

Consultant Reports
MHLS Director's Association
Meeting of Wednesday, November 12, 2014

Merribeth Advocate, Assistant Director

1. **Input needed from your library staff & trustees regarding Location of MHLS Training Programs:**
 - To update info on where best to hold MHLS CE programs (the most recent we had was from 2011), site info was requested from all directors who were interested in hosting regional training at their library (including group viewing of webinars). Info was received from 28 who are included in the 'Preferences for Location' survey.
 - **Responses are requested from every library director, library trustee and staff member**, so we can schedule our 2015 trainings in locations they would like to attend at. Please encourage them to spend 3 minutes to give us their feedback on where they would like to attend through the brief form at <https://www.surveymonkey.com/s/MHLStraininglocations>.
2. **Checkouts by Unique Users by Library in OverDrive:** The number of patrons using OverDrive continues to be an important number. To improve this data point, with more meaning than the number we used to report, at http://midhudson.org/collection/overdrive/by_library2013.xls in the MHLS OverDrive statistical report you will now find the monthly count of 'Unique Users by Library' for each month of 2014, as well as the average number of monthly unique users for your library for 2013, 2012, 2011 and 2010.
3. **Media Programming for Ages 13-18 at your library through the Mobile Media Lab:** Looking for fun and engaging programs to bring middle and high school age (13-18) students to the library? The Mobile Media Lab from the Children's Media Project (soon to be Spark Media Project), working in partnership with MHLS, brings the programs, tools, teaching artists, curriculum and collateral necessary to teach media arts and increase the digital literacy of area youth at your library. Through the Mobile Media Lab, libraries can help youth gain skills in digital literacy as well as media production to emerge with new technical skills, media content for digital portfolios, and deepened engagement with their local library. The workshop will be held in the MHLS Auditorium on December 17 from 10-12:00.
4. **Advisory Committee Membership & Meetings 2015:** In this packet is the current advisory committee membership list. Please let me know of any changes. If you already know your **county meeting dates for 2015**, please email them to me now. We are in the process of scheduling all 2015 advisory committee meetings and do not what to schedule on top of you.
5. **'Learn Library Spanish' through Mango Languages Mini-Grant:** Mango Languages has developed a fun, interactive online course to help library staff better serve Spanish-speaking patrons. It has been significantly expanded since we last ran this mini-grant program in 2012, and the course now covers the following library-specific content: 'Obtaining a Library Card'; 'Help at the Reference Desk'; 'Accessing Resources'; 'What Activities are Happening at the Library?'; 'Job Search'. MHLS will award an Outreach Mini-Grant (funded by NYS 2014 Coordinated Outreach Categorical Aid to MHLS) of **\$100 to the library**, for the first twenty staff members from MHLS member libraries submitting both of the 2 parts of the Proof of Completion, received by December 3, 2014. Details in the [10/28/14 MHLS Bulletin](#).
6. **'Reaching Every Patron: Creating and Presenting Inclusive Outreach to Patrons of all Abilities' Online Course Reimbursement:** Programming for patrons with special needs got you stumped? This Online Learning Course from ALA Reference and User Services Association (RUSA) will discuss methods for reaching patrons with special needs in your community and how to help staff and your community create an inclusive environment. This course will also provide tools for defining your success when doing outreach to patrons of all abilities. Students

will leave this course with a set of tools that can be used to establish outreach in their communities, create their own unique outreach programs and assist staff in working with patrons with special needs. The online course runs from Nov. 10 - Dec. 7 (4 weeks, students have the option to submit all assignments by Dec. 12). The cost varies from \$120-\$230 depending on your professional memberships. **MHLS will refund \$120 of the cost to the member library** (based on my receipt of the form distributed on the Directors List on 10/21/14 and a copy of the participant's certificate of completion received before 12/16/14) from NYS 2014 Coordinated Outreach Categorical Aid to MHLS. More information and registration at <http://www.ala.org/rusa/development/reaching-every-patron>.

7. **Continuation of NOVELny Databases:** On 10/22/14 the NYS Library announced:

- Barring unforeseen circumstances and/or cuts in funding, Opposing Viewpoints in Context from Gale Cengage Learning will be available through **July 31, 2016:**
- Barring unforeseen circumstances and/or cuts in funding, the following databases will be available through **June 30, 2017:**
 - From Gale Cengage Learning: Academic OneFile; Business Insights: Essentials: General OneFile; Health Reference Center Academic; InfoTrac Newsstand; Kids InfoBits; National Newspaper Index; New York State Newspapers
 - From PROQUEST: eLibrary Elementary; Gannett Newsstand Complete
 - From Scholastic GO!: Encyclopedia Americana; The New Book of Knowledge; Grolier Multimedia Encyclopedia; La Nueva Enciclopedia Cumbre; Amazing Animals of the World; The New Book of Popular Science; America the Beautiful, and Lands and Peoples

8. **Attendance at the Making your Collection Count: Essential Elements of Collection Development workshop:**

Library directors from 26 member libraries attended the first 2 sessions, which had a total attendance of 37. A reminder that MHLS Directors Association requires that **all library directors** attend one of these sessions. Directors are invited to bring any staff members they choose to. Resource sharing and shrinking budgets have created pressure on collections system-wide. This workshop focuses on the skills of collection and circulation analysis, as well as collection development best practices to help libraries better react to local patrons with local collections. Upcoming sessions in November and December are listed on the [MHLS Online Calendar](#).

9. **AWE Discounted Group-Buy:** Looking to provide a safe digital learning experience that attracts kids? To take advantage of this special pricing from www.awelearning.com, place your order on or before **December 15, 2014** by contacting Joan Wicks: 610-348-2200 | wicksj@awelearning.com. Each order will be invoiced individually.

- The [Early Literacy Station](#) (ELS) is a dynamic all-in-one digital learning solution for early learners, ages 2-8. It is available in English and Bilingual Spanish and features over 70 content applications.
- The [AfterSchool Edge](#) features content for all elementary age students (approximately 6-12 years old). The educational programs, which are correlated to Common Core and state standards, span all seven curricular areas. Each product features engaging graphics, intuitive menus, usage tracking, and administrative functions. No Internet connection is required to use either of these products.

PRODUCT	Regular Library Discount Price	Special Rate
Early Literacy Station (ELS)*	\$3,150	\$2,599
AfterSchool Edge*	\$3,150	\$2,599
Early Literacy Station – Bilingual Spanish*	\$3,350	\$2,750
Tablet platform (ELS or AfterSchool Edge) ^	\$2,750	\$2,255

*Pricing includes all-in-one touchscreen platform, customized color-coded keyboard, child-sized mouse, three-year hardware warranty, and annual version upgrades. AWE offers a number of options including extended warranties, printer, headphones, and other accessories.

^Pricing includes two-year warranty and stylus pen.

1. Tax Cap & Property Tax Freeze Information

- The webinar offered by the NYS Office of the State Comptroller (OSC): “[Property Tax Cap Review and Tax Freeze Details - Local Governments - October 23, 2014](http://www.osc.state.ny.us/localgov/training/previouswebinar.htm)” is now archived on their web site at <http://www.osc.state.ny.us/localgov/training/previouswebinar.htm>. I urge all libraries that have ever had a public vote on their budget, and therefore required to file the tax cap form, to view this webinar, it is very straightforward and useful.
- **Property Tax Freeze:** From the webinar noted above we have learned:
 - All libraries that file the Tax Cap form will need to file the Tax Freeze form. This will be due the 21st 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. For more information on efficiency plans see page 7 of this document: www.tax.ny.gov/pdf/publications/orpts/pub1030.pdf
- The **tax cap form** is currently available for those libraries with a calendar fiscal year. 414 Libraries: Even if you did not go out last year or this year you need to fill this out every year. <https://www.osc.state.ny.us/localgov/realprop/localgovernments.htm>

2. **PILOT Payments:** A PILOT is *payment in lieu of taxes*. These are payments made to compensate a local government for some or all of the tax revenue that it loses because of the nature of the ownership or use of a particular piece of real property. Usually it relates to the foregone property tax revenue negotiated to entice a business into your area. Special district public libraries, school district public libraries and Municipal public libraries may be due funds through PILOT. Check with your local Industrial Development Agency (IDA):
- a. Columbia County: <http://www.columbiaedc.com>
 - b. Dutchess County: <http://dutchesscountyida.org/>
 - c. Greene County: <http://www.greeneida.com/>
 - d. Putnam County: <http://www.putnamida.org/>
 - e. Ulster County: <http://www.ulstercountyida.com/>
3. **414 & 259 Vote Frequency:** It is strongly suggested that library boards using the 414 (or municipal ballot) or 259 (school district ballot) public vote model need to fully consider following the Kinderhook Library’s lead and establish a board policy which institutionalizes routine votes. The Kinderhook model has the library going out for a 414 vote every 3 years. Waiting too long to go back to the public for your vote results in percentage increase requests that are difficult for the public to understand. While other institutions (school districts and municipalities) are sticking close to the Tax Cap percentage increase, libraries using these models are asking for increases in the double digits, sometimes as high as 50% - 100%. More routine votes will help establish a pattern for your supporters of a) routinely voting for your budget and b) more reasonable sounding increases. For assistance in helping your board understand the implications of waiting please feel free to contact me to schedule a consultation.

4. Please send **updated trustee information** to Kerstin Cruger, MHLS Marketing & Program Assistant, at kcruger@midhudson.org. Your current board roster with your trustees' names, addresses, and email addresses. This helps us communicate upcoming continuing education opportunities to them.

5. Save the Date: **2015 New York Library Association Advocacy Day in Albany: February 25th**

6. Upcoming Continuing Education Opportunities:

a. Advanced Trustee Education: Essential Policies to Protect Your Library

- i. Wednesday, November 19th from 5:30 – 7:30pm at the Kingston Library
- ii. Thursday, November 20th from 5:30 – 7:30pm in the MHLS Auditorium

b. **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

c. **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 11th from 10:00am – 12:00pm in the MHLS Auditorium

d. **County Funding Advocacy Group – NEW DATE:** Monday, December 15th from 10:00am – 12:00pm in the MHLS Auditorium

Robert Drake, Technology Operations Manager

Technology Operations Overview

1. Days Closed & Sierra Username Action Memos: Action Memo 13-04 and 12-05 are being distributed at the upcoming DA Meeting. For libraries not in attendance, these action memo will be distributed through mail.

- The first of these forms is for 2014 Days Closed with Sierra. On this form please indicate if you want MHLS to change your days closed. (Some libraries perform this task on their own). For those libraries that want us to change your days closed please indicate 1. The full days you are closed all year. 2. Any other specific days you intend to be closed. Please return this form by 12/02/2014.
- Earlier this spring, we ran a Sierra Username Action memo. In part to facilitate the new group login policy, and as part of general yearly username maintenance, we are asking you complete this form as well.

For both forms, any questions can be directed to techsupport@midhudson.org All Technology Operations staff should be able to assist with these forms.

2. E-Rate: As of the posting of this information, 2015 due dates have not been posted however it has generally been advisable to begin work on the Form 470 in December. My December posting will have more details around this however there are a few broad items to note for the coming year.

- Reimbursement for phone lines is being phased out. Reimbursement for these services is being decreased 20% per year (if you received 70% reimbursement formerly, you would receive 50% 2015-2016 and 30% 2016-2017.) Since phone lines are frequently the only service e-rated by our libraries this grant will, for some libraries now and all libraries over the next 4 years, no longer be useful unless broadband reimbursement or category 2 services are pursued.
- Priority 1 and priority 2 are now renamed Category 1 and Category 2.
- Category 2 funding is being capped at \$2.30 per square footage however with a minimum of \$9,200. Maximum category 2 reimbursement is now 85%.
- Technology plans are no longer required.

IT/Technology

3. Encore Usage

	Jul 2013	Jul 2014	Aug 2014	Sep 2014	Oct 2014
# of Member Libraries Implementing Encore	0	59	60	62	62
# of Legacy System Searches	62,660	30,440	27,600	24,840	22,760
# of Encore Searches	0	45,900	44,180	45,820	47,440
# of OverDrive Checkouts via Encore	0	394	430	347	384

Databases in Encore										
	General One File		Academic One File		Business Insights: Essentials		InfoTrac Newsstand		Health Reference Center Academic	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Jun	599	548	45	323						
Jul	484	696	68	150						
Aug	462	538	14	132						
Sep	381	485	66	172	39	145				
Oct	278	540	84	271	156	136	38	86		

4. **Offline Circ:** Reminder to have offline circ clients installed. After hours support is provided Best Effort, but greatly enhanced by staff preparation around offline circ.

Sierra/ILS

5. **Health Reference Center Academic:**

- November 13th, Health Reference Center Academic will be included within the Articles and Articles Plus Search section of Encore.
 - Health Reference Center Academic is a subscription database from GALE CENGAGE Learning, available to all MHLS libraries, which provides 1,700 full-text sources with up-to-date information on the complete range of health care topics.
 - The annual list price for all MHLS libraries to have this database would be \$13,020, but there is no charge to member libraries or to the Mid-Hudson Library System because this database is provided by the New York State Library through NOVELny. NOVELny is an online virtual library connecting New Yorkers to 21st century information via libraries and library systems statewide, and is supported in large part with temporary federal funds through a Library Services and Technology Act (LSTA) grant to the New York State Library by the Federal Institute of Museum and Library Services (IMLS).
6. **Reminder catalog being deprecated December 1st:** You've likely already seen our posting on the top of the legacy catalog. Just a reminder that this catalog will be (as per Tom L's suggestion find a better word for deprecated), deprecated on December 1st.

Cataloguing

7. **RDA**

- There has been a lot of talk – and conference sessions and instructional workshops - in libraries about RDA (Resource Description and Access). If you are unfamiliar, it is a new standard for cataloguing records in your collection. Using the foundation of AACR2, it offers guidelines and instructions for the description and access of all types of content and media. The MHLS cataloguing department is following this discussion closely (and attending the workshops) to identify ways to incorporate RDA in order to enhance our catalogue. Keep an eye out for updates and training sessions from us as libraries move to(wards) RDA...
- If you are already curious and would like additional information about RDA, please visit the RDA Joint Steering Committee - .rda-jsc.org/rda.html - or feel free to contact Thomas O'Connell (toconnell@midhudson.org).