Merribeth Advocate, Assistant Director

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.

2. **2013 NYS LSTA Summer Reading Program Mini Grants:**
   a. *Note: This will be the last year this funding is received. It will be replaced by the Family Literacy Library Services Program which will be used to fund "Summer Reading at New York Libraries". Because of this change and the expiration of the LSTA funds, the grant activity period had shifted and reports will be due in July.*
   b. Federal Library Services Technology Act (LSTA) funds, received from the NYS Library Division of Library Development for "Summer Reading at New York Libraries" will be used to expand the programs and services in member libraries during the summer. 2013 funds will be mini-granted to libraries for programs collaboratively-planned with schools that will**:**

      ✓ **increase the number of children and families involved in local summer reading programs AND**
      ✓ **foster school/library partnerships in support of "Summer Reading at New York Libraries"**

      $8,500 will be available for this initiative to improve library services. Libraries who submit applications that are rated successful by MHLS will each receive $300 -$700. Each application will be scored using a standardized rubric. Applications will be ranked for funding based on their score. More information TBA.

3. **2013 Access to Lynda.com for you and your staff:** Lynda.com is a web based training service for learning software, creative and business skills. By participating in a state-wide group deal through the 3R's we have a 5-seat simultaneous access to Lynda.com Pro Edition for 1 year starting in January. Our access gives the opportunity for MHLS and **member library staff to take any course they want from the 1550 available**, working independently in a set amount of time. I will maintain a waiting list for people interested in specific courses and manage our "seats". More information TBA. This is a great way to learn new skills, brush up on existing skills, and earn CE credit for civil service or degree sustenance. Certificates of completion will be issued. Courses include, but are not limited to:

   - Adobe
   - Excel
   - Google Analytics
   - Google Docs

   - InDesign
   - PowerPoint
   - WebEx
   - Word

4. **Key Recommendations for Public Libraries**: The Regents Advisory Council on Libraries presented a program at the 2012 NYLA Conference centered on the implementation of *Creating the Future: A 2020 Vision and Plan for Library Service in New York State* http://www.nysl.nysed.gov/libdev/future/index.html (also the topic of the 2012 MHLS Annual Meeting). Over 120 members of the library community attended the NYLA discussion, with attendees separated into groups by library type to discuss the plan's 60 recommendations. They determined the following key recommendations for public libraries to be given priority in implementation:

   a. **Recommendation 23** – The further proliferation of the Regents' Public Library District Model to enable all public libraries to become fully funded and governed through citizen participation and public vote.

   b. **Recommendation 27** – The provision of robust early childhood education programs and the provision of homework assistance as a core service; the alignment of outreach services with societal priorities, such as teen services and gang prevention.

   c. **Recommendation 29** – Investment in public library facilities in order to be able to respond to the changing needs of communities -- rewiring of older buildings, creation of larger meeting spaces and small meeting rooms, flexible storage solutions so that libraries can adjust as print to e-format ratios change and energy efficiency improvements to keep operating costs down.

5. **Kids Port:** To keep Kids Port http://kidsport.midhudson.org/ a good relevant resource, building on the foundation that is already there, we would like to form a small Kids Port Content Advisory group. If you have someone on your staff who would like to use/develop their information finding skills for K-6, keep them in mind for this. Info on the first meeting, which will be this spring, will be coming out soon.

6. **Battle of the Books Libraries**: I have been asked to pass to you a reminder that the members of BOB decided last year that every participating library must participate on a committee at least once every other year so that a handful of members are not doing all the work.

Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability

1. **Be Strategic in 2013.** Can you pick one – just one – goal for the year? **What is that one thing that will make your library better for the long-haul?** Is it getting a strategic plan in place that your board, staff and community buy into? Is it pursuing a budget increase? Could it be finishing up your necessary set of internal policies? How about finally getting an annual report out to the community? Let me know what your one goal is and I'll help you.

2. **NYLA Budget Priority for 2013:** As a member of the New York Library Association's Legislative Committee we've been working to set the legislative priorities for the year. When it comes to the budget priority we are intensely focused on restoration of library aid. NYALS – the statewide association of library systems (of all types) has hired a lobbyist that is working alongside NYLA. That lobbyist has only one task: to help obtain restoration of library aid.

   o *For now, we are promoting "full restoration" to $102 million.* This "ask" will be adjusted once the Governor releases his budget in late January. Last year our angle was to ask for a match of the Governor's proposed increase for schools which resulted in an increase in library aid for the first time

in several years.

3. **Advocacy Efforts**
   o **The Advocacy Season for NYS is about to begin.**
     - In mid-to late January the Governor will release his budget and we'll know how to better craft our budget request.
     - February will be spent educating staff, trustees, Friends and Patrons about the state of library aid and the local impact as well as a time for outreach to new legislators.
     - Early March is NYLA's big advocacy push with Library Advocacy Day on Tuesday, March 5 followed by outreach to all legislators in a variety of ways until the budget is passed (target date for budget passage is April 1).
   o **Word-of-Mouth Marketing** for the first quarter of 2013 is all about getting the word out about the value and importance of libraries and the need for NYS to restore library aid to take the pressure off the local library to fund systems.
     - **Five Things You Can Do Right Now:**
       1. Promote the *Library Use Value Calculator* [http://midhudson.org/value.htm] Have your staff, board and Friends Group try it out. Promote it on your web site and in your newsletter/enewsletter.

       2. Start planning now for *Library Lovers' Month (February).* Increased local patron awareness will help spur them to action when you need their voices on a local, county or statewide library advocacy issue. Use MHLS' Accucut heart die to run a "*Why I love my library*" campaign: help patrons send a Valentines to your library while capturing statements from library patrons you can use in all sorts of ways! For more ideas about what to do during Library Lovers' Month: http://www.librarysupport.net/librarylovers/

       3. If you have not already attended an **Advocacy Boot Camp** session or have **staff and trustees** that could benefit from a better understanding of how libraries and systems are funded, who the decision makers are and how to get the word out – sign up for one of the ABC sessions being held in February. Check calendar.midhudson.org for more details.
          a. *Already attended an Advocacy Boot Camp session?* Take your skill set up a notch by attending a custom workshop, **"Organizational Storytelling: Using storytelling as an advocacy tool,"** that will be presented by myself along with professional storyteller Lorraine Hartin-Gilardi at the Millbrook Library on Tuesday, February 19 from 6-8pm.

       4. **"Subscribe" to your Legislators Online:** If you haven't already, "Like" your legislators Facebook page and follow them on Twitter. While not all legislators have a social media presence, for those that do this is a way we want to be interacting with them. Closer to Advocacy Day (see #5!) Tagging them in tweets and FB posts about libraries helps them (or their staff) see that libraries are "trending" amongst their constituents.

We may even try a "Twitter Bomb" event closer to Advocacy Day… stay tuned…

5. **Save the Dates:** *NYLA Library Advocacy Day: Tuesday, March 5 in Albany*. MHLS arranges bus transportation and makes all the appointments to visit with legislators, or drive up on your own and just visit with your legislators – especially if you have never met your legislator! The day before, **Monday, March 4** is also a day you may want to save. NYLA is arranging workshops the day before and the New Yorkers for Better Libraries Political Action Committee [http://www.newyorkersforbetterlibraries.org/drupal/] will hold their annual dinner which is a great place to support a good cause while getting the most up-to-date information about what is going on in Albany.

4. **NYSUT FOIL Request:** I have posted the basics you need to know about FOIL to the MHLS-DIRECTORS list. If anyone missed that post just let me know and I'll resend it to you.
   o I've reached out to the head of the **NYS Committee on Open Government, Bob Freeman, and he has agreed to come to MHLS do a presentation on FOIL and Open Meetings Law**… seems like the time is right! Bob will be coming on Wednesday, January 30th from 6-8pm in the MHLS Auditorium. He is the absolute expert on OML and FOIL in NY, *no one knows more* so don't miss this chance to hear him speak!

5. **Tax Cap:** I have been asked to join a statewide taskforce to write a **whitepaper** about the impact of the tax cap legislation on public libraries. A driver behind the formation of this taskforce is to work on obtaining clarity on the compliance timing issue for some libraries whose decision making timeline does not allow them to comply with the Comptrollers reporting schedule.

6. **Contact Info Update Reminder:** If you haven't already, please send an updated board roster (with your board president indicated) for your library to Kerstin [kcruger@midhudson.org]. We do our best to keep our contact database up-to-date but need your help to do so. We're looking for their names, mailing addresses and email addresses at the least. Thanks!

Robert Drake, Information Technology Coordinator

1. **E-Rate Resources**

   Repeated again for convenience, resources when applying for E-Rate

   - Form 470 & 471 These can be found at: http://www.usac.org/sl/tools/forms/default.aspx
   - Further Instructions for form 470 can be found at: http://www.usac.org/_res/documents/sl/pdf/forms/470i.pdf
   - Further Instructions for form 471 can be found at: http://www.usac.org/_res/documents/sl/pdf/forms/471i_fy05.pdf
   - If you do not know your entity number, you can search for it here: http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp

- 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

Support Resources:

1. E-Rate Listserv: http://www.e-ratecentral.com/subscribe.asp
2. E-Rate Central - question@e-ratecentral.com
3. USAC Submit a Question - www.slforms.universalservice.org/EMailResponse/EMail_Intro.aspx
4. Lisa Areford at the Division of Library Development
5. USAC Glossary and Acronyms: http://www.usac.org/_res/documents/sl/pdf/handouts/SL-Glossary-of-Terms.pdf
6. E-Rate Deadlines: http://www.usac.org/sl/tools/deadlines/default.aspx
7. E-Rate Eligible Services List: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx

Please note the following deadlines:
Form 470: Must be submitted prior to 2/14/2012

Form 471: Must be submitted prior to 3/14/2012* This must also be submitted 28 days after form 470.

2. E-Rate Step by Step – Form 471

Please refer to my previous DA report for information on Filing Form 470. Remember that form 471 must be filed at least 28 days after you filed Form 470. The purpose of this wait period is to give vendors time to provide quotes. Remember that, E-Rate expects a legitimate bidding process unless you are within a multi-year contract

Prior to filling out Form 471 you should have a bidding matrix listing all of the vendors which supplied a legitimate bid on the services you listed in Form470. This matrix may use any number of criteria to come up with a final vendor, however price must be the most important criteria used. Other criteria may include previous relationship, quality of service, etc. Since these measures are subjective you have a great deal of freedom in choosing your vendor. It is important to note though that if you do not go with the highest bidder on your matrix, you will not receive funding. Further, if you are forced to go with another vendor for any reason, it will have to be the #2 company on your bid matrix if you wish to retain funding.

A sample matrix is located below:

http://www.e-ratecentral.com/applicationTips/bidAssessment/BidResponsesAssessments.pdf

3. Standardized IT Order Form

In order to assist libraries in purchasing equipment, we have created a standardized order form which can be found at the links below:

1. Standardized Order Form http://midhudson.org/department/computer/2013SOF1.docx
2. Description of Equipment http://midhudson.org/department/computer/2013SOF2.docx

For the coming quarter, these are the items (with prices) that we are able to purchase on behalf of member libraries. These prices include the cost of shipping and other fees. The form will be updated, as necessary, on a quarterly basis. Please note that the listed prices do not include the cost of an onsite visit for configuration.

When using this form please indicate the quantity of total price of equipment desired. Include payment with the form and send to the MHLS Business Office. Upon receipt, equipment will be ordered and you will be notified of the expected arrival date.

Eric McCarthy, Automation Coordinator

Databases

1. **Sierra Update:** On January 4th we are scheduled for a conference call with our transition team at Innovative.
   - We are scheduling on-site visits to assist with access to the database and to give preliminary training on Sierra functions.
   - We will be visiting all libraries as soon as we are able to access the database. Initially this will be read-only so the amount of training we can perform will be limited. Our goals are to help front line employees become comfortable with the new interface and make the circulation transition smooth.
   - Administrative training on Sierra features will be scheduled after the transition. Our focus on training before the transition will be on changes to circulation and cataloging.
   - Sierra, for the foreseeable future, will be launched with a desktop app and will not be launched within a browser.
   - If you haven't gotten in touch with me about initials and passwords, please do.

2. **System Latency:** I posted a message about this on the director's and Millennium listservs but please make sure to take the time to document a few things when you notice that Millennium software is running slowly. I currently have a ticket open with Innovative but we do need to make sure that we supply them with data to help them troubleshoot this issue. When you are having issues with Millennium, please submit an email to techsupport@midhudson.org with the following:
   - Run a test on speedtest.net and make sure you include the value under "Ping".
   - What other processes are being run on your network? Is the problem with all machines or is one specific terminal experiencing an issue?
   - Make sure you let us know what your IP address is when you submit the ticket. Go to whatismyip.com to find this.
   - As best as possible, let us know the exact series of steps you were performing when Millennium began to slow down or freeze.

- Remember to close all transactions when completed. If Millennium freezes requiring a restart and you have an open transaction, these records will be locked.

3. **Databases:** The Gale Testing & Education Reference Center is back online now.

4. **Old URL:** I noticed that several library Web sites are still using gigcat.midhudson.org links. This URL will stop working at some point so make sure that your links to catalog have been updated to midhudsonlibraries.org, pay special attention to your database links and look to replace the gigcat proxy.