

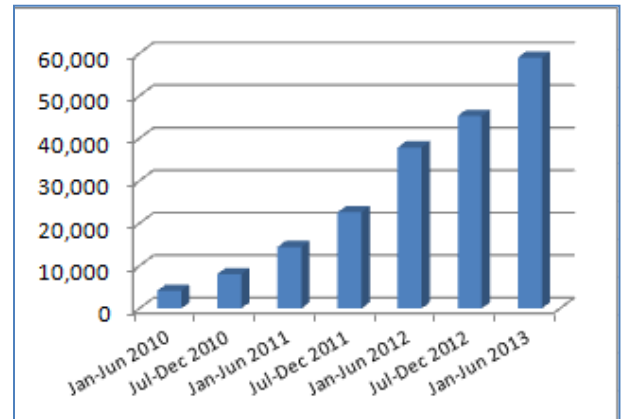
**Consultant Reports**  
**MHLS Director's Association**  
**Meeting of Wednesday, July 24, 2013**

**Merribeth Advocate, Assistant Director**

**1. OverDrive:**

a. **Circulation:** The chart at the right shows OverDrive circulation in 6 month increments. June was the highest month ever for eBook circulation, and also the highest month ever for eAudiobook circulation.

b. **Downloading OverDrive at the Library:** While previously this was limited by copyright issues to only libraries with OverDrive Download Stations and only to eAudiobooks, there is a new easy alternative for eBooks. Encourage patrons who are accessing eBooks on a shared computer to pick the OverDrive Read format, as this is browser-based and not tied to any software. More options at <http://midhudson.org/collection/overdrive.htm#download>



2. **Fall Into Books:** Early Bird reduced price registrations must be **postmarked by July 26**. The 15th Annual Fall into Books Children's & Teen Literature Conference will take place on October 17 at the Holiday Inn at Kingston. **Steve Sheinkin** is the author this year. Information at [http://midhudson.org/departments/youth/fall\\_into\\_books.htm](http://midhudson.org/departments/youth/fall_into_books.htm)
3. **Updated Committee Chart:** Included in your packet is an updated committee chart which includes the replacements for the directors that have left MHLS, the addition of the members of the System Services Advisory Committee and their terms, and also the county chairs of their directors group.
4. **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 a cumulative total of library visits (total annual attendance) which is fine for that use. But I encourage you to document a people count during one of your busy summer weeks and send it to me. This number compared to "off season" could be very persuasive and it is a number we would like to be able to use on your behalf as well.
5. **12NY – Envisioning an Information Infrastructure for New York:** The final report from NY 3Rs Association reflects their assessment of the current conditions of collaboration and shared project management among libraries in the state. The report is available in complete and condensed versions at <http://www.ny3rs.org/i2ny-2/> and is being distributed to the New York State Board of Regents, the governor and state legislators, the media and the library community throughout New York.
6. **Update on Vision 2020 –** In the June progress report the Regents were asked by the Regents Advisory Council to take particular action in regard to a few of the recommendations including Recommendation # 23: **Further the 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.**
- a. Report: *Members of the task group are working with State Library staff to update and improve the DLD webpage "Creating a Public Library District in New York State, a How To Guide" and other pages dealing with Special and School District Public Libraries. However, the development of each library districts requires considerable expertise in a variety of areas, including municipal law, election law, and public library law and regulation. These needs are best addressed from a central source housed at the State Library.*
  - b. Regents Action Requested: *We ask that the Board of Regents reaffirm the importance of the development of library districts by directing the Commissioner to fund designated staff positions at the State Library earmarked for development of library districts, so that local initiatives meet the highest success rate possible when brought before the voters.*
  - c. Full information at <http://www.nysl.nysed.gov/libdev/advscns/rac/2013rept.htm>
7. **Legislator calls to DLD –** It was reported by State Librarian Bernie Margolis that DLD has been getting an increasing number of calls from legislators on three key topics: asking for help on resolving local issues; asking how they can be more

involved in summer reading programs; asking about resources the libraries have in the state. It's a great time for you to reach out to them so they know about the good work you are doing, the great resources you have, and so they think of you as their local library expert.

8. **IMLS Report about Preparing Young Children for Success** – Released in June, a new report from the Institute of Museum and Library Services reports that libraries and museums are effective, but often overlooked resources in our nation's effort to turn around a crisis in early learning, exposing children to reading and powerful learning experiences in the critical early years and keeping them learning through the summer months. It documents dozens of examples and 10 key ways libraries and museums are currently supporting communities' efforts to develop a strong start for young children's learning. Available at <http://tinyurl.com/lr6xk3j>

## Rebekkah Smith Aldrich, Coordinator for Library Sustainability

### 1. Albany Updates:

- a. **Three library related bills** have successfully been passed by the Legislature. They are all awaiting the Governor's signature. If you haven't already, please visit the NYLA Online Advocacy Center to send an online message to the Governor requesting his attention to these bills, particularly Reed Memorial Library's bid to become a special district public library! Thank you!

Visit <http://bit.ly/131HRFf> to contact the Governor.

**Library Card Info Distributed to Students:** S.2018 Farley / A.3560 Nolan

Require school districts to disseminate informational materials about applications for public library cards to students, when such materials are provided by the public library.

**Consolidating of Conservation / Preservation Aid Program:** S.2856 Farley / A.4664 Kellner

Restructure this program to better align with its intent and reduce redundant documentation.

The bill that **Relates to creating the Reed Memorial library district:** S.5560 / A.6414

- b. **Senate Bullet Aid:** As part of the FY 2013-14 NYS Budget, over 360 libraries were awarded funding through a program of targeted aid via education funding, referred to as 'Bullet Aid'. MHLS libraries in Senators' Ball, Marchione & Swards' districts were awarded funds.\* This is a good reminder, as was last year, that the "member item" culture is still alive in Albany. Be sure to **invite your state legislators in to your library building, be clear about your needs and ask for their advice about finding funds to help with projects** like expansion/renovation, technology and special programs. In short, be on their radar and get on the "list." You never know when the light will shine on your legislator and they can connect you with this type of funding.
  - c. **Minimum wage in NYS will be increased** from \$7.25 to \$9 per hour over three years. It will rise to \$8 per hour effective December 31, 2013; \$8.75 per hour effective December 31, 2014; and \$9 per hour effective December 31, 2015.
2. **414 Libraries Going for a Vote in November 2013:** You should be well into the petition signing phase of the work to get on the ballot. Rules for filing your petitions are attached to my report. Please remember the 36 day window you need to give the Town Clerk and Town Board to get the petitions to the Board of Elections. Please **take responsibility for posting the legal notice**, don't leave it to chance that the Board of Elections will remember. Legal notice should be sent to two newspapers for each of the two weeks preceding the vote. A sample legal notice is available in the Inch by Inch document: <http://midhudson.org/trustee/414mhs.pdf>

### 3. LibraryAware

- You can now create **custom templates, post cards, wide bookmarks and rack cards** in LibraryAware! If you haven't gotten started now is the time! Kerstin will be hosting LibraryAware "**Tips & Tricks**" sessions in August. Please feel free to contact Kerstin, x250 or [kcruger@midhudson.org](mailto:kcruger@midhudson.org), with any questions.
- **If you are not up and running yet put it on your to do list!** Log in and check your *Basic Information* – is your library's name, address and web site entered as you'd like it to be? How about your logo? Everything you need to know to get started is listed at <http://midhudson.org/libraryaware.htm>

### 4. MHLS Construction Grant Deadline: August 16. I believe I've spoken with everyone eligible to move forward with their application for this year but if you feel uncertain about that drop me an email. DLD recently issued some clarifications about the grant program, much of this is thanks to questions that came from MHLS member libraries!

➡ The State Historic Preservation Office (SHPO) has entered into an agreement with the State Education Department to reduce the types of construction activities that previously necessitated SHPO approval. With this agreement in place, a library 50 years old or older may not require SHPO approval depending on the type of construction project activities proposed. The agreement and its Appendix A (where those activities not requiring approval are defined) have been posted on the State Library's construction grant website at: <http://www.nysl.nysed.gov/libdev/construc/14m/shpo.htm>

➡ The construction grant program FAQs have been modified to include an improved definition of "routine maintenance". The definition has been expanded to state: "Expensive projects with a large scope that are not done every year, such as carpet replacement for large areas of the building and repointing bricks are not considered routine maintenance." The revised FAQs have been posted at: <http://www.nysl.nysed.gov/libdev/construc/14m/faq.htm#b7>

➡ Misc items that are now eligible project expenses include the following:

The purchase and installation of generators as a back-up to existing utility systems;

The purchase and installation of assistive listening systems (including loops);

The installation of broadband connections (monthly connection fees are not eligible);

The purchase and installation of exterior signage, with or without lighting.

### 5. ALA Conference: I was lucky enough to attend the ALA Conference in Chicago this year. Below is a list of most of the programs I went to, if you would like more info on anything just let me know!

**From Outputs to Outcomes: Measuring What Matters**

**Librarians as Learning Leaders: Networked for the 21<sup>st</sup> Century**

**Beyond Brainstorming: Making More Effective Decisions**

**We Went Mobile: Now What?**

**Public Libraries in China Today**

**The Elusive Library Non-User**

**Mergers and Acquisitions: A roadmap for effective organizational change**

**Top Tech Trends**

**Cory Doctorow: More Than a Book-lined Internet Café**

**Mark Frauenfelder (editor in chief of MAKE magazine) and Maker Monday**

**SustainRT** [This was the first official meeting of the new Sustainability Roundtable of ALA of which I am a steering committee member. The mission of SustainRT is to promote sustainability in the profession in order to move toward a more equitable, healthy and economically viable society. The mission of the organization is to provide resources for the library community to support sustainability through curriculum development; collections; exhibits; events; advocacy, communication, library buildings and space design. So, as you can imagine, I'm pretty excited about this.]

**Pro Tip:** If you are an ALA member you can log in to the ALA Conference scheduler and see handouts from some of the programs: <http://ala13.ala.org/sessions/handouts>

## Robert Drake, Information Technology Coordinator

1. **MHLS Calendar update & downtime:** On July 30<sup>th</sup> from 8am to 10am, Calendar.midhudson.org will be down as we upgrade to Evanced's newest version. It will have a significantly different look following the conversion. If any library is interesting in pricing on Evanced Calendars of their own, I can get quotes through our account representative.
2. **kb.midhudson.org – New Sierra Knowledgebase**

In order to make it easier for us to create, update, and upkeep our documentation, we've built a knowledgebase around our Sierra guides and manuals.

As with any website change, this transition from the former setup to a new arrangement will entail some amount of relearning of where things are located, however the content management system around the knowledgebase has allowed us to recreate for Sierra over a decade of Millennium guides in just a handful of months and eliminated the necessity of certain software licenses. The backend workflow has similarly consolidated a number of duplicate documentation efforts and allowed us to concentrate increasingly on improving the content.

This knowledgebase can be found from the resource sharing page of midhudson.org or accessed directly at <http://kb.midhudson.org>. Like the Millennium guides, this knowledgebase is password protected as per iii's requirements. The username and password is the same as it was for the resource sharing section of the website. As always, feel free to request additional documentation or suggest improvements to existing guides.
3. **2D Scanners for use with Cardstar:** The Marketing committee has the full report on Cardstar, however 2d Scanners can be purchased through our standardized purchase form located at: <http://midhudson.org/department/computer/2013SOF1.docx>
4. **Sierra Downtime:** iii has scheduled mandatory server maintenance for Thursday, August 8<sup>th</sup>. The server, OPAC, databases, and associated services are expected to be unavailable the entire day. During this maintenance window they will be moving us to an improved hosting arrangement designed to correct/prevent issues that caused the downtime experienced by Verizon and Fairpoint libraries on June 18<sup>th</sup>. Certain libraries with individual database contracts (not those through MHLS) may need to contact their vendors with updated IP addresses. We will be contacting these libraries individually. Similarly the authentication address of the SAM Command PCs may need to be changed. I will be contacting these libraries as necessary.

## Eric McCarthy, Automation Coordinator

1. **OPAC**
  - a. The **Bibliographic Page** has been slightly altered to reflect a suggestion from the Central Library/Collection Development Committee. The Syndetics content, including Summaries and Tables of Content are now situated above the content from NoveList Select. The link labeled "Resource" that was under the book jacket has been removed. All content that had displayed after clicking on that link has been moved directly onto the bib page. Also, thanks to the Central Library/Collection Development Committee for renewing our Syndetics contract for three more years.
  - b. Resource Sharing Advisory Committee recommended we start a Discovery Tools subcommittee group focused on evaluating federated search tools to improve OPAC search results. I've approached Innovative about their OPAC enhancement, Encore, but there are several different tools that are available to consider. If you are interested in joining this subcommittee, please get in touch with me. We could meet until some point when a recommendation would be made to the suitable committee or the Director's Association.

2. **Resource Sharing Standards:** The Resource sharing Standards have been updated to reflect all changes voted on by the Director's Association. Printable PDF document is available here: <http://kb.midhudson.org/resource-sharing-standards/> included updated documentation related to Resource Sharing Standards violations. Quarterly reminders of updates will be sent out on the Director and Sierra listservs.
  
3. **Sierra**
  - a. We are scheduled to go live with Sierra 1.1.2 the second week of August. This does **not** involve a client reinstallation. When you login after going live, you will need to re-download your jar files but this will only need to be done once. You will not have to reset your printer settings. Included in the new version of Sierra will be an optional compact browse, new user defined themes, and icons will now include labels. I also understand that the sort items display will be fixed allowing libraries with a defined IP address to have locations float to the top.
  
  - b. Remember that you must clear your hold shelf weekly. Not clearing your hold shelf can cause complications in the hold queue. If you have any questions about clearing your hold shelf, please get in touch with me.
  
  - c. Thanks to all libraries that have gotten their Sierra users to adopt a three letter prefix to all logins. There are a few libraries that have still not adopted this practice. If your library is one of these, please get in touch with me.
  
4. **Cataloging Department:** As many of you know, Karen O'Brien retired from The Mid-Hudson Library System. We have her position currently posted and if you know of any suitable applicants, please urge them to apply. We appreciate your patience as we work through this transition. Please report any cataloging discrepancies to [catlogging@midhudson.org](mailto:catlogging@midhudson.org).

# Filing Your Petitions

These are the rules for filing your petitions from the NYS Board of Elections.

## *§6215.1 Rules for filing designating and nominating petitions.*

- a. The sheets of a petition shall be numbered sequentially at the foot of each sheet.
- b. All petitions containing ten or more sheets shall be accompanied by a cover sheet.
- c. Any two or more petition sheets shall be securely fastened together by any means which will hold the pages together in numerical order.
  1. The easiest way to do this is to get a double hole punch, punch the double holes at the top of the petitions and then fasten them together with a prong fastener as shown below



- d. Petition sheets may be fastened together to form one or more volumes.
- e. Individual volumes of a petition shall be filed in the following manner:
  1. **After preparing the bound petitions, the Library delivers the petitions to your local Town Clerk.**
  2. **Also provide a copy of the library board resolution authorizing the vote.**

## *§6215.2 Cover Sheets*

- a. A cover sheet shall contain the following information:
  1. **The name of the ballot initiative ( \_\_\_\_\_ Library Budget Proposal).**
  2. **The actual proposal:**

“SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF LAGRANGE FOR THE OPERATING BUDGET OF THE LAGRANGE LIBRARY BE INCREASED BY NINETY NINE THOUSAND, SEVEN HUNDRED AND TWENTY DOLLARS (\$99,720) TO THE SUM OF SIX HUNDRED AND NINETY NINE THOUSAND DOLLARS (\$699,000) ANNUALLY?”

3. **Address of the Library**
4. **Volume Number Designation (typically you will only have one volume)**
5. **Total Number of Volumes in Petition (typically you will only have one volume)**
6. **The following language:**

- a. **The petition contains the number, or in excess of the number, of valid signatures required by State Education Law.**
7. **Contact Person to Correct Deficiencies (this should be the President of your board—as long as she or he lives in the service area—or a board officer who does live in the service area)**
  - a. **Name**
  - b. **Address**
  - c. **Phone**
  - d. **Fax (if you want notice sent by face)**
8. **The following language:**
  - a. **I hereby authorize that notice of any determination made by the Board of Elections be transmitted to the person named above.**
  - b. **Signature of Board President**

### **Cover Letter to Town Clerk**

**It is essential for you to also submit a letter to the Town Clerk asking her or him to submit the proposal on the library's behalf to the local board of elections.**

**Here is a sample of a letter which can also be found in Inch by Inch**

August 1, 1995

Ms. Susan Adams  
Town Clerk  
Town of Weston  
Town Hall  
Weston, New York 11111

Dear Ms. Adams:

Enclosed please find a certified copy of a resolution adopted by the Board of Trustees of the Weston Town Library together with an original petition consisting of 49 pages and containing 473 signatures asking that the following question be placed on the ballot and voted on at the next general of the Town of Weston:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF WESTON FOR THE OPERATING BUDGET OF THE WESTON TOWN LIBRARY BE INCREASED BY TWELVE THOUSAND (\$12,000.00) DOLLARS TO THE SUM OF TWO HUNDRED THOUSAND (\$200,000.00) DOLLARS ANNUALLY.

Pursuant to NYS. Election §4-108, please transmit a certified copy of the text of this ballot proposal and a statement of the form in which it is to be submitted to each appropriate Board of Elections within the time limits set forth by law.

Please note that pursuant to NYS. Education Law §259(1), "due public notice" of this proposed action must be given prior to the election.

Thank you for your assistance. If we need to do anything further to place this question before the voters at the next general election, please advise.

Very truly yours,  
Kathleen Baker

(NOTE: THIS SAMPLE LETTER IS FOR USE WHEN SUBMITTING A BUDGET VOTE TO THE VOTERS OF A TOWN. IN OTHER MUNICIPALITIES, THIS LETTER WOULD BE ADDRESSED TO THE APPROPRIATE MUNICIPAL OFFICIAL)

# MHLS Committee Membership 2013

		<b>Columbia</b>	<b>Dutchess</b>	<b>Greene</b>	<b>Putnam</b>	<b>Ulster</b>
	Director's Association Steering Committee	AnnaLee Giraldo '14	Gloria Goverman '14	Linda Deubert '14	Frank Rees '13	Jim Cosgrove '13
<b>ADVISORY COMMITTEES</b>	Central Library / Collection Development	Sally Alderdice '13	Gloria Goverman '13 Julie Spann '15	Sue Ray '15	Kathleen McLaughlin '15	Margie Menard '13 John Giralico '15
	Continuing Education / Professional Development	Vicki Kurashige '13	Susan Totter '13 Erica Freudenberger '15	Candace Begley '15	Maria Steinberg '13	Faith Johnson '13 Tracey Pause '15
	Marketing	Jeanne Bogino '15	Lorraine Rothman '13 Erica Freudenberger '15	Barbara Flach '13	Gillian Thorpe '13	Kara Lustiber '13 Jody Ford '15
	Resource Sharing	Sally Alderdice & Karen Garafalo '13	Carol Rodriguez '13 Daniela Pulice '15	Linda Deubert '15	Jeanne Buck '13	Lois Skelly '13 Julie Dempsey '15
	System Services	Sally Alderdice '15 Karen Garafalo '17	Erica Freudenberger '15 Carol Rodriguez '17	Linda Deubert '15 Debra Kamecke '17	Patti Haar '15 Frank Rees '17	Julie Dempsey '15 Faith Johnson '17
	Chairs of County Directors Groups	Sally Alderdice	Tom Lawrence	Sue Ray	Frank Rees & Carol Donick	Jim Cosgrove