

Consultant Reports
MHLS Director's Association
Meeting of Monday, September 9, 2013

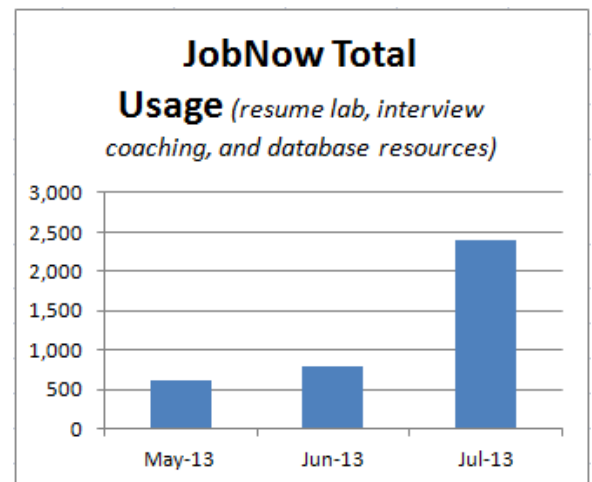
Merribeth Advocate, Assistant Director

1. **Uncommon Approaches to the Common Core:** Along with over 250 people (including Beth Zambito from PPLD, Tessa Killian from SENYLRC, and 2 of our regional School Library System Directors) I attended a conference in Albany for librarians, museum educators, archives specialists, public historians, performing arts representatives, fine arts specialists, zoo educators, and others – to learn about and start collaborative initiatives to support all involved in implementing the Common Core Learning Standards. We have plans for a regional **Hudson Valley Uncommon Approaches to the Common Core** partnership group and I will send out the details as they develop.
2. **OverDrive 2nd Big Library Read:** As we did in May, we will be participating in the next OverDrive Big Library Read, featuring “Nancy Clancy, Super Sleuth” in both eBook and eAudiobook formats from September 16-30. During this two-week reading period, Book 1 from the Nancy Clancy series will be available for every patron that wishes to read it—no holds, no waitlists. By participating in the Big Library Read, we are joining a global movement of passionate readers and library patrons who support the availability of eBooks and eAudiobooks at libraries.

These initiatives are designed to demonstrate the valuable role libraries play in connecting readers with books and authors. The program in May was the first-ever global book club, connecting readers around the world who read the same book at the same time. Thousands of libraries embraced the program making it a huge success for its initial pilot. Users checked out Michael Malone’s ‘Four Corners of the Sky’ more than 44,000 times in less than three weeks—quite impressive compared to its 200 total checkouts prior to the Big Library Read. Additionally, Malone’s other titles experienced a sales increase, and checkout rate growth of more than 100%. Michael Malone trended on Goodreads long after the event as readers added his titles to bookshelves and provided reviews of ‘Four Corners of the Sky’.

3. Workforce Development Databases:

- **JobNow:** After the state stopped funding this database, the new MHLS subscription started in May. The chart to the right shows the great increase we have seen in the first 3 months.
- **Cypress Resume:** Access for the public starts September 1st thorough **HOMEACCESS**. Specifically designed for the non-writer and inexperienced applicants. The easy-to-use format eliminates the need for assistance. Online storage of user data eliminates the need for flash drives!
- **Workforce Skills for the 21st Century Success from Learning Express:** Access for the public starts September 1st thorough **HOMEACCESS**. Includes self paced tutorials, practice exams and e-books specifically on workplace and job search skills improvement. It focuses on the critical areas a job seeker needs in the workplace such as Mastering Core Business Skills (reading, business writing, and speaking on the job), Computer Skills Tutorials, Career Test Preparation, GED Test Preparation, as well as Resume and Job Search Tools.



4. 2013 Summer Reading Program:

- MHLS libraries ran amazing programs this summer! And kids read a lot - some libraries counted the number of books read, some the number of minutes read and for the first time this year – some by the number of days read. Final figures are not in yet (**Summer Reading Program Final Reports are due from all MHLS libraries on September 5th**) but will be included in the October DA report.
- Created by 2013 MHLS SRP Mini-Grant participants, 2 new tip sheets are now available: **Tips for Involving Families in Public Library Summer Reading Programs** at http://midhudson.org/program/SRP/Involving_Families_SRP_Tips_2013.pdf and **Tips for Developing a Successful Public Library / School Collaboration 2013:** http://midhudson.org/program/SRP/School_Library_Collaboration_Tips_2013.pdf

- On October 7 from 10am-12pm in the MHLS Auditorium at the workshop **School / Library Collaborations That Work** attendees will hear from a panel of local practitioners about their successful school/library collaborations and how it affected their communities. Guest presenters are Alison Francis from Marlboro Free Library, Amy Thiel from Kinderhook Memorial Library, Karen DeGennaro from Pawling Free Library, Cathy Nuding from East Fishkill Community Library, Kate McClune from NorthEast-Millerton Library and Gillian Thorpe from Julie L. Butterfield Memorial Library.
5. **Trustee Webinar:** Save the Date! On November 15, the New York State Library is offering a webinar with Jerry Nichols on the topic of **Legal Issues for Trustees**. This is a follow up to his webinar in May **What Every Trustee Should Know** (an archived version is available at <http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>).

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. Albany Updates:

- **Signed into Law:**
 - The bill that **Relates to creating the Reed Memorial library district:** S.5560 / A.6414. Next for Reed is their public vote to establish and fund the district and elect their trustees in December 2013. Thank you to all who spoke up on behalf of this bill!
 - **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. A tips sheet is being developed by the New York Library Association to help libraries diplomatically inform school districts about this new law if they refuse to distribute provided information from libraries.
 - **2014 Budget Season Strategy:**
 - The NYLA Legislative Committee, of which I am a member, has devised a new approach to advocacy for the next budget cycle. We will be crafting a campaign to target the Governor and his staff before the end of this year to advocate for a higher amount to be included in the Executive's budget that is released in January 2014. This will change our advocacy season cycle, hopefully for the better.
 - Advocacy Day in Albany will be earlier than usual in 2014, we will converge on Albany on **Thursday, February 27th, 2014**.
 - **EDC Library Study:** NYLA will be advocating for a bill in the 2014 legislative season that would result in an economic impact study of public libraries to be conducted. This would be done in conjunction with the Empire State Development Corporation and the State Education Department.
2. **Tax Cap Online Form:** The annual reporting form for libraries with a calendar fiscal year should be available later this month. If you cannot find your log-in information please call 518.473.0006. Reminder: the Allowable Levy Growth Factor for the 2014 calendar fiscal year is 1.66% (not 2%). To access the form: <http://osc.state.ny.us/localgov/realprop/>
3. **Essential Documents Inventory Project:** I am working on an upgrade the Essential Documents Inventory checklist. A number of **new policies** have cropped up since I started this project. It has also become clear that a **facility plan** is an essential document. I'll issue new inventory checklists to each library to help you all keep track of where you are in the development of these critical operating documents.
- **Please note:** The development of a facility plan will likely play a larger role in eligibility for State Aid for Public Library Construction funds in the future. I will develop more resource to help you create a facility plan. A sample outline is available now.
4. **LibraryAware Labs:** To provide custom assistance for libraries interested in using LibraryAware you can now book time with Marketing & Program Assistant Kerstin Cruger. Watch for an online form from Kerstin that will be sent out via the

listservs to book your slot.

5. **Personnel Policy Tip:** If you do not have language in your library's personnel policy regarding the confidentiality of personnel files please consider adding some. Here is sample language: *"Personnel files are the property of the [insert name of library here]. Access to the information they contain is restricted. Generally, only supervisors and management personnel who have legitimate reason to review information in a file are allowed to do so."*
6. **Upcoming Events:**
 - **Mobile Device Virtual Conference @MHLS on Friday, September 20th.** Full day of mobile device fun! Register online, lunch will be provided.
 - **Placemaking Course @Kingston Library:** The Kingston Library, in partnership with SUNY Ulster and Sustainable Hudson Valley, will be offering a course on "Placemaking" on Saturday, October 19th. I am encouraging all libraries to take note of this event, "placemaking" is very much a public library issue. "Placemaking is a multi-faceted approach to the planning, design and management of public spaces. Put simply, it involves looking at, listening to, and asking questions of the people who live, work and play in a particular space, to discover their needs and aspirations. This information is then used to create a common vision for that place. The vision can evolve quickly into an implementation strategy, beginning with small-scale, do-able improvements that can immediately bring benefits to public spaces and the people who use them." –Project for Public Spaces, http://www.pps.org/reference/what_is_placemaking/
 - **Orientation & Tour for New Staff @MHLS** on October 29th
 - **LibraryAware Users Group @MHLS** on October 30th
 - **Roundtable for New Directors** will meet on November 7th after the DA meeting. Robert Drake will join us to talk about the topic of technology from a directors' perspective. We'll cover policy, inventory, e-rate and more!

Robert Drake, Information Technology Coordinator

1. **Now Able to 'Clear All Ports' for individual ports:** After migrating to Sierra we lost our ability to clear individual ports and instead could only clear all ports for a specific site. This ability has been restored in the most recent Sierra update. If your staff are not already familiar, make sure they know how where to find the PID for their sessions.
2. **Sierra Permissions:** The recent update cleared some permissions from some user accounts. The most common permissions removed were View Outstanding Holds and Clear Holdshelf. If you're account is unable to access functions you were formerly able to perform, contact techsupport@midhudson.org and we can restore permission.
3. **Airpack Update:** There are now links to the mobile **HOMEACCESS** pages within the Catalog Airpack. This page appears automatically when midhudsonlibraries.org is accessed by a mobile device. It can also be accessed directly from mobile.midhudsonlibraries.org.
4. **2014 Funding E-Rate Training:** E-Rate Central is currently scheduling their 2014 funding year trainings throughout the state. The most up to date list can be found at: <http://www.e-ratecentral.com/us/nys/workshops/default.asp>

The current times and locations are currently scheduled.

<u>Date</u>	<u>Location</u>	<u>Time</u>	<u>Registration/Directions</u>
Oct. 29 (Tues.)	Southern Tier Libraries Fleming 9424 Scott Road Painted Post, NY	8:30 - 4:00	607-962-3141, x210 fleminga@stls.org
Nov. 6 (Wed.)	Lower Hudson Lower Hudson RIC 50 Executive Boulevard Elmsford, NY	8:30 - 12:00 Noon	Susan Krog 914-592-4203 skrog@lhric.org

Nov. 13 (Wed.)	Northeastern NYS Albany Room 900 Watervliet-Shaker Road Albany, NY	8:30 - 12:00 Noon	Ruth Low 518-862-5336 ruth.low@neric.org
Nov. 14 (Thur.)	Central NYS Madison-Oneida BOCES Costello Conference Center 300 Freedom Drive Oneida, NY	8:30 - 12:00 Noon	315-361-2700 helpdesk@moric.org
Dec. 17 (Tues.) Tentative	Agudath Israel Conference Brookdale Senior Citizens Center 817 Avenue H (at E. 9 th St.) Brooklyn, NY	3:00 - 5:00 p.m.	Deborah Zachai 212-797-7386 dzachai@agudathisrael.org

Eric McCarthy, Automation Coordinator

1. Sierra

- As part of the migration to Sierra, MHLS has acquired the **Patron Self-Registration Module**. The immediate purpose of self-registration is to allow a new, unregistered patron limited and temporary access to online resources. Patrons would need to come to the library prior to using their temporary, system generated barcode for physical circulation. It is my understanding that not every library would like to use this module and therefore I believe the best location for the link to this form will be on the each library's home page. I will not roll out this module in the OPAC; each library will have control over implementation. This requires us to build custom patron templates and URLs to assign the Home Library fixed field on temporary patron records. If you are interested in this service or even would like to know more about it, please email me at emccarthy@midhudson.org and I can discuss how it could work for your library. Requests for implementation will be handled in the order they are received.
- We have observed that many libraries are not running the **Clear Hold Shelf** function on a regular basis. In order for holds and notices to work correctly, this needs to be done daily or as close to daily as you can. Please do this and if you have any questions about it, please get in touch with me. And when canceling holds in the client for a patron; and the item is on the Hold Shelf at another library, it is crucial to contact that library to let them know that they need to move this item along. Unfortunately, the item will not appear in the Clear Hold Shelf report, the library has to be contacted otherwise it will sit there.

2. **OPAC:** The recent upgrade to the client had caused some changes to ILS functionality. Currently owning locations will float to the top of in the OPAC for libraries that have a defined static, system-defined and recognized IP. The items will not "float" to the top in the client.

3. **Cataloging Department:** Nina Acosta, Tara Stohr and Gina LoPrinzo have taken over the cataloging duties at MHLS. Nina comes to use from LaGrange where she is still working as the Assistant Director. Tara will divide her time between ILL/Outreach services and Cataloging. Gina will be working exclusively on Cataloging. It is important to note that all members of this department will be collectively responding to questions and issues regarding cataloging and all feedback regarding the integrity of the catalog is greatly appreciated. Please send all cataloging email to cataloging@midhudson.org.