

**Consultant Reports**  
**MHLS Directors Association**  
**Meeting of Friday, March 4, 2016**

**Merribeth Advocate, Assistant Director**

**1. Zinio for Libraries eMagazines:**

- a. This new product was successfully launched on January 1.
- b. In February, MHLS started monthly postings of the Zinio for Library statistics at <http://midhudson.org/topics/statistics-research/zino-usage-statistics-by-library>. The statistics are collected by library patron barcode range, and provide by library, the patron registration numbers and the number of magazines checked out, during each month.

**2. Orientation for New Programmers:** Offered by MHLS each spring, this program is designed for library staff and volunteers who are new to library programming, but open to all who would like to attend. This workshop is being offered in 2 locations. See the MHLS online calendar for details and to register.

- a. March 15 at Germantown Library
- b. March 23 at MHLS

**3. Vendor Contacts for Potential Databases:** A reminder that in September 2014 it was decided that MHLS and the Central Library/Collection Development Advisory Committee will only review databases that have been brought to the CL/CD committee by a county group for potential group purchase. Please do not refer vendors directly to MHLS.

**4. NYS Family Literacy Library Services Grant Program 2016-2019:**

- a. As I mentioned in my November report, this program is no longer able to provide funds for Summer Reading mini-grants, as it did in 2013-2016.
- b. The 2016-2019 funds are now focused on library systems working with libraries and other partners with the goal to significantly improve the quality of public library early learning services. The project theme is *“Ready to Read at New York Libraries through Public Library Systems”*, with the purpose of increasing the number of public libraries statewide who have the expertise and resources to assist families with young children in developing the early literacy skills needed to succeed in the school years ahead.
- c. \$14,000 will be allotted to MHLS each year for 3 years for this initiative to improve library services which will improve parents’ and caregivers’ ability to develop crucial early literacy skills in their children. Funds will be used for:
  - i. providing training for member library staff in all five components of the *Ready to Read at New York: Early Childhood Public Library Staff Development Program*.
  - ii. a capacity building development project for a cohort of member libraries in the areas most in need, resulting in a replicable program that creates mentors in the MHLS region.
- d. I will provide more information when it is available.

**5. NYS Adult Literacy Library Service Grant Program 2016-2019:**

- a. The NYS Adult Literacy Library Services Grant Program helps library systems work with libraries and other partners to develop and expand adult literacy programs which will enhance workforce development services in public libraries. The project theme is “Workforce Development at New York Libraries through Public Library Systems” with the purpose of increasing participation of adults in library literacy programs which will improve their career and educational opportunities.
- b. \$9,000 will be allocated to MHLS each year for 3 years for this initiative to help libraries offer services that will improve adult literacy on the job and in the home. Funds will be sub-granted to member libraries through an annual application process, scored against a standardized rubric, that have:
  - i. Strong new or existing partnerships with local public schools, colleges or other organizations that are operating adult literacy programs, which is designed to initiate, enhance or extend services to adults to increase their literacy skills
  - AND
  - ii. A related infrastructure component (such as a public computing center in the library; a literacy office in the library; the library is in a designated Literacy Zone).
 Preference will be given to applications:
  - iii. With new partners
  - iv. From libraries that meet the MHLS economically disadvantaged community definition
- c. I will provide more information when it is available.

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

**1. Albany Update**

- a. Library Advocacy Day is Wednesday, **March 2**. If you are unable to travel to Albany on this date please plan to **call your NYS Senator and Assemblyperson in their Albany office** and to inspire your trustees, Friends and patrons to do the same to advocate for:
  - i. Full formula funding for library aid. Absent that, an increase to state aid for libraries that matches the Governor’s proposed 4.3% increase to Education Aid.
  - ii. An increase to the State Aid for Public Library Construction Grant program to \$30 million. This funding has been stagnant for a decade despite a documented accumulated capital need of \$2.2 billion statewide.
- b. Please keep pushing participation in your community by sending messages through the **NYLA Online Advocacy Center**: [bit.ly/1LwV3Ex](http://bit.ly/1LwV3Ex)
- c. **THANK YOU to all directors** who stepped up to help with our **Real People, Real Dollars campaign** to create a visual message with impact!!!
- d. After the budget passes, target date of April 1, the legislative advocacy season picks up. A bill of special interest to our area: **Permit Collaborative Capital Improvements for Small & Rural Libraries** (S.6651 Farley / A.9240 Abinanti) This bill would permit small and rural libraries to secure financing through the Dormitory Authority of New York State (DASNY) for capital improvements by pooling projects together through the New York Library Association (NYLA). Learn more here: [https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=1536&MenuKey=advocacy](https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=1536&MenuKey=advocacy)

2. **Preparing for Construction Grant Season:** If approved in the NYS Budget we will once again administer the State Aid for Public Library Construction Grant Program in our region. The MHLS Board of Trustees are scheduled to approve their priorities for funding at their March meeting. There are a number of things you can be doing to best position yourself for this grant:
  - a. Create or update your library's **board approved, prioritized facility plan**. This plan is now a required submission with the MHLS Construction Needs Action Memo (and therefore construction application.) Libraries working on large projects for which they would like to apply for smaller, phased portions of through the grant program should itemize the phases in their facility plans and note the projected timeline of the phases. A sample plan outline is available: <http://midhudson.org/wp-content/uploads/2013/04/Facility-Plan-Outline.docx>
  - b. If you haven't already, have a **NYSERDA Energy Audit** [<http://www.nyserda.ny.gov/All-Programs/Programs/Small-Commercial-Energy-Assessments>] done to help inform your facility plans. Evidence of this audit is required to earn the energy conservation point in the MHLS Board's grant ranking process to calculate recommended award amounts.
  - c. Sign up for the **April 12<sup>th</sup> introductory webinar**, this webinar will introduce the program, eligible projects, MHLS priorities, the application process and more.
  - d. Fill out the **Construction Needs Action Memo** which will be sent to you via the MHLS Alerts list in April. This memo is required to be submitted to be considered for the grant. **PLEASE NOTE: All libraries are expected to submit their construction needs to MHLS, regardless of your intent to apply for the grant program. MHLS is required to submit a report to NYS on the total amount of construction need in our System annually to assist with advocacy efforts for the aid program.**
  - e. The state usually opens the grant portal in June. MHLS has scheduled a **technical assistance workshop for June 7<sup>th</sup>** to walk you through this year's application. The application deadline for member libraries will be set once the state notifies the System of the System deadline.
3. **Calculating Impact: Minimum Wage Increase** – the Governor is strongly pursuing an increase to the minimum wage in New York State to \$15/hour. While likely to be phased in over 3 years, this will obviously have a big impact on many smaller libraries' budgets. To begin to assess this impact on libraries statewide for advocacy purposes, and to help your board with financial planning, I will send every director a link to a survey asking three questions:
  - a. What is the a) dollar amount and b) percentage increase to your personnel line to bring staff currently under minimum wage up to \$15/hour?
  - b. What is the projected a) dollar amount and b) percentage increase to your personnel line to make proportional adjustments to salaries currently at/over \$15/hour in response to minimum wage employee increases?
  - c. Overall percentage increase to your personnel line to deal with an increase to a \$15/hour minimum wage:
4. **414/259 Vote Planning:** If your library is planning to pursue a 259 or 414 vote in 2016 please let me know.

5. **ILEAD Project Update:** As reported last year, I have been leading a statewide team to develop a standard framework for trustee education curriculum. Drafts of 5 modules of content which will make up the curriculum have been sent to all stakeholders (PULISDO, the Division of Library Development, the Library Trustee Association of NYS, the Public Library Section of NYLA and NYLA Leadership) for feedback. Modules are designed for System staff in the 23 public library systems of New York to use to conduct trustee education sessions in their region. The Modules include:

- Orientation – the basics every trustee should know
- Legal Issues for Libraries
- Financial & Fiduciary Responsibilities
- Planning & Advocacy for Library Sustainability
- Seven Habits of Highly Effective Boards

The team plans to incorporate feedback from the field and to finalize the products by late Spring 2016.

#### 6. **Upcoming Events:**

- a. Wednesday, March 2: **Library Advocacy Day in Albany**
- b. After the March 4<sup>th</sup> DA Meeting: **Roundtable for New Directors**. Topic: Sierra & Tech Simplified with MHLS Technology Operations Coordinator Robert Drake
- c. Tuesday, March 8<sup>th</sup>: **County Funding Advocacy Group @MHLS Auditorium**
- d. Wednesday, March 23<sup>rd</sup>: **Open Meetings Law workshop with Robert Freeman, Chair of the NYS Committee on Open Government @MHLS Auditorium**
- e. Tuesday, April 12<sup>th</sup>: **Introduction to the State Aid for Public Library Construction Program [webinar]**
- f. Wednesday, April 27<sup>th</sup>: Planning Programming that Pops! With Janie Hermann of the Princeton Public Library
- g. After the May 5<sup>th</sup> DA Meeting: **Leadership Circle for Directors**
- h. **Essential Trustee Duties & Responsibilities:**
  - i. Friday May 13, 10:15a-12:30p @MHLS Auditorium
  - ii. Saturday, May 14, 10:15a-12:30p @Starr Library (Rhinebeck)
  - iii. Saturday, May 21, 10:15a-12:30p @Cairo Public Library
  - iv. Wednesday, May 25, 5:30-8:00p @Mahopac Library
- i. Thursday, May 26<sup>th</sup>: **Friends Support Group: Keep It Going! Strengthening Your Group** with Lisa Wemett & Terry Mulee of the Friends of Libraries Section of NYLA
- j. After the June 2<sup>nd</sup> DA Meeting: **Roundtable for New Directors**
- k. Tuesday, June 7<sup>th</sup>: **Construction Grant Technical Assistance Workshop @MHLS Auditorium**

## Robert Drake, Technology Operations Manager

### *Technology Operations Overview*

#### **1. Sierra Users Guide**

- a. Visitors to the Sierra Knowledgebase ([kb.midhudson.org](http://kb.midhudson.org)) will now see an updated home page showing the Sierra Users Guide, a listing of dozens of guides arranged in the areas of circulation, cataloging, acquisitions, reporting, and reference. These can be viewed either individually or as a single lengthy PDF to hopefully facilitate both your own use and the training of other staff. Don't forget there is also a growing catalog of webinars at the bottom.
- b. The knowledgebase can be reached at <http://kb.midhudson.org>.
- c. This site is password protected. If you have any trouble with your password, please contact [techsupport@midhudson.org](mailto:techsupport@midhudson.org).

#### **2. Upcoming Sierra Upgrade**

- a. The night of March 22nd, 2011 will be upgrading our Sierra Software to version 2.1. There will be approximately 3 hours of downtime beginning around 11pm and ending around 2am. No other disruptions are expected however clients may take longer than normal to start the morning of March 23rd. MHLS staff will be around to assist with reloading clients if necessary.

#### **3. Ticket System for All Requests**

- a. Hello everyone, just a reminder that all Sierra, website, tech everything queries should go to [techsupport@midhudson.org](mailto: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.
- b. 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.

#### **4. New Registration Cards**

- a. New English/Spanish Languages registration cards have been designed. We are still working through our prior stock of printed cards, but if you would like to edit or print the newly designed card at whatever size you might choose, both PDF and Adobe Illustrator Versions can be found at: <http://midhudson.org/about-mhls/library-card-registration-forms/>

## 5. Courtesy Notice Example

From: noreply@midhudson.org  
Sent: Tuesday, February 09, 2016 6:00 AM  
To: toconnell@midhudson.org  
Subject: Circulation Notices

Mid-Hudson Library System  
103 Market Street  
Poughkeepsie, NY 12601

Robert Drake  
111 Not My Address Apartment A  
New Paltz, NY, 12561

This is a reminder that item(s) on your account are coming due soon.  
Please check your library card account online at  
<http://search.midhudsonlibraries.org/iii/encore/?lang=eng>  
or contact your local library for more information.

AUTHOR:  
Pee-wee's playhouse. Vol. 16 [video  
CALL NO: Test record - VHS Ants  
BARCODE: 32380100049772  
Mid-Hudson Library Sy DUE: 02-11-16  
DATE CHECKED OUT: 02-08-16 11:22AM

AUTHOR:  
TITLE: 8 1/2 [videorecording]  
CALL NO: Test record VHS 8 1/2  
BARCODE: 32380100049780  
Mid-Hudson Library Sy DUE: 02-11-16  
DATE CHECKED OUT: 02-08-16 11:23AM

If approved these notices will be generated using a centrally run automated job:

- 3 days before due date for items with 7+ day loan rules
- 1 day before due date of items with 3 day loan rules

*IT/Technology*

## 6. E-Rate: E-rate has extended filing deadlines this year.

- a. Filing Deadline Form 470 – April 1<sup>st</sup>
- b. Filing Deadline Form 471 – April 28<sup>th</sup>

This year there are some challenges with whether libraries are indicated in the EPC portal as Libraries, Library Systems or Consortium. Unless a library has branches, it appears Library is the appropriate designation. If this is listed incorrectly in your application portal, it is necessary to

contact USAC for the change. Working with the state library, we have however gotten most locations within our system corrected.

### *Sierra/ILS*

#### **7. Sierra Questions Webinar**

Automation Coordinator Thomas O'Connell will offer his usual lunchtime webinar of training and Q&A on March 21st at noon. The topic will be the Sierra Knowledgebase! 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](mailto:toconnell@midhudson.org) or call him at (845) 471-6060, ext. 221.

### *Cataloguing*

#### **8. Introducing Courtney Wimmers**

I'm happy to announce Courtney Wimmers as our new Cataloging Specialist here at MHLS. Aside from also working at the Pleasant Valley Library, she is currently working on her MLIS through San Jose State University's online program, and should be finished by the end of this year. Before that, she went to SUNY New Paltz and majored in English. She loves to read, play video games, and play with her cats in her spare time. One of her goals is to travel the world. She is very excited to be working as a cataloger and learning new things, and hopes to continue working in the Mid-Hudson Library System for a long time. Please join me in welcoming Courtney to the Cataloging team.