHLS (10am-12pm)
    - Thursday, November 14 @Saugerties Public Library (10am-12pm)
  4. Save the Date: The **Risk Management/Legal Issues Workshop with a focus on personnel issues** with lawyers Bob Schofield and Ellen Back will be held on Monday, December 9<sup>th</sup> from 6-8pm in the MHLS Auditorium.
  5. **More Upcoming Events:**
    - **Placemaking Course @Kingston Library:** The Kingston Library, in partnership with SUNY Ulster and Sustainable Hudson Valley, will be offering a course on "Placemaking" on Saturday, October 19<sup>th</sup>.
    - **Orientation & System Tour for New Staff @MHLS** on October 29<sup>th</sup>

- **LibraryAware Users Group @MHLS** on October 30<sup>th</sup>
- **Roundtable for New Directors** will meet on November 7<sup>th</sup> after the DA meeting. Robert Drake will join us to talk about the topic of technology from a directors' perspective. We'll cover policy, inventory, e-rate and more!

### Robert Drake, Information Technology Coordinator

1. **Another Reminder that Windows XP support is ending:** Microsoft will no longer be supporting Windows XP after April, 8<sup>th</sup>, 2013. We are coming up to a half year remaining. If you still have Windows XP computers in service it would be advisable to deprecate them from your network as soon as possible. We currently advise Windows 7 Professional for both staff and public machines. If your library needs assistance in making this transition, MHLS is available to help you in choosing new computers. Our standardized IT purchasing form may also be of some assistance.
  - a. Standardized Order Form <http://midhudson.org/department/computer/2013SOF1.docx>
  - b. Description of Equipment <http://midhudson.org/department/computer/2013SOF2.docx>
2. **Reminder that Google Desktop (iGoogle) is ended:** iGoogle will be retired on November 1, 2013. If you use this service, you are advised to consider alternatives. Google's iGoogle page has more details and suggested steps. <https://support.google.com/websearch/answer/2664197>
3. **Library Website URLs:** We can help any library still using the .lib.ny.us domains to transition to a new, potentially easier to remember, domain name. The cost for purchasing domains names is customarily \$10-14 per year. Let us know your interest, and we can provide a list of available domains for you to choose from.
4. **Remove gigcat.midhudson.org:** Since the offsite transition, the primary URL for our catalog has been midhudsonlibraries.org. If you see the old name (gigcat.midhudson.org) in continued use please, transition it to the new URL as soon as possible.
5. **Static IP addresses:** If your library has a static IP address we able to put this into the Sierra. By doing so, users at your location (both public & staff) can be authenticated into most databases without having to type in a username and password. Another benefit can be seen in the OPAC, where local records are prioritized to the top when the OPAC is searched (again for both staff and patrons). If you have a static IP address and are not sure whether or not it's added into Sierra, let us know and we can confirm.

### Eric McCarthy, Automation Coordinator

#### Sierra

1. **VIP designation:** we have noticed that many libraries have continued to use this patron type. We are going to start removing this ptype from the loan rule determiner table. If you still have patrons with this ptype after we have removed the line from the loan rule determiner, the checkout will be reflected as loan rule "non-circulating". If you need assistance in running a list of all patrons with this ptype and would like to rapid update to your home library's ptype, let me know. See the minutes from October 3, 2012 DA

meeting for additional information regarding the VIP designation.

2. Some libraries are still not using **Sierra initials** that use the library's site code in the prefix. For example: adrtl (for Adriaance). We will start deleting these legacy logins soon so please get in touch with us if you are unsure if your library is in compliance.
3. A reminder to place item-level holds for **book club requests** and to make sure that you run your item paging lists in addition to your title level requests.
4. Please be patient with the **patron self registration** roll-out. I'm still working out some kinks from the testing and currently we have over a dozen libraries that have requested this. I will contact your library directly to customize the landing pages. Because of how the patron templates need to be built, the links for self-registration will need to live on each individual library's web site. If you have any questions regarding this, please feel free to contact me.
5. If you no longer have access to the **dates closed** table, please get in touch with me. If you would like to make changes to your dates closed table and do not already, give me a call and I can walk you through this process. If you would like to have Mid-Hudson make changes to your days closed table, please send an email to me with your dates closed as soon as possible for 2014.
6. All of the Resource Sharing and ILS SOPs have been moved over the kb.midhudson.org. If you still want to navigate to these guides from midhudson.org, you can use the link on <http://midhudson.org/resource/main.htm> called "Old Millennium Guides". This link will be completely removed after we have revamped midhudson.org so if you have any questions regarding the navigation on the new knowledge base, give us a call.

**Cataloging Department:** Just a reminder that all cataloging requests will be processed much quicker if you are making them to [cataloging@midhudson.org](mailto:cataloging@midhudson.org).

**OPAC:** The discovery tools subcommittee met on September 16 with Laure Shedrick from Innovative to discuss the Encore search interface.