Consultant Reports
MHLS Director's Association
Meeting of Thursday November 5, 2015

Merribeth Advocate, Assistant Director

1. **Changes to 2015 Annual Report:** At this point we are expecting changes in the following areas:
   a. New definitions and measures of circulation for digital materials.
   b. Reporting the part of the library's budget either subject to a public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote during a previous year.
   c. New questions on assistive technology offered by the library.

2. **Public Library Administrators Certificate Program in Westchester – Deadline November 15**: Interested in earning a post-Master's Advanced Certificate in Public Library Administration? Many MHLS librarians participated in this program when it was offered several years ago, and found it to be of great value. The Westchester Library System is considering hosting another round of the Public Library Administration Certificate Program offered through Long Island University. They are looking to gauge interest to see if they could get the needed 20 student minimum to offer the program. If interested in participating, please contact Elise Burke at eburke@wlsmail.org by November 15, 2015.

3. **Services from the Talking Book and Braille Library (TBBL):**
   a. **Your library patrons who are having difficulty reading standard or large print books** may be eligible for FREE Talking Book services through TBBL. Individuals are eligible for service from TBBL if they have a **visual impairment, a physical disability, or a diagnosed reading or learning disability**. Over 300,000 people in NY are eligible just on visual impairment alone.
   b. TBBL has thousands of fiction and non-fiction titles in audio format, a large collection of children's and adult Braille books, over 70 magazines, and local and national newspapers. Registered borrowers are loaned special playback equipment at no cost to them. TBBL patrons may also download every title in the collection through the BARD (Braille and Audio Reading Download) service.
   c. Help your patrons who need more than traditional books can offer to access this great service by **registering your library as an institution with TBBL.** They will send you a digital player and some audio and braille books to keep on display. Your library can also get a demo BARD account. Currently only 8 libraries in the MHLS region are registered with TBBL as participating libraries:

      i. Greene County - 0
      ii. Columbia County - 2: Chatham & Hudson
      iii. Dutchess County - 2: East Fishkill & Red Hook
      iv. Putnam County - 1: Mahopac
      v. Ulster County - 3: Hurley, Plattekill & Saugerties

d. Complete information about TBBL services at www.nysl.nysed.gov/tbbl; BARD information at http://www.nysl.nysed.gov/tbbl/bard/. TBBL is a joint program of the New York State Education Department and the National Library Service, Washington, DC.

4. **Summer Reading Program Funding 2017-2019:** Family Literacy Library Service Program funds we used to provide Summer Reading mini-grants for MHLS libraries in 2013-2016. The next round of Family Literacy Grants will also be a three-year grant, with a new theme for the grant funds which focuses on early literacy development.

5. **OverDrive and Project Gutenberg:**
   a. About 200 MHLS eBook checkouts each month are through Project Gutenberg, via the MHLS Digital Download collection.
   b. Coming later in 2015, OverDrive is improving how Project Gutenberg titles are presented in the MHLS Digital Download collection. There will no longer be a button that says "Additional eBooks Always Available' that directs users to the full Gutenberg Collection (which can sometimes be confusing). Instead, we will be able to add the most popular of these free unlimited-simultaneous-use classics directly to the MHLS Digital Download collection. Reporting on these titles will then be included by library in the monthly OverDrive reports, which means we will not have to estimate their use for the annual report.
   c. Project Gutenberg was the first provider of free eBooks. Michael Hart, founder of Project Gutenberg, invented eBooks in 1971 and his memory continues to inspire the creation of eBooks and related technologies today.

Rebekkah Smith Aldrich, Coordinator for Library Sustainability

1. **Contacts with State Legislators**
   a. We encourage all libraries who received bullet aid from their NYS Senator or Assemblyperson to **invite the legislator(s) into your library for a tour and a photo op**. Saying thanks in person makes a big impression! Even if you didn't receive funds this round invite your legislators to the library or a library event, first person experiences and contact are the best way for them to understand how important you are to the community and may pave the way for bullet aid in a future year.
   b. **Report Your Efforts**: In an effort to make it easier for local library advocates to report on their points of contact with their state legislators NYLA has set-up an online reporting form: https://www.surveymonkey.com/r/NYLA-Advocacy-MTG Please use this form to let NYLA know about the meetings you having; the who, when, and where – and most importantly the 'how'd it go'. The more information NYLA has on actions of library advocates on the local level, the better positioned we will be to leverage that information in Albany.

2. **What's new in the 2015 Edition of the Handbook for Library Trustees of New York State?**: Released at the 2015 NYLA Conference, the new edition of the Handbook for Library Trustees of New York State includes legal and regulatory updates and new resources to help public library trustees fulfill their governance role. Starting in November, the handbook will be available online through Midhudson.org → New York State Library and hard copies are available for purchase ($5) from MHLS. Highlights of the new edition include:

a. New chapter on Board Development
b. Overhaul of chapters on Technology and Public Relations & Advocacy
c. Explanation of the need for an independent treasurer for public libraries (municipal, school district public libraries and special district public libraries)
d. Clarification about committee meetings and NYS Open Meetings Law
e. Information about the NYS Property Tax Cap
f. Explanation of fund accounting
g. Clarification of audits and necessary internal financial controls, including information about OSC audits of public libraries
h. Promotion of competitive salaries and benefits for library personnel and the importance of investing in continuing education for both staff and trustees
i. Emphasis on the importance of thinking sustainably about the library's future; specific information about sustainable library facilities
j. Links to recorded webinars for Trustees available through the New York State Library's web site embedded throughout.
k. New items in the Appendix:
   - Working Together: Roles & Responsibilities Guidelines
   - Civil Service 101 for Trustees
   - New planning process outline
   - Updated list of essential policies
   - Updated Public Library Glossary

3. **M/WBE Update**: In July I reported to the DA that the State Aid for Public Library Construction Program was newly requiring compliance with the Minority and Women Business Enterprises (M/WBE) effort in New York State as outlined in Executive Order No. 8. In September the State Education Department reversed its ruling: **"MWBE participation will not be required as a condition of the 2015/2016 State Aid for Library Construction Program."** Below is the text of information about this matter that was relayed from the State Education Department to the State Library (DLD).

"The Department is required to establish MWBE goals for any grant program where individual awards will be made that exceed $25,000. Although Library Construction Aid is administered by the Department using forms and operational procedures designed for grant programs, it is formula driven State aid and not a grant program. Therefore, MWBE participation will not be required as a condition of the aid although participation of MWBEs as subcontractors should be encouraged.

Although not a requirement for State Aid for Library Construction, we know that libraries and library systems are among the public agencies concerned about how they can comply with MWBE requirements when they participate in competitive grant applications. They have cited 'low bid' provisions of General Municipal Law section 103 as the reason that MWBE participation was very difficult to achieve. Although that may have been the case in the past, General Municipal Law section 103 has been recently amended to permit "best value" procurements. This means that agencies are authorized to use a quantitative factor for small businesses and minority and women-owned businesses in their evaluation of "best value". Appropriate use of this new provision should help local governments meet MWBE goals where necessary or desirable without

risking audit exception. "

4. Trustee Education: **Trustee Duties and Responsibilities** workshops in November: Great for new board members, but open to all. Library board members looking for essential, baseline information to increase their effectiveness in serving on a library board will benefit from attending this session.

> **●Saturday, November 14**
>
> 10:15am – 12:30pm at Town of Esopus Library, 128 Canal St., Port Ewen 12466
>
> **●Tuesday, November 17**
>
> 5:30 – 8:00pm at Desmond-Fish Library, 472 Route 403, Garrison 10524
>
> **●Thursday, November 19**
>
> 5:30 – 8:00pm at Mid-Hudson Library System Auditorium, 105 Market St., Poughkeepsie 12601
>
> **●Friday, November 20**
>
> 10:15am – 12:30pm at Germantown Library, 31 Palatine Park Rd., Germantown 12526
>
> All attendees will receive a free copy of the brand new 2015 edition of the *Handbook for Public Library Trustees in New York State* – hot off the press!
> Please help your trustees register online at http://calendar.midhudson.org

5. **County Funding Advocacy Group** will meet on Tuesday, December 15th from 1:00 – 3:00pm in the MHLS Auditorium. We would very much like ***representation from each county*** there to receive updates on county funding advocacy, share effective strategies to position libraries to receive county funding and discuss grassroots advocacy efforts that are working.

Robert Drake, Technology Operations Manager

Technology Operations Overview

1. **Ticket System for All Requests**

   > Hello everyone, just a reminder that all Sierra, website, tech everything queries should go to techsupport@midhudson.org. This goes into our ticket system which is directly accessed by five different staff people including myself, Gerry Formby, and Thomas O'Connell. Unlike our individual emails, multiple people are tracking whether or not tickets are resolved in timely fashion.
   >
   > To this end, please remind your staff to use this as well. While we endeavor to get through every email they send, tickets receive a much faster resolution due to the number of people simultaneously working to solve them.

IT/Technology Research, Programming, News

1. **CIPAFilter to meet E-Rate Filtering Requirements**
   - As many of you learned in the recent e-rate presentation, there are increased funds available to libraries applying for e-rate. These funds do however generally require your library become CIPA compliant by having filtering on our computers throughout the library.
   - One filtering technology discussed at that program was CIPAFilter. Based on requests for attendees, I've gotten approximate costs for the vendor.
   - Cost: $2673.00 for device and three year license. $2250.00 of this cost is e-rateable.

- If you have interest in the option feel free to contact rdrake@midhudson.org. You can also learn more about the device and its filtering capabilities here: http://www.cipafilter.com/

2. **Code Academy**
   - As we all know, 'maker' programs include far more than just 3d printers. Libraries interested in offering introductory computer programming offerings may benefit from looking into Code Academy.
   - "Codecademy is an online interactive platform that offers free coding classes in 9 different programming languages including Python, PHP, jQuery, JavaScript, and Ruby, as well as markup languages HTML and CSS." While not every lesson is free, nearly every language has 10 plus short sessions that can introduce a young learner or otherwise inexperienced person the basics of programming and give them a strong basis for additional learning.
   - Relevant link: http://CodeAcademy.com
   - If anyone has questions about using Code Academy, feel free to contact Rdrake@midhudson.org directly.

Sierra/ILS

3. **Clearing Expired Holds and Holdshelf**
   - Hidden deep within Sierra there is a single file that contains all titles that are 'on the holdshelf'. This file is used for certain notices/processing of holds – but fails to work correctly when it gets too large. Unfortunately, regardless of where a title is in the system, this holdshelf is only cleared when the Clear Expired Holds and Holdshelf Function is run. As a result, simply checking items on the holdshelf and transiting them as necessary is not sufficient. Please make sure you are running this function every day you are open.
   - Relevant Guide: (Knowledgebase password required) http://kb.midhudson.org/clearing-hold-shelf/

4. **Sierra Q&A Webinar**
   - Automation Coordinator Thomas O'Connell will offer his usual lunchtime webinar of training and Q&A on Monday, November 23rd at noon. The topic will be placing holds, clearing holds, high demand holds, and everything else you want to know about holds! The session will take place via a GotoMeeting session and last about 45 minutes. There is a 15 person attendance limit, so register on our calendar if you'd like to attend.
   - If you have ideas about topics you would like to see covered in potential future sessions, please contact Thomas at toconnell@midhudson.org or call him at (845) 471-6060, ext. 221.

Cataloguing

5. **Multiple Fine Issue**
   - There is a rare bug where duplicate fines are levied against an account when a title has been renewed multiple times within a few seconds (usually do a glitch in the renewal function). Please be mindful if seeing multiple fines on the same title for the same amount.