

**Consultant Reports**  
**MHLS Director's Association**  
**Meeting of Friday, December 5, 2014**

**Merribeth Advocate, Assistant Director**

**1. Wandoo Reader:**

- Since 2010, the New York State Library has offered the online summer reading registration tool, Summer Reader, provided by Evanced (<http://www.nysl.nysed.gov/libdev/summer/smreader.htm>). Summer Reader continues to be available for all public libraries in New York State. In addition, Evanced has created another online summer reading registration tool called Wandoo. **It is a game and a reading tracker.**
- Evanced has developed Wandoo based on input from library staff across the country: it has easy set-up features and is likely to be viewed as more user-friendly than Summer Reader. In addition, it incorporates an interactive component to further engage children and teens in summer reading.
- For 2015, **libraries will be able to choose to use either Summer Reader or Wandoo.**

**2. 2014 Annual Reports:**

- The 2014 Annual Report is due from each member library to MHLS on February 19.
- Hands-on Annual Report Workshops, designed for new Directors (and anyone else at your library who is new to working on the annual report) but open to all, are being held on January 21 & 23 at MHLS. Register through the MHLS online calendar.

**Rebekkah Smith Aldrich, Coordinator for Library Sustainability**

**1. Tax Cap:**

- One last reminder for libraries with a calendar fiscal year to file the Tax Cap form before you approve your 2015 budget.
- 'Tis the Season... for reporters to look and see **which organizations reported to the Office of the State Comptroller that they would override the tax cap.** This time last year articles in local papers appeared listing those that had overrode the cap. If you exceeded your cap please be prepared with your talking points and brief your board and staff so they feel prepared in case community members have questions.
- Of those libraries that have submitted their post-vote results survey to me - 29% of libraries exceeded tax cap for FY2015. Twice that number passed override resolutions. **If you passed an override resolution but ultimately did not exceed the cap, at your next board meeting you need to rescind the override resolution.**

**2. OSC Tax Cap Audits & Association Libraries:** While the NYS Office of the State Comptroller may not audit association libraries against the internal financial controls we have been discussing this year (and that will be covered at the December 11th OSC Audit workshop @MHLS), they are authorized to audit association libraries for the purposes of establishing compliance with the Tax Cap.

**3. Property Tax Freeze**

- As reported last month: All libraries that file the Tax Cap form will need to file the Tax Freeze form. This will be due the 21<sup>st</sup> day of your fiscal year (for example, if you have a calendar fiscal year this would be due January 21, 2015) <https://www.osc.state.ny.us/localgov/realprop/taxfreeze.htm>

- In order to be eligible for the Tax Freeze in Year Two libraries will need to file an **efficiency plan** with the NYS Division of Budget demonstrating a 1% savings each year for three years **by June 1, 2015**. MHLS staff is working to explore the possibility of serving as the "lead agency" in authoring an efficiency plan that could be used by all member libraries eligible to file for the Property Tax Freeze rebate for their communities. **We are still gathering specific information from the Division of Budget and will continue to work on this. Please stay tuned.**
4. **Starr Library Special District Legislation:** As you may have heard the Starr Library's special district legislation was vetoed by Governor Cuomo. **This is unprecedented.** This is a disturbing event not only for the Starr Library but for the entire New York library community. MHLS is working with the NYS Division of Library Development, Regents' Advisory Council on Libraries and the New York Library Association to reach out to the Governor and his staff to educate them about the implications of this action. As the #1 recommendation for public libraries from the Board of Regents and Regents' Advisory Council on Libraries is for libraries to seek district status, should the Governor decide to block these efforts communities will have a diminished capacity to pursue sustainable funding for libraries and public financing of library facilities.
5. **Is your Library following the correct Records Retention and Disposition Schedule?** Please see: **Retention and Disposition of Library and Library System Records** by Warren F. Broderick, NYS Archives [[http://www.archives.nysed.gov/a/records/mr\\_pub6.pdf](http://www.archives.nysed.gov/a/records/mr_pub6.pdf)]
- **Municipal Public Libraries:** Records Retention and Disposition Schedule **MU-1** [[http://www.archives.nysed.gov/a/records/mr\\_pub\\_mu1.shtml](http://www.archives.nysed.gov/a/records/mr_pub_mu1.shtml)]
  - **Special District Public Libraries:** Records Retention and Disposition Schedule **MI-1** [[http://www.archives.nysed.gov/a/records/mr\\_pub\\_mi1\\_part1.shtml](http://www.archives.nysed.gov/a/records/mr_pub_mi1_part1.shtml)]
  - **School District Public Libraries\*:** Records Retention and Disposition Schedule **MI-1** [*see link above*]
    - *Chatham Public Library: Records Retention and Disposition Schedule ED-1* [[http://www.archives.nysed.gov/a/records/mr\\_pub\\_ed1.shtml](http://www.archives.nysed.gov/a/records/mr_pub_ed1.shtml)]
  - **Association Libraries** "*not required to use a State schedule to dispose of records*"
6. **Essential Documents Inventory Progress:** We are seeing steady progress by libraries through the MHLS Essential Documents Inventory Project. Between 2012 and 2014 we saw:
- a. 27% increase in the number of libraries with a current long range plan.
  - b. 17% increase in the number of libraries who had done a current Annual Report to their community
  - c. 12% increase in the number of libraries who improved their internal financial controls
  - d. 16% increase in the number of libraries addressing the confidentiality of patron records through policy
  - e. 19% increase in the number of libraries with a Media/PR policy
  - f. 22% increase in the number of libraries addressing workplace safety issues through policy
  - g. 23% increase in the number of libraries that put a process in place to handle Freedom of Information Law (FOIL) requests

32 member libraries sent representation to the MHLS Advanced Trustee education topic this fall, **Essential Policies to Protect Your Library** so we expect to see even more improvement over the next year. To facilitate your success I will host "**Policy Labs**" in 2015 on a particular set of policies, for example, one set of sessions will focus on just the topic of **internal financial controls**. I will hold these throughout the service area to accommodate more libraries. This will

provide an opportunity for you to assess what you have in a policy area, identify improvements and get direct assistance.

## 7. Upcoming Continuing Education Opportunities:

- a. **MHLS Friends Support Group:** Wednesday, December 10 from 5:30 – 7:30pm **at the Kingston Library.**  
Topics: Nonprofit Revitalization Act, presented by RSA & Community Engagement with special guest: Vicki Kosovac, President of the Friends of the Hudson Area Library
- b. **OSC Audits: Procedures & Common Findings** presented by Wendy Fiorello, Associate Examiner, Division of Local Government and School Accountability, Office of the New York State Comptroller (OSC)  
Thursday, December 11<sup>th</sup> from 10:00am – 12:00pm in the MHLS Auditorium
- c. **County Funding Advocacy Group** – Monday, December 15<sup>th</sup> from 10:00am – 12:00pm in the MHLS Auditorium

## Robert Drake, Technology Operations Manager

### *Technology Operations Overview*

1. **New midhudson.org:** Beginning the weekend of December 6<sup>th</sup> (tomorrow if you're reading this at the DA meeting), MHLS will be changing to a wordpress based website.

Inevitably this change impacts you as users of our website. From the consumer side, this change may initially be – less preferred – however this reorganization of our site represents not simply a visual update, but also a large scale functional improvement.

- Increased ability to identify and therefore fix broken links
- Increased ability to identify and therefore update outdated content
- Significantly simplified workflow in regards to adding/editing/removing content giving more staff more time to concentrate on other tasks.
- Significantly narrower training requirements in giving staff access to the website.
- Improved functionality in regards to visual display, polling, forms, mobile access, etc.

No doubt, growing pains will be present however we believe over time you will find the new site facilitates a significant improvement in our ability to provide current, relevant, and accurate information. Thank you for your support and forbearance in this matter.

### *IT/Technology*

## 2. E-Rate Funding Year 2014 - December/January Tasks

### A. Find your Free/Reduced Lunch Eligibility & Discount Percentage

- [http://portal.nysed.gov/pls/cn\\_port/mel3\\_pkg.elig\\_enroll\\_query](http://portal.nysed.gov/pls/cn_port/mel3_pkg.elig_enroll_query)
- Fill in either County or District, select Claim Period October or November or December. Select School under Public.
- Find the school district that covers the location of your library and note the value under TOTAL.
- Match this value against the discount matrix:  
<http://www.sl.universalservice.org/reference/dmatrix.asp>
- Rural/Urban is decided per county and is further explained here:  
<http://www.usac.org/sl/applicants/step04/urban-rural.aspx>
- Currently, Ulster, Greene, and Columbia counties are considered RURAL

- Currently, Dutchess and Putnam counties are considered URBAN
- This discount percentage multiplied by the your telecom and/or internet expenses is the amount you may receive from the E-Rate program

**B. Choose whether or not to proceed with E-rate application**

- Phones are the easiest to apply for and remain eligible for funding 2014.
- Internet service reimbursement is also a priority 1 service and relatively easy to apply for but requires filtering

**C. If proceeding, complete form 470**

- Review deadlines
- <http://www.usac.org/sl/tools/deadlines/default.aspx>
- Fill out Form 470. Deadline is expected to be February 26<sup>th</sup>. Do it well before this!
- All forms can be found at: <http://www.sl.universalservice.org/menu.asp>
- If you would like direct assistance, please contact [rdrake@midhudson.org](mailto:rdrake@midhudson.org) and we can schedule a time to go through the application together (please assume 90 minutes).
- If you have individual questions, feel free to email me as well.
- Do not complete form

**Form 470/471 Resources**

- Further Instructions for form 470 can be at: <http://www.usac.org/res/documents/sl/pdf/forms/470i.pdf>
- If you do not know your entity number, you can search for it here: [http://www.sl.universalservice.org/Utilities/BilledEntitySearch\\_Public.asp](http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp)
- If you do not know the SPN numbers of your telephone and internet providers, you can find that at: [http://www.sl.universalservice.org/Forms/SPIN\\_Contact\\_Search.asp](http://www.sl.universalservice.org/Forms/SPIN_Contact_Search.asp)

**Other Resources**

- E-Rate Listserv: <http://www.e-ratecentral.com/subscribe.asp>
- USAC Submit a Question - [www.slforms.universalservice.org/EMailResponse/EMail\\_Intro.aspx](http://www.slforms.universalservice.org/EMailResponse/EMail_Intro.aspx)
- USAC Glossary and Acronyms: <http://www.usac.org/res/documents/sl/pdf/handouts/SL-Glossary-of-Terms.pdf>
- E-Rate Eligible Services List: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

*Sierra/ILS*

**3. Encore Help:** Encore help resources can now be found at: <http://resources.mhls.info/>

**4. Encore Statistics:** Will be distributed at DA meeting.

*Cataloguing*

**5. Sierra Reports for New Directors**

As of 11/25/2014, there are still spots in Tom O'Connell's December 8<sup>th</sup> Sierra Reports for New Directors. This is open to both new directors...and those new in spirit. Please register via <http://calendar.midhudson.org> if interested. If we have more demand than open spots, additional training dates will be made available.