

**Consultant Reports**  
**MHLS Director's Association**  
**Meeting of Friday, July 25, 2014**

**Merribeth Advocate, Assistant Director**

1. **Member Library Salary, Leave & Benefit Survey Results Available:** Information from 54 member libraries is available at [http://midhudson.org/admin/budgeting/2014mhls\\_slb.xls](http://midhudson.org/admin/budgeting/2014mhls_slb.xls). Thank you to the System Services Advisory Committee for asking that this resource be updated.
2. **Children's Services Fundamentals:** This is an Infopeople Online Learning Course, approved by ALA's Library Support Staff Certification (LSSC) program. It runs from September 9<sup>th</sup> to October 6<sup>th</sup>. The cost is \$150 and MHLS will refund \$75 of the cost to the member library (based on my receipt of a copy of the participant's certificate of completion before the end of October) from NYS 2014 Coordinated Outreach Categorical Aid to MHLS. Information and registration at <http://tinyurl.com/mzh5v67>. As a result of the course participants will be able to:
  - Conduct a reference interview to match grade-appropriate resources with a child's information need
  - Determine children's reading interests, including those of reluctant readers, and find books to meet those interests
  - Plan entertaining programs that attract families to the library
  - Promote books and reading through programs and library tours
3. **Summer Reads in OverDrive:** MHLS is participating in the OverDrive Summer Reads campaign, a new Readers Advisory project based on the success we saw in circulation through highlighting Gone Girl Read-Alikes this spring. These initiatives offer hand-picked titles to help users discover new favorites, leading to increased reader engagement and circulation for libraries. You'll find it in the MHLS Digital Download menu, as well as linked from a new graphic on that homepage and on rotation throughout that site. MHLS OverDrive selectors will find a list in OverDrive Marketplace at <http://tinyurl.com/n9t4c6n> that will populate this section.
4. **Ready to Read at New York Libraries:** You will be hearing more about this early literacy initiative (which brings you the DayByDayNY Family Literacy Calendar at <http://daybydayny.org>) from the NYS Library, who is working towards the goal of providing training and resources to position public libraries as Early Literacy Community Leaders. Their analysis shows that currently NY Public Libraries are viewed as the place to go for story time activities and picture books – the current core of public library early literacy work. This initiative works towards supporting and developing public library staff as “Early Literacy Navigators” connecting families and children to critical services in their community, where library staff will have professional expertise in community assessment, outreach to diverse populations, and early literacy skill development.
5. **Distribution of Library Card Information to Students:** As we move towards a new school year, a reminder that in July 2013, Governor Cuomo signed into law a requirement for public school districts in NYS to distribute applications for library cards and other library-related informational materials to students upon request of any public or association library within the school district's service area. The law requires:
  - Directors of participating public and association libraries to consult annually with the school district to coordinate the provision of materials, and to provide sufficient copies of materials to distribute;
  - School districts, once requested by any public or association library in the district, to disseminate provided materials annually to every student upon their entry into kindergarten, grade six and grade



nine (but libraries and school districts may agree to alternate or additional grades/distribution times), and to newly enrolled students;

- School districts to ensure provided materials are available upon request.

Public library directors that want to take advantage of this law are encouraged to reach out to the school superintendent(s) within your service area and request a meeting; and to prepare materials, in both print and electronic formats, that promote library card sign-up, programs and services. It is the responsibility of the library to produce and provide all materials intended for distribution. More information at <http://tinyurl.com/l5ro26l>

## Rebekkah Smith Aldrich, Coordinator for Library Sustainability

### 1. Albany Update:

- **School District public libraries and libraries receiving funds through their school district (259 votes):** a new law was passed that will require you to assist with payback of taxes should a taxpayer appeal of their tax bill be successful. **You will want to set aside funds each year in case you are required to assist with a rebate.**
- **Libraries & the NYS Nonprofit Revitalization Act:** The New York State Library's Division of Library Development reports they are awaiting direction from the New York State Education Department (SED) regarding the impact of the New York Nonprofit Revitalization Act on libraries and systems. The State Library is hopeful this information will be provided soon. Should your type of library be ruled as falling under this law here's what you can expect to be required to comply with (hint: these are best practices regardless of whether or not you fall under this law!):
  - i. **Adopt a conflict of interest policy requiring directors, staff and trustees to act in the library's best interest.** The policy, at a minimum, must include:
    1. **A definition of the circumstances that constitute a conflict of interest;**
    2. Procedures for disclosing a conflict to the audit committee or board;
    3. A requirement that the individual with the conflict of interest not be present at or participate in board or committee deliberations or voting on the matter considering such conflict;
    4. A prohibition on any attempt by the person with the conflict to influence board deliberations;
    5. Procedures for documenting the existence and resolution of the conflict; and
    6. Procedures for disclosing and addressing related-party transactions.
  - ii. **Adopt a whistleblower policy** which must include:
    1. Procedures for reporting violations and suspected violations of laws or policies, including procedures for preserving the confidentiality of reported information;
    2. A designated employee, trustee or director tasked with administering the policy and reporting to the audit committee or other committee of independent trustees or if no such committee, to the board; and
    3. A requirement that copies of the policy be provided to employees, trustees and volunteers.
  - iii. The Act prohibits nonprofits from entering into **"transactions with a related party"** unless the nonprofit's board determines that the transaction is fair, reasonable and in the nonprofit's best interest. A "related party transaction" is defined by the Act as any transaction, agreement or other arrangement in which a "related party" has a financial interest (employee or trustee; relative of employee or trustee).
  - iv. The Act would require that all nonprofits provide **copies of board minutes on the nonprofit's web site.**
  - v. Employees may not be present or participate in any board or committee deliberation or vote **concerning compensation** if that individual may benefit from such compensation. The Act further requires that all

compensation paid to employees be “fair, reasonable and commensurate with the services provided to the organization.”

- Congratulations to **the Starr Library of Rhinebeck**, their special district legislation was passed by both houses of the NYS Legislature. We now await the signature of the Governor which will enable the library to hold a public vote to establish and fund the library district.
- The “**Queens Library bill**” passed at the end of session in June and was signed into law. This legislation was written in response to public scrutiny of this association library’s board. The legislation requires annual budget meetings to be made public and library trustees to report budget planning. It also requires trustees to approve any outside work done by executive staff members and adds financial disclosure requirements. An audit committee will also be required. The legislation also allows for the removal of trustee by municipal officials. NYLA has stated concern that this bill sets a precedent for other association libraries throughout the state, however, for now, this bill applies only to the Queens Library.
- There has been no further clarification, other than what I have provided in my previous DA reports, about the **Property Tax Cap Freeze** implications for all types of libraries.

2. **NYS Office of the State Comptroller (OSC) Audits the Gloversville Public Library:** In the continued trend of OSC auditing public libraries, a library in the Mohawk Valley Library System recently went through an audit designed to evaluate the adequacy of the library’s internal controls over “claims processing.” Claims processing is an internal financial control activity that ensure tax dollars are spent efficiently and legally. This is a library of a similar size to many in MHLS so I wanted to share with you some of the findings which can be helpful to your own internal financial control procedures:

- The board must establish policies and procedures that ensure that each claim contains sufficient supporting documentation to determine compliance with library policies; that the underlying goods or services have been received; and that the amounts claimed represent actual and necessary expenditures.
- The board is responsible for “thoroughly and deliberately” auditing all claims prior to approving them for payment.
- Each claim should be assigned a sequential claim number and be included on an abstract of claims presented to the board for audit.
- Approval of the abstracts should be documented in the board minutes and board members can also sign or initial the claims to further indicate approval.
- OSC found that delegating authority to approving claims to the director was not appropriate because it did not achieve an independent audit of claims and separate duties.

OSC has provided a very handy Local Government Management Guide on this topic: “*Improving the Effectiveness of Your Claims Auditing Process*,” which is available online at <http://www.osc.state.ny.us/localgov/pubs/lgmg/claimsauditing.pdf> We are working with OSC training staff to bring a **workshop to the MHLS region this fall** (September or October) on internal financial controls, stay tuned for more info!

3. We’ve recently learned that representatives from the Department of Homeland Security have visited several public libraries in New York and conducted “**secret shopper**” visits. As reported by Wanda Bruchis, Executive

Director of the Mid York Library System, staff were asked for “well-known books on bomb-making and paramilitary knowledge.” They were also observed browsing the shelves for books on gun rights and requested guest passes. The agent then allegedly asked for directions to the local mall.

From Wanda: “Later the officer in charge went back to the libraries and after identifying himself, said they have been doing random checks in areas with marinas and libraries (we have several). They wanted to determine if asking those two questions (bomb making and directions to a big public place) would trigger a concern for the staff to call Homeland Security to report a possible threat.”

We are sharing this report to raise awareness amongst member libraries and to remind you, as the director of the library, that it may be time to refresh your memory, your board’s memory and to remind or train your staff about the nature of **patron confidentiality, public libraries and law enforcement inquiries:**

- Check out: “[Confidentiality and Coping with Law Enforcement Inquiries: Guidelines for the Library and its Staff](#)” on the American Library Association’s web site
- Review New York State Law ([Civil Practice Laws and Rules sec 2307 §4509](#)), which guarantees the confidentiality of library patron records. Patron records can only be viewed upon presentation of a subpoena.
- Is your library’s **Law Enforcement Inquiry policy** up-to-date? Have all staff been briefed on the policy? Have all board members? Don’t have this policy? Samples are available on the MHLS web site: [http://midhudson.org/department/member information/library policies.htm#law](http://midhudson.org/department/member%20information/library_policies.htm#law)

If a similar situation arises in your library I would appreciate hearing about it as we work with state and national library advocates on this issue.

4. **Congratulations to Kara Lustiber, director of the West Hurley Public Library. She and her board are the first to complete the new version of the MHLS Essential Documents Inventory.** This means the West Hurley Public Library now has a full complement of essential documents (bylaws, long-range plan, facilities plan, technology plan and annual report to the community) as well as all 21 external policies and 38 internal policies. So it can be done! If you would like an updated list of your inventory, help with prioritizing what documents are left to be done at your library or need samples to work from for any of the documents listed in the inventory just let me know.
5. The U.S. Second Circuit Court of Appeals upheld the ruling in Authors Guild v. HathiTrust, deciding that **providing a full-text search database and providing access to works for people with print disabilities is fair use.**
6. **Registration for the 2014 New York Library Association Conference** planned for November 5-8 in Saratoga Springs, NY is now open! In addition to great sessions that address fundamentals about legal issues, Friends and fundraising, leadership and management topics, outreach, youth services and technology, some big name speakers will be at the conference including:
  - Clive Thompson: <http://www.wired.com/author/clivethompson/>
  - John Boecker: <http://www.sevengroup.com/boecker-resume/>
  - Michael Stephens: <http://tametheweb.com/about-michael-stephens/>
  - Sarah Houghton: <http://librarianinblack.net/librarianinblack/about>
  - Ben Bizzle: <http://benbizzle.com/>
  - Rich Harwood: <http://www.theharwoodinstitute.org/about/about-rich-harwood/>

- Stephen Apkon: <http://www.theageoftheimage.com/>
- Julia Spencer-Fleming: <http://www.juliaspencerfleming.com/>
- Jacqueline Woodson: <http://www.jacquelinewoodson.com/>

Register now at

[http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=281&MenuKey=conf\\_info](http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=281&MenuKey=conf_info)

★ **Can you find the Golden Ticket?** NYLA Executive Director Jeremy Johannesen has hidden Golden Tickets inside some of the NYLA Conference Promotional Brochures! Lucky recipients will receive a FREE full conference registration! Check yours for a hidden Golden Ticket inside!

## Robert Drake, Technology Operations Manager

### *Technology Operations Overview*

1. **Welcome Thomas O'Connell:** Mid-Hudson Library System and the Technology Operations department is pleased to welcome Thomas O'Connell as our automation coordinator. He'll be taking a lead on supporting our ILS as part of our tech support team. Please continue to use [techsupport@midhudson.org](mailto:techsupport@midhudson.org) with ILS (and other) related issues/questions.

### *IT/Technology*

2. **New Links for your websites:** Resource Sharing is recommending a change to the new catalog, to be voted in this meeting, =that would include the Hudson Valley Reads and 'new' format links. These links may, however, also be added to your website. Code below:
  - New Fiction:
   
[http://search.midhudsonlibraries.org/iii/encore/search/C\\_S\(\\*%20\(Fiction\)%20f%3Ab%20c%3A83%20y%3A%5B2014-%5D\\_O-date\\_U\\_X0?lang=eng&suite=cobalt](http://search.midhudsonlibraries.org/iii/encore/search/C_S(*%20(Fiction)%20f%3Ab%20c%3A83%20y%3A%5B2014-%5D_O-date_U_X0?lang=eng&suite=cobalt)
  - New Nonfiction:
   
[http://search.midhudsonlibraries.org/iii/encore/search/C\\_S\(\\*%20\(Fiction\)%20f%3Ab%20c%3A83%20y%3A%5B2014-%5D\\_O-rightresult\\_U?lang=eng&suite=cobalt](http://search.midhudsonlibraries.org/iii/encore/search/C_S(*%20(Fiction)%20f%3Ab%20c%3A83%20y%3A%5B2014-%5D_O-rightresult_U?lang=eng&suite=cobalt)
  - New DVDs:
   
[http://search.midhudsonlibraries.org/iii/encore/search/C\\_S\(\\*%20\(Drama\)%20f%3Ax%20c%3A83%20y%3A%5B2014-%5D\\_O-date\\_U\\_X0?lang=eng&suite=cobalt](http://search.midhudsonlibraries.org/iii/encore/search/C_S(*%20(Drama)%20f%3Ax%20c%3A83%20y%3A%5B2014-%5D_O-date_U_X0?lang=eng&suite=cobalt)
  - New Music CDs:
   
[http://search.midhudsonlibraries.org/iii/encore/search/C\\_S\(\\*%20f%3Af%20y%3A%5B2014-%5D\\_O-date\\_U\\_X0?lang=eng&suite=cobalt](http://search.midhudsonlibraries.org/iii/encore/search/C_S(*%20f%3Af%20y%3A%5B2014-%5D_O-date_U_X0?lang=eng&suite=cobalt)
  - Books on CD:
   
[http://search.midhudsonlibraries.org/iii/encore/search/C\\_S\(\\*%20f%3Ad%20y%3A%5B2014-%5D\\_O-date\\_U\\_X0?lang=eng&suite=cobalt](http://search.midhudsonlibraries.org/iii/encore/search/C_S(*%20f%3Ad%20y%3A%5B2014-%5D_O-date_U_X0?lang=eng&suite=cobalt)

### 3. Hudson Valley Reads Link

- Main subscription link can be found here: <http://libraryaware.com/406/Subscribers/Subscribe>
- Image can be downloaded at:  
<http://midhudsonlibraries.org/screens/hvreads.gif>
- Individual newsletters can be added to your site using LibraryAware.
- As always, if you'd like to have these added to your MHLS managed page, send your request to [webchanges@midhudson.org](mailto:webchanges@midhudson.org).



#### Sierra/ILS

4. **Encore Adoption:** As of this writing, 47 libraries have included the new catalog on their library website. If the remaining libraries would like to move forward with adoptions or have other questions, feel free to contact [techsupport@midhudson.org](mailto:techsupport@midhudson.org).
5. **Patron notes:** We have received some number of reports regarding undated and in-initialed patron notes. Please inform your staff, that both the library code/staff initials as well as date of entry must be included on all patron notes.

#### Cataloguing

### 6. Magazine Cataloging *(Written by: Nina Acosta)*

We have noticed that a large number of magazine issues in our database are incorrectly linked to the holdings statement record instead of the record for linking items. In next week's delivery, your library may receive an envelope with items that your library has linked to the wrong record. Please attach these items to the correct record, and review our magazine record practices on the knowledge base:

<http://kb.midhudson.org/linking-magazines/>

On a related note, several libraries that have been linking their items to the correct record are, however, not using the holdings statement records at all. Please be aware that if you choose not to list your library's holdings, patrons using the OPAC will not be able to tell that your library owns that title, as the record with the linked items will not be visible in the online catalog. It is recommended that all libraries consider adding holdings statements for their magazine subscriptions if they have not done so already.

Please contact Nina Acosta with any further questions: [nacosta@midhudson.org](mailto:nacosta@midhudson.org) | 845-471-6060 x252