

Consultant Reports
MHLS Director's Association
Meeting of Thursday, April 3, 2014

Merribeth Advocate, Assistant Director

1. OverDrive:

- a. **Kids eReading Room:** In mid-March the new MHLS OverDrive portal to Juvenile eBooks and downloadable audiobooks came live. This separate environment just contains juvenile titles, categorized by reading level, accessible from a link on the MHLS Digital Download Collection that says "For Kids - eReading Room", and from direct links you can put on your library web site. We will get separate statistics on the use of this portal. All Juvenile titles also continue to appear in the main MHLS Digital Download Collection at <http://mhls.lib.overdrive.com>.
- b. **'Gone Girl Read-Alikes':** MHLS is participating in a new project with OverDrive highlighting popular titles and corresponding Read-Alikes in our digital collection, to increase reader engagement and help users find what to read next. The first one will be 'Gone Girl Read-Alikes' – Gone Girl is the MHLS top circulating eBook of all time with over 1,450 checkouts to date. By mid-April this will be accessible on the MHLS Digital Download Collection through the Featured Collections menu and a graphic.
- c. **Best of the Small Press Project:** Upper Hudson Library System and member libraries have spearheaded an initiative to develop a list of good quality eBooks from small publishers that can be promoted as alternatives to the New York Times Best Seller list. All of the books in the Best of the Small Press list received favorable reviews from a standard review source, mostly Publishers Weekly, and are priced as less than \$40. The titles we have added to the MHLS collection are proving popular. We are looking into being able to have the list, which is updated monthly, added to the OverDrive Marketplace where it will be available to libraries who buy digital materials.



2. **MHLS Summer Reading Mini Grant applications due April 9:** 17 mini-grants of \$400 each are available to MHLS member libraries to incentivize new collaborations with agencies in their community, for projects collaboratively-planned with community agencies that will increase the number of families involved in local summer reading programs AND foster collaborations with community agencies in support of "Summer Reading at New York Libraries". Applications must be received by April 9, 2014. Libraries will be notified by April 18, 2014. Final reports are due July 15, 2014. The grant project period ends June 30, 2014. Applications and information available at <http://mhlsbooks.wordpress.com/mhls-2014-summer-reading-mini-grants> . Mini-grants are funded through Family Literacy Library Service Program funds, received from the NYS Library Division of Library Development for "Summer Reading at New York Libraries through Public Library Systems".
3. **Early Literacy Website for Patrons - DaybyDayNY.org:** As part of Ready to Read at New York Libraries, <http://DaybyDayNY.org> is a new statewide early literacy website designed to engage families and very young children in reading, learning and public libraries, from the New York State Library. DaybyDayNY is a virtual calendar with content that changes every day. This setup (currently popular through other states) gives families with young children numerous daily activities and a story to read together. The story, provided each day by One More Story <http://www.onemorestory.com> , is in the form of an eBook that includes original music and sound effects, produced by former Sesame Street Music Director, Robby Merkin. In addition, the website includes monthly activities, storytelling and nursery rhyme videos, rhymes for young children, craft activities for children and their caregivers, a link to "Find Your Public Library," a New York State map of museums with activities for young families, health information, and reading lists. The website is designed to help parents and caregivers increase their young child's cognitive skills and have fun together at the same time. *DaybyDayNY* is funded through the Federal Library Services and Technology Act, with funds awarded to the New York State Library by the Federal Institute of Museum and Library Services.



4. **Kids'Port:** Thank you to the MHLS Kids Port Content Advisory Group who worked this year to help revive Kids' Port <http://kidsport.midhudson.org/>, building on the foundation that was already there, weed out a lot of old content and suggest new links. At this point we are putting out an open call for additional people to work with the advisory group to suggest links. If you have someone on your staff who would like to use/develop their information finding skills for K-6 please email me.
5. **Direct Loan of MHLS Professional Collection & Big Books:** In order to improve access to these materials we have now made these collections borrowable through the OPAC, so you can just place a regular hold rather than contact MHLS.
6. **YS Materials:** After reviewing the usage statistics of YS materials available through MHLS, it is clear that the best resources we can provide for you are to focus on the die-cuts and button maker. We will begin a process to give away the other YS materials housed at MHLS to member libraries through an 'interest lottery' survey coming soon.

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. **NYS Budget Update:** The fate of library aid in this year's NYS budget should be known by the DA meeting. At the time of this report: The NYS budget negotiations are underway. **MHLS would like to thank all of the library supporters throughout the Mid-Hudson region**, your voice was heard! Here's how we know that:
 - **The Senate continued their positive track record by including an additional \$8 million for library aid in their one-house budget bill.** This amount would fill in the cut from the Governor and match the Governor's proposed increase for Education Aid which is exactly what the New York Library Association has been advocating for.
 - **For the first time in many years the NYS Assembly proposed an increase to library aid** in their one-house budget bill. They proposed an amount that would roll back the Governor's cut and add \$2 million to library aid from last year.
 - **\$14 million for public library construction aid is included in both house budget bills.**
 - **The MTA Payroll Tax Exemption for libraries and library systems seems likely this year.** This impacts libraries in Dutchess and Putnam counties as well as MHLS.
2. **Next Construction Grant Cycle:**
 - **Construction Needs Update Memo & Declaration of Intent to Apply for the Next Round of Construction Grants:** Expect this annual memo to arrive in your inbox this week. I held back on issuing this memo until the MHLS Board approved their funding priorities for the coming grant cycle at their March 22 meeting. **This memo is required of all libraries to state their construction needs** – which are reported to the date - and to identify which libraries are planning to apply for the next round of construction grants so that I can best help you prepare for the application.
 - **M H L S Board Priorities for Funding:**
 - i. Project must be **part of a long-range plan or a prioritized facility plan** which is reported to MHLS through the Construction Needs Action Memo issued annually in March and
 - ii. **Provide for at least one of the following (the more the better!):**
 - **An increase in services**, through an increase in usable public space or increased staff efficiencies (e.g., new buildings, additions to current buildings, renovation of existing areas for new uses); and/or
 - **An increase in access** (e.g., handicapped accessibility); and/or
 - **Energy conservation in the context of a professional's recommendations or with an historic preservation element.** For the purposes of the board's ranking a "professional's recommendation" will, at least, include the results of an Energy Audit by the NYS Energy Research & Development Authority (NYSERDA).
 - **The definition for an "economically disadvantaged community" remains unchanged from last year.** (*definition attached to this report*)
 - **Application Timeline** (subject to change):
 - Memo due to MHLS: **April 25**
 - Application goes live: May/June
 - Technical Assistance workshop @MHLS: June

- System deadline for member libraries: mid-August
 - Award recommendations made to DLD: October
 - Review by DLD completed: November
 - Review by DASNY completed: February
 - Award notification to libraries: April/May 2015
3. **990 Due Date:** For those libraries and Friends Groups with 501(c)3 (federal) tax exempt status, just a reminder that form 990 is due on the 15th day of the 5th month following the end of the organization's taxable year. For organizations on a calendar year, the Form 990 is due on May 15th of the following year.
 4. WebJunction has just completed an update of the **Competency Index for the Library Field**. This compilation of competency statements addresses a broad spectrum of library service and practice. http://webjunction.org/documents/webjunction/Competency_Index_for_the_Library_Field.html The original 2009 edition has been a valuable resource for libraries, helping staff identify and obtain the knowledge, skills and support needed to power relevant and vibrant libraries. However, it was time for an update. With ever-increasing economic, social, and educational demands, libraries have experienced dramatic changes in community needs and the tools available to serve those needs. Three elements in particular have been emphasized throughout: **21st century skills, accountability, and community engagement**.
 5. **Upcoming Events:**
 - **Friends Support Group:** Wednesday, April 2nd @MHLS Auditorium, 4:30-6:30pm with Guest Speaker Cassie Guthrie, Executive Director of the Pioneer Library System. **Topic: Signature Fundraising Events**
 - **Vote Toolbox Workshop – “Know-how for your library’s vote”:** Tuesday, April 29th from 10:00am-12:00pm in the MHLS Auditorium
 - **2014 LTA Trustee Institute:** May 2 & 3 at the Westchester Marriott, Tarrytown, NY <http://www.librarytrustees.org/institute.php>
 - **New Directors Roundtable** after the May 6 DA meeting. Topic: Best Practices for Working with your Board with Patti Haar, director of the Patterson Library
 - **BookExpo America (BEA):** Thursday, May 29-Saturday, May 31 at the Javits Center, NYC. If you are a member of the New York Library Association (NYLA):
 - i. **Discounted pass:** For \$20 off a 3-day BEA pass OR \$10 off a 1-day BEA pass, please register at bookexpoamerica.com/nyla.
 - ii. **Free bus down to BEA on Friday, May 30th:** The bus will be departing from Albany, with additional stops in New Paltz and West Nyack, arriving at the Javits Center around 9am. They will depart from the Javits at 6 pm. To register for the bus, please fill out our brief registration form [here](https://www.surveymonkey.com/s/6NYWWTR): <https://www.surveymonkey.com/s/6NYWWTR>
 6. **April DA meeting:** I will not be in attendance at the April DA meeting. I will be participating in a Lead the Change event: <http://lj.libraryjournal.com/lead-the-change/#> Please feel free to call or email with any questions about my report: rsmith@midhudson.org or x239

Robert Drake, Information Technology Coordinator

1. **New Logins for KB.midhudson.org (Sierra Knowledgebase):** We have created and will be distributing by email individual logins to each library director for access to the Sierra knowledgebase. Directions will be provided in the email to change the default password provided – which should then be distributed to staff who need to access resource sharing. On May 1st, the former resource sharing username (mhlres), will be discontinued.

2. **Sierra Login Action Memos:** As of writing this, there remain 14 libraries that have not yet returned their action memos. Please return this as soon as possible.
3. **E-Rate**
 - Hopefully you've finished filing your Form 471 – due date was March 26th.
 - Going forward, USAC will be reviewing applications as part of their Program Integrity Assurance (PIA) process. Most applications go through without much problem – if the PIA team however has any questions it is important to respond to their requests within two weeks. If necessary, asking for more time is an appropriate response.
 - While uncommon, the PIA does occasionally ask for supporting documentation. The following link lists documents that are sometimes requested: http://www.usac.org/_res/documents/sl/pdf/audit/Audit-PDF.pdf
 - If anyone receives a PIA question and has questions, feel free to contact to me.
4. **Inventory Reminder:** Quite a few libraries have been replacing or updating their Windows XP computers. Just a reminder to update your computer inventory as computers are replaced! A sample of this document if you don't have one can be found at the link below:
<http://it.midhudson.org/wp-content/uploads/2014/01/Inventory.xls>

Eric McCarthy, Automation Coordinator

1. **Sierra**
 - As we near our migration to Encore, it would be a good idea to encourage your staff not already signed up to do so. You can find the link here: <http://midhudson.org/mhls/listserv/listservs.htm>
 - I'm still noticing some VIP patron records in the database. I will be eliminating this as a valid patron type by making adjustments to the loan rule table so legacy VIPs will fall back to "catch-all" loan rules. Please go through your patron list and make sure your VIPs have been deleted and make sure that your staff is no longer creating new patron accounts (or editing existing accounts) using this ptype. I will wait until all VIPs are deleted and then label the ptype (do not use).
 - Homebound and extension services ptype (number 6) is a valid and can be used in legitimate patron records. This ptype will not accrue fines is universal system-wide.
 - When printing bill notices, several libraries have reported the print job hanging up and not printing. I have noticed that this occurs if the login does not have a template attached to the login that is performing this function. Please get in touch with me if you have a problem printing bill notices so I can work with you to attach a print template to your login.
2. **Web Management Reports:** Most you have been in touch with me regarding browser compatibility with Web Management Reports located at midhudsonlibraries.org/manage. If you are still having a problem with fixing your browser to work with this, please contact techsupport@midhudson.org.
3. **OPAC:** Sydentic Solutions is the company we use to import summaries for bibliographic records in the OPAC. Proquest (Sydentic's parent company) recently reconfigured how summaries are pulled and we have been playing whack-a-mole on incorrect summaries displayed in the OPAC. If you see a summary that is incorrectly displayed, please forward your ticket to cataloging@midhudson.org along with the link to the record.