

Consultant Reports
Directors Association Meeting – May 2012

Merribeth Advocate, Outreach & Education Coordinator

1. **Summer Reading Program Mini-Grants:** Congratulations to the twenty MHLS libraries who were awarded mini-grants through federal LSTA funds, received from the NYS Library Division of Library Development for “Summer Reading at New York Libraries”, for programs that will **increase participation** in “Summer Reading at New York Libraries” AND **foster school/library collaboration** in support of “Summer Reading at New York Libraries”. A toolkit of ideas for different circumstances will be developed from these projects and will be shared with all MHLS libraries. Last year 8,097 children and 1,032 teens registered for the summer reading program in MHLS libraries.
2. **OverDrive Extra Books** – As part of participating in a special promotion, we now have 100 of the most popular Duke Classics eBooks as an ‘Always Available’ collection. This is a \$7,485 that we got at no charge. ‘Always Available’ means that each title is available for **unlimited simultaneous downloads** for a year (thinking eBook club?). We are developing an easy way to run a weekly marketing promotion on library websites, featuring a title each week (like Barnes & Noble does for Free Fridays*). More information will be coming soon.
 - * *If you don’t already know about the Barnes & Noble Free Fridays Unbound Blog, check it out and tell your Nook patrons. Google the link or use this: <http://tinyurl.com/cvgcx6d>*
3. **School/Public Library Partnership Events:** In April nearly 50 Dutchess County school and public librarians, educators and others attended a joint workshop cosponsored by Dutchess BOCES and MHLS, to encourage communication and library services to Dutchess County children and teens. At this Dutchess Notable Book Banquet, Randy Enos (Youth Services Consultant for the Ramapo Catskill Library System) and Julie Baxter (former Head of Children’s Services at Moffat Library of Washingtonville) presented an overview of the books from the American Library Association 2012 Notable Children’s Books List. They presented a similarly well attended program earlier this spring for those in Ulster County. A **Putnam/Northern Westchester BOCES School & Public Librarian Partnership Event will be held on May 9th** – details are on the MHLS calendar.
4. **Collaborations and Coalitions:** I attended a Community Forum sponsored by the United Way of the Dutchess-Orange Region and the Community Foundations of the Hudson Valley which focused on a discussion of the New York State budget relevant to non-profits and how non-profits can work together to effect change. They are working towards developing a non-profit coalition to provide strength to messages about preserving services that serve public need. This is much like the information we heard from DLD about collaborating with schools and adult literacy programs to show libraries are part of the education community. Be on the lookout for collaborative opportunities.
5. **ILL with Vassar College and SUNY New Paltz:** Starting in July SEAL items you request from SUNY New Paltz and Vassar College will arrive at your library **in the MHLS delivery** rather than by UPS or USPS. As always, items you are returning to these 2 colleges may be returned in the delivery as well. This change is part of a regional collaboration effort with MHLS, SENYLRC, SUNY New Paltz and Vassar.
6. **Digital Literacy Update:** At this point, the major initial work of the Digital Literacy Advisory Committee has been completed regarding the development of both the Digital Literacy Standards documents and the digital literacy curriculum materials for the project: *New York Libraries: Leading the Way to Digital Literacy*. All curriculum materials have been finalized and will be posted shortly on the project website: www.digitny.org. Statewide the goal is to train 1,400 library staff in using this curriculum with patrons - more information on these training sessions will be coming soon.

7. **Reach out to 4-H:** 4-H Youth Development is the largest out-of-school youth organization in the United States. They are partnering with the NYS Summer Reading Program to bring resources to public libraries and families. Each county office has an approach that is designed to meet the needs of the local community. Area clubs are looking for meeting space in libraries. Each kid needs to do a presentation at the fair and the library is a great resource for them:
 - Columbia: <http://www.ccecolumbiagreene.org/>
 - Dutchess: <http://www.ccedutchess.org/>
 - Greene: <http://www.ccecolumbiagreene.org/>
 - Putnam: <http://counties.cce.cornell.edu/putnam/>
 - Ulster: <http://www.cceulster.org/>

8. **Pictures of Ideas for Summer Reading in New York Libraries** – There are great pictures of Summer Reading Craft and Program Ideas on Pinterest. DLD has set these pinboards up and encourages your library to share. If you have a Pinterest account leave a note on one of the pins and they will add you as a collaborator.

Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability

1. Legislative Updates:

New York State:

- a. **Budget is finally official:** The budget agreement includes \$2.615 million (approximately 3%) in additional Library Aid.
- b. **Senators Larkin, Saland, and Seward** were our library champions during budget negotiations. All serve on the new Senate subcommittee on libraries which led the charge to restore some level of funding for libraries.
- c. **Wicks Law Reform Bill (S.699/A.3748):** Senator Stephen Saland and Assemblywoman Sandy Galef are primary sponsors of a bill (S.699/A.3748) to **reform Wicks Law**, the bill, if successful would allow **school districts** to hire a single contractor to perform construction rather than bid out multiple prime contracts when total project costs exceed \$500,000. Municipal, school district public libraries and special district public libraries should reach out to both Saland and Galef to **request that the bill language be expanded to include public libraries**.
- d. **New York Library Association Executive Director Search:** Council hopes to have a new executive director in place no later than September 1st. Jeremy Johannesen has been named interim director. During this time Council has contracted with Michael Borges to serve as lobbying counsel to NYLA to help us keep tabs on what is going on in Albany and with our legislative priorities.

National:

- e. **Cybersecurity Information Sharing and Protection Act (CISPA) (H.R. 3523):** At National Library Legislative Day on April 24th the American Library Association came out against CISPA. ALA is urging library advocates to speak up to their elected officials and urge them to oppose CISPA. ALA is concerned that all private electronic communications could be obtained by the government and used for many purposes—and not just for cybersecurity activities. H.R. 3523 would permit, and sometimes even require, Internet service providers and other entities to monitor all electronic communications and share personal information with the government

without effective oversight by claiming the sharing is for “cybersecurity purposes.”

2. Construction Grants:

- a. **We have received word that all MHLS applications for 2012 have been approved by the Dormitory Authority.** All applicants have received the “unofficial” word from MHLS and are waiting on the official word from the Division of Library Development. FYI: Member libraries received an additional 12% (\$75,232) in funds above our normal allotment due the fact that other systems could not use all of their funds.
- b. **Next Round (FY2013):**
 - i. Thank you to all who submitted their Construction Needs Update. At this time there are over a dozen libraries planning to apply for funding with projects totaling more than MHLS has to give out so it will be a competitive year.
 - ii. DLD has announced they will do a webinar about the construction grant on June 7th from 10am-12pm. This is a conflict with our next DA meeting.
 - iii. I will do a **Construction Grant Workshop for member libraries on June 20th from 10am-12pm in the MHLS Auditorium.** I will cover the changes from last year that will be shared on the DLD webinar as well as review MHLS board priorities for funding, go through the application question by question and answer any and all questions! If you are planning to apply for the first time please consider this workshop mandatory. If you have not applied using the online application you will want to attend.
 - iv. Grants will be due in August, I’ll have a firm date for you at the workshop.

3. Internal Financial Controls: After doing the Essential Documents Inventory for 2012 I am still concerned by the number of libraries that do not seem to have written internal financial controls in place. By my count more than half of member libraries are missing this policy set. As promised here is some guidance as to what should be addressed in your policies (I’ll also share this in an upcoming issue of *Across the Board* so your trustees see it):

- **Preparing an annual income and expense budget and periodic reports** - at least quarterly, preferably monthly - comparing actual receipts and expenditures to the budget with timely variance explanations.
- Writing and signing checks or vouchers and receiving, recording, securing and depositing cash and other receipts. Such procedures should **ensure that no single individual is responsible for receiving, recording and depositing funds or writing and signing checks.** Checks and balances are essential to make embezzlement more difficult.
- **Ensuring that grants and contributions received are properly recorded,** accountings required as a condition of any grant are completed and restrictions on the use of such funds, such as contributions given for a restricted purpose (*e.g.* building fund) and prohibitions on the use of the principal of an endowment, are obeyed.
- **Requisitioning, authorizing, verifying, recording and monitoring all expenditures,** including payment of invoices, petty cash and other expenditures. Such procedures should ensure that **no single individual is permitted** to request, authorize, verify and record expenditures. For example, the same person should not be responsible for cash disbursements and bank reconciliations. These functions should be assigned to different individuals.
- **Providing for regular oversight** by an audit committee or, if there is no audit committee, by the executive committee or by the full board.

- Reporting to the audit committee or board by employees and volunteers of **allegations of fraud or financial improprieties.**
- Ensuring that **timely and appropriate financial reports** are distributed to all trustees and reviewed by them, as well as the president, director, treasurer and chief financial officer (if you're lucky enough to have one of those!)
- **Complying** with governmental and other reporting requirements
- **Complying** with obligations to employees and the public, including their right to a copy of the organization's annual financial report.
- **Association Libraries Only:** Developing a **prudent investment strategy and providing proper oversight** of the investment assets.

[This list is based on documentation from the NYS Office of the Attorney General]

4. **Fundraising Idea Exchange / Friends Support Group:** Thursday, June 14th from 4:30 – 6:30pm @MHLS
5. **Out of the Office:** I will be on vacation May 14-May 25

Eric McCarthy, Automation Coordinator

1. Attended IUG (**Innovative Users Group**) conference and focused on presentations related to Sierra, database maintenance, and OPAC usability. Resource Sharing expressed some concerns in these areas and if you have any interest in the particular presentations, please get in touch.
2. **Patron Date of Birth:** This is a requirement and was voted on by the DA. A system-wide change would need to be addressed by the DA. The Patron Entry document on Midhudson.org has been updated to refer to the minutes (<http://midhudson.org/resource/millennium/da/may10.htm>). Patron data entry training will be held in all five counties in July and had been recommended as a required training by the Resource Sharing Committee. Locations and times TBA. Server security is being addressed and off-site hosting will make our servers more secure. Our biggest security concern right now is how we handle passwords. All passwords should be complex and should be updated. Some libraries have gotten in touch with me about this, so please let me know when you would like to update your Millennium passwords, users can update their initial passwords.
3. **Create Lists training** for beginners on June 4 and June 6 at 10AM and advanced users on June 11 and June 18 also at 10AM. All classes are in the MHLS auditorium.
4. **Billed items:** Items with a last checked out date earlier than Dec. 31, 2008 and billed status were 19,691. There are currently 6,183 with a status of billed and paid from the same time frame. All of these have been deleted (see the administrator's checklist for database housekeeping procedures). Keep in mind, item data is still attached as a fine (for those billed) to the patron's account. Title, date checked out and date the fine was assessed is in the view fines detail. Please let me know if you have any questions regarding this. I've dumped some more item info into an Excel spreadsheet so if you have any questions regarding a dispute, please let me know.
5. **In Transit and Missing Transit:** Those reports had been created and libraries have been working on finding the items. Is there consensus and how we want to handle Missing Transit?

6. **Holds Processing:** I've noticed that we have some outstanding holds that need to be processed or deleted. If you use the view holds function in Millennium, you'll see some holds that haven't been processed for more than 5 years. Sort the list to find your patrons' requests and then sort by date. You can inspect the bib and patron record from this table and take action if needed. Call me if you would like further information about this procedure.
7. **Expired Patrons:** I ran a report on expired patrons older than Dec. 31 2008 and found 53888 patrons of which 23452 had no money owed. Would you like a list of your library's expired patrons? I could export the expired patrons along with money owed and any other patron data.
8. **Itypes:** The following itypes are now inactive 23 and 24 (Phonographs and Phonographs No Holds). Looking at other itypes and seeking consolidation. Please take a look at all the itypes you use and if you can consolidate and wish to, please contact me and we can work out any changes we would need to your loan rules.
9. Created spreadsheet of libraries and their use of patron types 4 and 6 (**VIP and Homebound**). Those libraries that have not gotten in touch; please do so I can make adjustments in the loan rule determiner table.
10. NextReads: Dynamic XML lists have been added to the **OPAC homepage** including the New York Times bestsellers and Newbery award winners.

Robert Drake, Information Technology Coordinator

1. SAM Info Meeting:

Three members of Comprise came to Mid-Hudson to present Command PC (self-hosted) SAM. In this scenario, a dedicated local Windows XP or Windows 7 pc dedicated becomes the central SAM computer (instead of the server at MHLS.) Authentication is still performed by the ILS. Each library (current SAM user or otherwise) has the opportunity to take advantage of this individually.

Benefits

- Decreased bandwidth usage for local library
- Potential to use SAM auto-update
- Following Millennium's offsite transition, member libraries will no longer be dependent on MHLS' infrastructure (power outages)
- SAM will come onsite to do Command PC installations

Downsides

- Dedicated PC is required
- Static IP is required
- Setup costs

Specific costs are unique to each library. Certain installation costs are dependent on the number of libraries that show an interest in proceeding.

For additional information, or to register your interest in a Command PC quote please contact Robert Drake or Gerry Formby.

2. Overdrive & On-The-Fly Records

Patron records that are not complete cannot access Overdrive. We receive a number of issues each week from patrons who cannot access Overdrive usually with the error: *Details: (0) Invalid Home Library field. (HOME LIBR = none)*

Please inform patrons that they will not be able to access Overdrive until the record is completed.

3. Millennium Offsite Transition

- Offsite transition is currently being planned for Labor Day (September 3rd, 2012) and should take 12-24 hours.
- Immediately following the transition, the millennium clients within each library will have to be reinstalled. A guide will be provided closer to the transition date.
- A new URL for the online catalog is required for this transition to go smoothly. Available names are currently being identified. These will be brought to the marketing committee for consideration.
- Marketing materials should be updated to reflect this new URL.
- The old catalog URL (Gigcat.midhudson.org) will continue to work with a redirection page following the transition.