

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

Merribeth Advocate, Assistant Director

1. OverDrive

- **New Big Library Read:** MHLS libraries will all be participating in the next OverDrive Big Library Read—the cozy mystery, *A Pedigree to Die For*, Melanie Travis Mystery Series, Book 1 by Laurien Berenson. The eBook will be available for simultaneous use, meaning no holds or waitlists for users from June 3-18, 2014. Participants can connect with other readers during an online chat with the author - more details to be provided at a later date. A marketing kit is posted to the homepage of midhudson.org
- **Translated Interface:** You will see in the top right-hand corner of the MHLS Digital Download page, a new button to translate the site into Spanish. This has been added to help facilitate borrowing of the Spanish digital materials being added by Marlboro Library and the Ulster County Library Association.
- **Getting Patron Requests Directly:** Previously when an OverDrive patron clicked on 'Expand your library's digital collection – suggest a title', the patrons request came to me. Now over 30 member libraries have opted to get those patron emails directly for consideration and purchasing the titles. Another plus is that it's a great way to connect with your digital users, as you'll have their email addresses. This is available for any member library with an account to purchase directly from OverDrive. If you would like one set up an account for you, let me know.

2. **New MHLS Programming Listserv:** In order to provide more support and networking opportunities for member library staff that provide library programming, we have launched a new MHLS Programming Listserv, devoted to information about all aspects of library programming for patrons from birth to adult, including programming for families, communities, summer reading, early literacy, family literacy, digital literacy, and outreach to the community through programming. Postings include information about program ideas, planning and evaluation as well as piggy-back presenter opportunities. Programming information, including MHLS programming grant opportunities, will be posted solely to this list.
3. **Continuing Education for Public Librarian Certification:** Public librarian professional certificates issued as of January 1, 2010 only remain valid when 60 hours of professional development are completed every five-year period. **That means a deadline is approaching in about 7 months.** Even if this doesn't apply to you it may apply to staff in your library. Approved programs from accepted providers include formal classes or courses, workshops, seminars, lectures, institutes, webinars, e-courses, library conference programs, or other relevant programs. Curriculum that is **pre-approved by the employing library** can also fulfill the professional development requirement. Certificates or transcripts showing successful completion of courses are acceptable forms of documentation, **as are letters from a supervisor** indicating completion of a program or project. Full details at <http://www.nysl.nysed.gov/libdev/cert/conted.htm>
4. **TASC, the new New York GED:** The new high school equivalency test in NY is TASC (Test Assessing Secondary Completion). The GED is no longer administered in NYS. Right now **there are only a handful of copies of books in the system on this topic**, and all are checked out. Please consider this when selecting new materials.
5. **Mango Languages:** Patrons looking for language learning materials will now find the Mango database through the catalog, as we have added the MARC record.

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

- 1. Property Tax Freeze Proposal:** NYLA and its lawyers continue the work to interpret the Property Tax Freeze legislation passed in April. NYLA is forming a Tax Freeze taskforce, of which I will be a member, to assist with the interpretation and to consider all angles given the variety of funding models for libraries in NYS. Mike Nepl, MHLS General Counsel and Government Relations authority, in coordination with Ellen Bach an Albany-based lawyer with extensive Education / Library Law experience, have shared the following ***preliminary*** interpretations, please note these are **very preliminary – they have not been confirmed** by the Office of the State Comptroller (OSC) at this time so please keep this in mind as you talk to your board:
 - **Association libraries** are likely not covered by the tax freeze legislation;
 - **Special District Libraries** are likely to be covered by the legislation.
 - Whether **Municipal Public Libraries** are covered is less clear, and we probably need to wait for some info from OSC to determine where they're coming down on that.
 - **School District Public Libraries** are more likely to be covered than Municipal Public Libraries, but whether they are is an open question.
- 2. MHLS Launches Access to New York Libraries Trustees Online (NYLTO).** MHLS member library directors and trustees are invited to join NYLTO, *“Essential Tools and Resources for Today’s Public Library Trustees.”* Originally developed with Federal Library Services and Technology Act (LSTA) funds for nine public library systems, all 23 public libraries systems have now invested in this interface to keep it going. The site is managed by the Southern Adirondack Library System (SALS). What’s included:
 - **Discussion Groups:** NYLTO provides a place for trustees and library directors to ask questions, share success stories, and discuss issues that affect public libraries in New York.
 - **Quick Tips:** Trustees are busy people. This section of NYLTO will include short (less than 10 minutes) podcasts and videos on a variety of topics of interest to trustees.
 - **Policy Development Support:** Setting policy is one of the most challenging trustee responsibilities. This section will include a variety of templates and tools to help trustees identify the most effective policies for their libraries.
 - **Links to Resources:** There are a wide variety of resources for public library trustees available on the web. This section will include links to the best of those resources.

To Register for NYLTO: Currently there is no functionality to register your own account. Therefore:

A. **Director Registration:** Directors interested in joining should email Kerstin Cruger (kcruger@midhudson.org) and she will add you. *Please use the subject line “NYLTO” in your email message.*

B. **Trustee Registration:** Directors are encouraged to inform their boards about this newly available resource. It will also be promoted in the *MHLS Bulletin* which many trustees receive (board presidents are automatically subscribed, other trustees self-select to subscribe). Interested trustees should let their director know they would like to join. Directors should then send the names of those trustees that would like access to Kerstin (kcruger@midhudson.org) who will create accounts for them. *Please use the subject line “NYLTO” in your email message.*

3. **Survey Team Training, Non-Library-User Outreach Program:** Training for Survey Teams from libraries participating in the MHLS Marketing Advisory Committee’s Non-Library-User Outreach Program has been scheduled for the week of May 12. All trainings are scheduled for 6:00 – 8:00pm to best accommodate the busy schedules of trustees and Friends that are members of the Survey Teams. We’ve picked three locations that should be central to the self-identified participating libraries:

- *Monday, May 12th @Roeliff Jansen Community Library (9091 Route 22, Hillsdale, NY 12529)*
- *Wednesday, May 14th @Saugerties Public Library (91 Washington Ave., Saugerties, NY 12477)*
- *Thursday, May 15th @MHLS Auditorium (105 Market St., Poughkeepsie, NY 12601)*

Participating Libraries (if I missed someone please let me know!):

- | | |
|--------------------------|-------------------|
| • Beacon | • New Lebanon |
| • Cairo | • Pawling |
| • Cold Spring | • Pleasant Valley |
| • Greenville | • Red Hook |
| • Hillsdale/Copake/Acram | • Saugerties |
| • Hurley | • Staatsburg |
| • Hyde Park | • West Hurley |
| • LaGrange | |

4. **Construction Projects:**

- **All member libraries** should now have submitted MHLS Action Memo #14-03: **Construction Needs Update & Intent to Apply in the next Construction Grant Cycle**. Even if you are not planning to apply for a grant we still need a list of your future facility plans and approximate cost estimates to report to the State for the purposes of advocating for future years of the \$14 million construction grant program. If we cannot demonstrate a need it is difficult to justify the request to the Governor and State Legislature.

As I have not received memos from all libraries yet, I will post a list of those libraries who have submitted the memo to the MHLS Directors List.

- **State Aid for Public Library Construction Grant Program Dates to Save:**
 - i. The NYS Division of Library Development expects the online application for the next round of construction grants to be **live on June 1**. Applicants are encouraged to either
 1. Establish a login/password:
<https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do>
 2. Check to make sure existing passwords are still current – you may need to reset your password: <http://bit.ly/1m0wOSM>
 - ii. The MHLS **Technical Assistance workshop** will be held on **Friday, June 20th** in the MHLS Auditorium.
 - iii. The application deadline will be set once DLD sets their deadline for the Systems.
- **State Historic Preservation Office (SHPO) Approval:** If your project involves a building that is **more than 50 years old** please read the **new formal agreement** between the State Education Department

and the NYS Office of Parks, Recreation and Historic Preservation, including Attachment A [*Examples of Activities Exempt from OPRHP Review*]. **Projects no longer automatically need SHPO approval and this document can help you figure out if yours does or not:**

http://www.nysl.nysed.gov/libdev/construc/14m/shpo_sed_resolution.htm

Robert Drake, Information Technology Coordinator

1. **Heartbleed:** A significant bug was found in one of the common security protocols used throughout the internet. While Sierra, and the rest of MHLS' infrastructure turned out to be unaffected, this is still a significant issue. Both staff and patrons are encouraged to change their passwords (see below) especially for the currently known list of affected sites:

<http://mashable.com/2014/04/09/heartbleed-bug-websites-affected/>

2. **Password Recommendation:** The most important issue with passwords is reuse. When passwords are reused across multiple services or locations, any issue with any these services will put all of them at risk. Unfortunately, since most people have dozens of more passwords it can be difficult to remember all of these different passwords without writing them down (which is itself a problem.) To help with this we recommend using a prefix/suffix system.

- To do this:
 1. create a complicated suffix that you will use for all passwords
 2. create a simple prefix creation rule to apply to each service
- For example:
 1. Complicated Suffix \$44acnnU
 2. Rule: g + first three letters of domain name
- Sample passwords
 - Yahoo.com gyah\$44acnnU
 - Amazon.com gama\$44acnnU
 - Twitter.com gtwi\$44acnnU

With this you can create an infinite number of different and complex passwords but only have to remember two pieces of information.

3. **Sierra Logins:** Please send Sierra login requests to sierra@midhudson.org. We'll be using this email to manage these requests amongst MHLS Staff.

1. **Sierra**

- I have made the change that all check outs on a patron card defined as VIP will be the non-circulating loan rule, regardless of checkout location. I cannot fully remove this patron type from the table without causing a problem with all other patron types and by extension how the loan rules are configured. I have added the note “do not use” to the label and data entry personnel should no longer be using it.
- Sierra downtime on Saturday April 26 was the result of Internet traffic unrelated to our ISP or our data center. From the Innovative Web site:

Hosted customers: Innovative was made aware of widespread issues affecting traffic on the Cogent network. We are alerting our customers as this problem may affect performance for individual libraries that traverse the affected network. Until Cogent is able to resolve the matter the best course of action is to contact the library’s ISP to determine if traffic can be routed around the problem. Updated information - We’ve been informed the Cogent Communications experienced a fiber cut. They have not provided an expected time to resolution.

2. **Encore:** See the Supplemental Document in this DA meeting packet.

3. **Cataloging**

- A reminder of the importance of using the volume record field in serial records (or multipart sets requiring multiple item records on the same bib) and not to use the volume field when attaching item records if the record is not a serial. When creating brief bibliographic records, you can email cataloging@midhudson.org if you have any questions if the item in hand should be classified as a serial or a monograph. Otherwise, when attaching an item record to a serial bibliographic record, you must include a volume note.
- One of the uniform titles (field 240) in all MARC records has been updated to be tagged as an added title in our catalog. This affected 20,000 bibliographic records and means that the title display in patron records and brief results is the title proper (245) to avoid patron confusion. For example, foreign language translations will no longer have as the primary displayed title the one in its original language: Män som hatar kvinnor v. The girl with the dragon tattoo.

4. **Resource Sharing:** We have an increased number of libraries reporting issues related to the handling of damaged or missing components. Take some time to review the following documentation and be sure to share with front desk employees: <http://kb.midhudson.org/missing-and-damaged-components/>