

Consultant Reports
Directors Association Meeting - November 2011

Merribeth Advocate, Outreach & Education Coordinator

1. **Annual Reports:** The State Library is seeing an increase in the number of phone calls from NYS residents who have questions about library taxes and other library policy and accountability issues. Often State Library staff needs to refer to your annual report to answer these questions and at times sends your report to the public, so please note how important accurate data is for your annual report! 2011 annual reports to the state will be due from each member library to MHLS in mid-February. Prior to that there will be hands-on training sessions at MHLS for Directors who are new to submitting a NYS Annual Report online with Bibliostat software.
2. **OverDrive:** October was a record breaking month with 3,900 checkouts! We are continuing to build the collection on a regular basis: there are now 918 eBooks titles and 1079 audiobooks titles.
3. **Trustee education attendances:** In the past 5 years 216 trustees have participated in the Trustee Essential Duties & Responsibilities training session from MHLS. Comments from the fall session included: *"This session was extremely useful and I feel it should be required for every trustee."* *"I will stress the importance of this workshop to the newest trustees."* These sessions will be run again in Spring 2012.
4. **County Meeting Dates:** Please send me your 2012 county meeting dates so they get on the MHLS calendar and we can avoid conflicts when scheduling advisory committee meetings.
5. **Fall Into Books Children's & Teen Literature Conference:** 145 people attended the 13th annual conference including 25 from MHLS member libraries. Thank you to the library directors who encouraged and enabled their staff to attend. Thank you to Scott Jarzombek, Director at Pawling Free Library, for leading a book discussion group of public and school librarians on books with the theme of Sci-Fi, Politics & Subculture.
6. **2020 Draft Available:** The first draft of *Creating the Future: A 2020 Vision and Plan for Library Services in New York State: Preliminary Recommendations of the New York State Regents Advisory Council on Libraries to the New York State Board of Regents* is now available at <http://www.nysl.nysed.gov/libdev/advicns/rac/index.html>.
7. **Audiotape Collection ends – VHS and magazine collection ongoing for MHLS Correctional Facility libraries:** Thank you to the libraries who have generously donated audiotapes to MHLS Correctional Facility libraries. Your donations have been so appreciated! This project was started in July and at this point the facilities have developed good collections in this format, so MHLS will **no longer** be able to accept donations of audiotapes on behalf of the correctional facility libraries.

We are starting to collect on their behalf videocassettes in the following areas. If you are weeding VHS tapes in good condition from your library collection, they are of great interest to our correctional facility libraries as they are not able to have movies on CD:

- National Geographic
- Documentaries
- History
- PBS
- Old Classics
- Feature Films
- Mysteries
- Sci-Fi
- Courthouse Dramas

We are still collecting magazines to be sent to our correctional facility libraries, especially Fishkill men's facility. They are required to provide materials to many different units in the facility and never have enough to spread around. Back years of magazines that you have weeded from your collection will be accepted. If you bring them to a meeting or training session at MHLS (please do not use the delivery for donations) we will be pleased to pass them on.

Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability

1. Tax Cap Update

- The most up-to-date Advisory Opinion from the New York Library Association is attached to this report
- Association Libraries: Keep watch for communication from the Comptroller with log-in information for the "online reporting form." Yes, that is the "official" name of the form.
- Special District Libraries:
 - i. If you have a January - December fiscal year you should submit the "online reporting form" to the comptroller as soon as you can before the end of the year.
 - ii. Timing & Vote Dates: Michael Borges of NYLA is meeting with the Division of Budget and the Comptroller's staff on this issue. Stay tuned... No, really, stay tuned! If it turns out you need to change your vote date you will need to introduce legislation to do so in January. You may want to read over your legislation now in preparation to 1) be sure you know what it says about your current vote date (is it a specific date or a date range) and 2) to see if there is anything else you may want to amend while you're at it.

2. Designate a "CFO": I am suggesting that a **Chief Financial Officer (CFO)** be designated for each library at your organizational board meeting in January, or whenever you have your organizational board meetings, (along with deciding on your newspaper of record, bank, etc.) For smaller libraries I would imagine this would be the director. Recent activities surrounding the tax cap communications from the Comptroller have shined a light on former trustees/treasurers email addresses being used on official paperwork filed with NYS which leads to them being the point person that agencies like the Comptroller are trying to reach out to. This can lead to missing essential communications necessary to library operations.

3. As suggested, a **sample oath of office** has been added to midhudson.org: *Trustee Resources* → *Library Board Organization* or get there directly at <http://midhudson.org/trustee/organization/main.php>. **Oath of Office Reminders:**

- Municipal, School District Public Library and Special District Public Library trustees are required to take and file an oath of office ***within 30 days of taking office***. Only association libraries are exempt from this.
- Failure to take or file the oath of office may cause the trustee's position to be deemed vacant and can nullify decisions made at board meetings where trustees who have not taken the oath in a timely manner were part of the quorum.
- Oaths are to be filed with the county clerk. Municipal public library trustees may file with either the county clerk or the town clerk.

For more information, including oath language and instructions for filing visit the NYS Division of Library Development's web site at <http://www.nysl.nysed.gov/libdev/pltrust/oath.htm>

4. **"10 Things": Building Your Base Online (BYBO) Self-Directed Learning Series (January – March 2012)** has been given the "HIGH PRIORITY" designation by the MHLS Continuing Education / Professional Development Advisory Committee. This is a free, fun and easy, online learning opportunity that will help you and your staff keep up (and catch up!) with many of the web-based services and networking tools that abound online today.

We'll cover topics from **online communities** to **RSS feeds** to **video / photo** sharing and **online surveys** as well as spend some time with downloading ebooks/audiobooks in OverDrive, the HOMEACCESS databases and **much more!** Each topic or "thing" will include an introduction, some tips and ideas about how the tools can be used in libraries, education and for personal use, and a short activity for you to complete. There will also be plenty of opportunity for you to connect with other colleagues around the region. All this without having to leave your desk!

This project is also a self-discovery program which encourages you to take control of your own learning and help you develop your lifelong learning skills through exploration and play. There will be no classes or workshops offered to support this program. Instead, staff are encouraged to work together and share with each other their discoveries, techniques and "how to's" both in person and through their learning journals (which you will create in your first week of the program).

The 10-week program will start the week of **January 23rd, 2012**. Register online at <http://calendar.midhudson.org> We will offer CE credit through this program and raffle off an iPad 2 amongst those that finish all 10 weeks!

5. Seats are still left for a few of the Building Your Base Online (BYBO) workshops starting this month.
- SEATS AVAILABLE: **Getting Started with Social Media** – Thursday, November 17th
 - SEATS AVAILABLE: **Intro to Facebook hands-on** - November 29 (AM); November 30 (PM); December 1 (AM)

- FILLED: Facebook Pages hands-on
 - FILLED: Twitter hands-on
 - SEATS AVAILABLE: **Get Started with Email Marketing** – Wednesday, December 7th
 - We will announce which directors have been chosen for the **Social Media Management & Strategy** course by the end of November. This course will be offered on Friday, December 9th. To apply, directors were to fill out the last section of the Marketing Advisory Committee's Marketing Survey. Due, Monday, November 7th.
6. **Legal Issues for Libraries workshop** with Bob Schofield & Ellen Bach: Saturday, December 3rd from 10:00am – 1:00pm in the MHLS Auditorium. Please register online at <http://calendar.midhudson.org>
 7. Just in case you were keeping score... the Friends of Libraries USA organization combined forces and changed their name to the Association of Library Trustees, Advocates, Friends and Foundation last year. Now they have renamed themselves again to the much easier to remember "**Citizens for Libraries.**" This group is a division of the American Library Association and publishes a great newsletter with lots of helpful articles, tips and resources for trustees and Friends Groups.

Laurie Shedrick: Automated Systems Manager

1. **SAM upgrade:** The Sam server has been updated. We will be testing the new client and then making appointments with individual libraries to apply the upgrade locally. New Documentation will be available at <http://midhudson.org/resource/general/sam.htm> as soon as it is made available to us.
2. **OPAC:** The OPAC is still undergoing changes to improve the patron experience.
 - a. **Renewal Msg.:** Patrons now see a warning that all renewals may not have been successful and that they should review their checked out items list to see updates
 - b. **Display After Renew:** Successful renewals display in green bold letters. Unsuccessful renewals display in red and have a better explanation.
3. **Reminder:** Tech support is now reached at 845-471-6060 X240
4. **2012 Magazines:** The web site has been updated to include the 2012 bib records for the commonly held periodicals has been updated.



Advisory Opinion on Tax Cap Impact on Libraries – Updated 10/17/11

The tax cap legislation (S.5856/A.8518), which was passed by the Legislature and signed into law by the Governor on 6/24/11 (Chapter 97 Part A), even though it does not specifically mentions libraries, was intended by the Legislature and Governor to cover libraries.

For the purpose of the tax cap law, state policymakers have placed all types of libraries into the local government section of the legislation under the category of "special districts". Therefore for local governments and libraries the impact of the tax cap law is the following:

- The tax cap limits annual levy growth to the lesser of 2% or the rate of inflation, subject to certain limited exemptions and adjustments for growth in the full value of taxable real property due to physical and quantity change.
- The tax cap does not include a levy necessary for expenditures resulting from (i) court orders or judgments arising out of tort actions for any amount that exceeds 5% of the local government's tax levy for the prior fiscal year, and (ii) increases in pension contributions above a certain threshold attributable to system-wide contribution rate increases above 2 percentage points.
- A library board can propose a budget that exceeds the tax cap by a 60% vote of their board and budget still must be approved by simple majority of voters (+50%).
- Capital or Bonded Projects are not exempt from tax cap, but still require simple majority of voters for approval. If the resulting budget requires an increase in the levy above the cap then the board must approve the resulting budget by a 60 percent vote.
- The tax cap does not apply to the first fiscal year after a local government is newly established.
- The State Comptroller shall determine the tax levy limit in the first fiscal year for a local government that assumes the liabilities of a dissolved local government, and in the first fiscal year following the consolidation of local governments.

For example, a school district library board or special legislative district library board approves budget by 60% vote (3 out of 5 board members) that exceeds the tax cap, the budget is then put to the voters who approve it by simple majority (anything above 50%).

The requirements are the same for all libraries including association and municipal libraries with 1) a separate, independent elected or appointed governing board, and 2) can require a municipality or school district to levy a tax on its behalf utilizing Section 259 of the Education Law.

