

Consultant Reports
Directors Association Meeting - February 2011

Merribeth Advocate, Outreach & Education Coordinator

1. Annual Report Update:

- The software is ready for your data input, and is linked to the homepage of midhudson.org. New directors from 8 libraries have attended training sessions. Over 50% of member libraries have logged in. Please have all reports fully submitted by February 17.

2. Rotating Collections:

- The MHLS rotating collections program has been discontinued as of January 2011. Current collection materials will be offered to 2010 subscribers, who will be contacted when that disbursement information is available.

3. OverDrive:

- Your library is reaching its 1-year anniversary with OverDrive. There have been a total of 16,500 checkouts. eBooks were added 2 months ago – of the 3,000 eBook checkouts, ½ were OverDrive titles and ½ were Gutenberg titles.
- Updated collection development guidelines are in this packet.
- Improvements to the OverDrive website include re-ordering the items in the left-hand navigation bar, bringing “Collections” to the top for better patron experience.
- The MHLS Business Office is compiling an OverDrive balance sheet to track project funds and expenses.

4. Folk Arts Program:

- There is a regional Folk Arts program that works with Mid-Hudson Valley folk artists and tradition bearers to preserve and present the rich heritage of area residents. They can collaborate with your library to offer culturally sensitive, informative public programs and assist you in finding artisans, musicians and dancers. info@ArtsMidHudson.org

5. Correctional Facility Borrowing:

- Some libraries have had questions about the correctional facility libraries in our area. The MHLS region has 7 correctional facilities. Each has a general library and a law library for the inmates. Six of the general libraries are run by MLS librarians, but they have little access to the Internet.
- MHLS receives annual funding from NYS Correctional Services Aid to support services to inmates. Their Millennium records are proactively monitored by MHLS Outreach so if a borrowed item is lost at a facility, MHLS pays the member library swiftly on behalf of the facility from these funds.
- Since items placed on hold for correctional facilities are subject to local preference in Millennium, local items fill local demand before being loaned to a facility.

6. Plan of Service sessions:

- In this packet is a listing of the 23 input sessions where data will be collected to help prepare the 2012-2016 MHLS Plan of Service. Sessions are scheduled for all types of member library stakeholders. Please insure that your library has broad representation at these sessions. Issues to be discussed include: *Your library's needs; Opportunities you see in the future for your library; Challenges you see in the future for your library; Trends you have noticed in your community. The collective results will be used to help design future system services.*

7. Support for Youth Services Providers:

- With the departure of Christina, I am the contact for youth services support. Information will be sent out shortly about the 2011 Summer Reading program grants. I will be coordinating letters to the BOCES, school superintendents, our area Regent and the NYS Education Commissioner about the important support member libraries provide to area students.
- The 2011 Performers Showcase has been suspended.
- Two Summer Reading Workshops will be held in early spring.

8. MHLS Managed Member Library Websites:

- 32 libraries are now live with their new websites, which means we are 89% completed with this conversion. To insure timely service to libraries with managed pages, a new email that is monitored by several staff has been created for you to use in sending us updates:
webchanges@midhudson.org

Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability

1. Advocacy Update:

- **ELFA Bill Passes** –Thanks to everyone who acted each time this came up for a vote, I know it seems like you are forever being asked to visit the NYLA Online Advocacy Center to write but it is necessary!
- Please participate in **SNAPSHOTNY: A Day in the Life of a Library** during the week of February 13th - February 19th, 2011. For more information visit <http://www.protectnylibraries.org/>
- **Library Advocacy Day – March 1st**
 - i. **We need your help** to get trustees and Friends to Albany. Please encourage your stakeholders to call, write and travel to Albany for Library Advocacy Day.
 - ii. **Bus Registration:** \$15 per person. Registration deadline: February 18th. Please register for the bus through RCLS director to meet their deadline: <http://calendar.rcls.org>
 - iii. **Driving on your own?** Please register through the MHLS online calendar.
 - iv. **Appointment schedule** is in the works, we'll post it the week before.
- **Word-of-Mouth Marketing Push:** Posters w/talking points and other WOMM products will be available the first week in February.
- **Still time to attend an Advocacy "Boot Camps" session!**
 - i. February 14th @Germantown Advocacy Boot Camp **for Directors and frontline staff** at MHLS from 10-12pm.
 - ii. Full list for Trustees & Friends is attached to this report

2. Construction Grants

- **For those libraries with a 2010-2011 application pending:** Everything still looks good. The applications are being reviewed by DASNY's lawyers at this time. In years past announcements are promised anywhere from February – April. Legislators are given first dibs on making the announcements. I'll let you know as soon as I hear anything new.
- **For those libraries hoping to apply for 2011-2012:**
 - i. NYLA is hopeful the NYS Construction Aid program will be included in the Governor's budget.
 - ii. DLD is considering an online application form.
 - iii. To prepare for the application process the MHLS Board will review their stated priorities at their March meeting. Last year's priorities gave the highest priorities to projects that are part of an overall plan for building improvement. Although they did not rank priorities, they looked for applications that show energy savings (preferably in the context of a professional's recommendations), increased space, and accessibility improvements
 - iv. A given will be that our board will want to see forethought in your project. Having a **facility plan**, even a basic one outlining your priority projects in the areas of handicapped accessibility, energy efficiency, renovation and expansion should be considered the first step in the application process. I have a template to get you started on a plan and have consulted with a number of libraries to develop a plan, just give me a call if you'd like a consultation.

3. Open Meetings Law: I've been getting a number of calls with questions about OML. Brief summary you may want to review with your board:

- All libraries, *regardless of type*, must comply with Open Meetings Law
- All meetings must be accessible to the public.
- All meetings must be publicized in your newspaper of record (which your board should designate each year), in the library, on your web site.

- Library business must be conducted at the open meeting.
 - Executive session can only be used for very specific reasons, outlined in the law and in the Trustee Handbook. Executive session must happen in the context of an open meeting.
 - No votes related to expenditures of public dollars may be made in executive session.
 - Friends Groups do not fall under Open Meetings Law.
4. **New Perceptions Report Released by OCLC:** *Perceptions of Libraries, 2010: Context and Community*, a follow-up to the 2005 *Perceptions of Libraries and Information Resources*, is now available at <http://www.oclc.org/reports/2010perceptions.htm>. Really good stuff in here that I'll summarize in upcoming Bulletins for everyone.
 5. **Going for a 414 this year?** Just a reminder to let me know if you have decided to go for a 414 this year. Your board needs to commit to going through with the process no later than April (IMHO).

Laurie Shedrick: Automated Systems Manager

1. **Automated Services & Bibliographic Maintenance:** Our technology services in general have merged into one department, which I am supervising. At this time any questions or concerns you may have are very welcome as I move forward with departmental organization. Issues that formerly would have gone to Mohamed, should be addressed to me. I look forward to working with you in this new capacity and am optimistic about what will develop
2. **Upgrade: As of Wednesday January 27, 2011 we are now Release 2009b 1.2 In addition to fixing a freezing problem for Highland, here is a partial list of issues that have been resolved:** Payment not recorded when record in use; Error message appears rather than bib display; Advanced keyword searching not performing 'OR' search, Not all holds automatically processed (we had this patch) ; Attempts to access Circa fail; Login statistics problem; PIN reset fail; Double click completely clears holdshelf report; EDIFACT sends numeric codes and not fund codes; Some keyword sorts fail; Fines totals not adjusted; Unfrozen holds cancelled too soon by title priority paging; Incorrect fines display; 80 plus character email addresses fail with Print Templates notices; Limit using reading history fails; Broken holds caused by changing pickup location
3. **Annual Report & Innovative:** I was able to confirm with Innovative that we should have been gathering renewal statistics in the terminal number where the item was checked out. The have a software engineer looking into where the things went wrong. Be sure you are using the revised version of your circulation stats (indicated on header).